

Minutes



Executive Committee Quarterly Meeting

9/7/2023

3:30pm

Attendees: Scott Watson, Erin Gillespie, Beth Cicchetti, Shelly Bell, Amber Tynan, Princess Ousley, Cindy Lavoie and Kevin Vaughn

Staff Present: Jim McShane, Matt Salera, Trish Yahn, Charlotte Brown, Tandria Edwards, John Hershey, and Kevin Harrington

Guests: Chakib Chehadi, Elizabeth Ventura

RECORDING: Matt Salera

Approval of Minutes – December 22, 2022 – Action Item I

Approval of Minutes – May 31, 2023 – Action Item II

Motion: Kevin entertained a motion to approve both the December 22, 2022, and the May 31, 2023, minutes. Cindy made the motion, and Princess seconded the motion. All in favor.

Finance Committee

Budget 23-24 (Unrestricted) – Action Item III

Matt stated that the surplus of total program funds available has an increase of \$32,710 from carryover, TIS sponsorships and event fee payments. Also, received Paychecks for Patriots sponsorship in the amount of \$2,000.

Budget 23-24 – Action Item IV

Matt informed the committee that this is the consolidated federal funds budget. In the Proposed Change column, a surplus of total program funds available has an increase of \$142,578 per breakout at the bottom of the budget. Matt also proposed cost increases to the budget totaling 37,528.

WIOA Adult/DW Transfer Request – Action Item V

Matt informed the Committee that prior approval was required in order to spend DW funds under the Adult program. The request was needed to avoid a deobligation of funding since DW caseloads was only 3% of the Adult & DW caseloads. The transfer request totals \$550,000.

Motion: Amber made the motion to approve the Action Items III, IV and V and Scott seconded the motion. All in favor.

High Interest Savings Account – Action Item V

No action taken. Matt informed the committee that the finance committee had requested Matt to continue to search for a yield in excess of 4% and bring results to the BOD at the September meeting.

Nominating Committee

Tireshia Galloway, Principal of Crossroad Academy Charter School of Business – ACTION ITEM VII

Scott informed the Committee that Tireshia had been nominated to fill the vacant BOD seat and said that he felt she would be engaged. Beth made the motion, and Cindy seconded the motion. All in favor.

Strategic Policy and Planning Committee

Training Provider Application Review – ACTION ITEM VIII

Tandria informed the committee that there is 2 new program applications and 1 training provider application. Cindy made the motion, and Beth seconded the motion. All in favor.

Chief Executive Officer Report – Jim McShane (Included in packet)

Service Provider Quarterly Report – John Hershey (Included in packet)

OSO Report – Kevin Harrington (Included in packet)

Senior Director ROPC Report – Tandria Edwards (Included in packet)

Senior Director BES Report – Trish Yahn (Included in packet)

Timeline for CEO Performance Review (Included in the packet)

New CEO Employment Agreement

Charlotte informed the committee that Jim's employment agreement expires on December 31, 2023. Discussion was held regarding Jim's request for a 2-month salary payout upon retirement to be included in his new 2-year contract. It was suggested that instead of a general payout that the committee consider paying 325 hours of Jim's sick leave instead. Cindy voiced concern about Jim receiving such payout if other staff did not. There was general discussion about benefits provided to the at-will staff and Amber requested that Charlotte send the committee a copy of the organization's benefit policies and a copy of Jim's current employment agreement. There was general discussion regarding succession planning for when Jim retires and if a plan was currently in place. Charlotte agreed to send the committee the succession document that was created several years ago for the committee's information. Scott made a motion for Charlotte to have our employment attorney draft a 2-year contract to include the 325 sick leave payout and it could be stricken if the committee votes to exclude it when reviewing the draft agreement that the attorney creates. Kevin seconded the motion. All in favor. Charlotte noted that she will send the committee members a Doodle Poll for a meeting in October with the employment attorney so they can review the draft employment agreement.

Adjourn

Meeting adjourned @ 4:43pm.