

Thames River Community Services Board of Directors Meeting Minutes

March 20, 2019 at Thames River Family Program

The meeting was called to order at 5:43 pm by Deb Eskra

Present: Matthew Lisee, Debbie Eskra, Bob Fusari, Louise Summa, Theresa Madonna, Mike Bennett, Gayle O'Neill by phone, Marilyn St. Onge, Ornet Hines, Nancy Roberts

Excused: Keith Lee, Margaret Sabe

Staff: Kathy Allen

Guest: Paula Oberg

Minutes: Minutes of November 9, 2018 were reviewed. Motion was made and seconded to approve the minutes as presented; motion carried. Minutes of January 16, 2019 were reviewed. Motion was made and seconded to approve the minutes as presented; motion carried.

President's Report: No report

Executive Director's Report:

Report on the CT balance of State outcomes with a score of 92.1 which was positive. The auction planning is underway and board participation is encouraged. A new program assistant has been promoted from within. The Community Development Block Grant was discussed.

Committee Reports

Finance Report: Gayle O'Neil

Finance report was reviewed and discussed. The new format for presentation of financials was discussed. Motion was made and seconded to accept the report as presented.

Investment Committee: Robert Fusari

No report this month – the report will be given next month.

Development Committee: Ornet Hines

The committee is hard at work on the auction; board members were asked to support the event and recruit new attendees to the event.

Board Development & Succession Planning Committee: Theresa Madonna

The Committee recommends merging the Board Development and Personnel Committees into one committee named "Governance Committee." The board reviewed the responsibilities and composition of the Governance Committee as presented. The concept and documents were discussed. A motion was made and seconded to Merge the Board Development and Personnel Committees to become the Governance Committee and that the current members of each committee would serve on the new Governance committee until the board's annual meeting. The motion carried unanimously.

Also, the committee proposed a more formal process of nominating, reviewing and recommending new members to the board. The proposal was reviewed by the board. Following discussion, a motion was made and seconded to approve and implement the new process for nominating, reviewing and recommending new members to the board. The motion carried unanimously.

Personnel Committee: Theresa Madonna

Following this year's auditor's report, the committee reviewed the policy on accrual of vacation time. The committee proposed changing the policy which allows the Executive Director discretion in waiving the cap on annual accrual of vacation time. The committee proposed new language for section 5.2 (Vacation) of the personnel policies. A motion was made and seconded to remove the Executive Director's discretion to approve waiver of the cap on accrued vacation time and adoption of the new policy language as presented; the new policy taking effect on April 1, 2019. Discussion took place about allowing employees with accrued time over the cap to use said time within a specified time period. Motion carried unanimously.

Facilities: Mike Bennett

The ED is working on updating a spreadsheet of maintenance projects over the next several years. The committee will meet more frequently, and is now co-chaired by Mike Bennett and Matt Lisee.

Old Business: None

New Business: President requested that board members communicate with the ED when asking employees for information. President will be developing a board calendar for future use.

Adjournment:

The meeting was adjourned at 7:37 PM

Respectfully submitted,

Deborah Eskra