



BOARD OF DIRECTORS – REGULAR MEETING
Wednesday, June 12, 2024, 6:00 PM

Meeting Minutes

1. Call to Order, Opening Comments and Welcome

Ms. Dunkle called the meeting to order at 6:00 PM. Ms. Dunkle made the announcement that she would be stepping down from the Board of Directors, effective after the meeting. She also announced that she would be stepping down as Board Chair effective immediately and designated Ms. Coker, Vice Chair, as the interim Board Chair. She subsequently handed over the proceedings to Ms. Coker.

Ms. Harrison requested to make a few comments regarding Ms. Dunkle’s tenure. She then thanked Ms. Dunkle for her time on the Board and for the countless hours and conversations she dedicated in her effort to help NWCSB get to where we are today. Ms. Dunkle began her service to Northwestern Community Services Board in Spring of 2016. In that time, she has served as the Chair of the Communications/Governance Committee 2021-2022, Vice Chair of the Board 2022-2023, and Board Chair 2023-2024. Ms. Dunkle was invited to attend the December holiday party where her tenure will be further celebrated.

Ms. Coker proceeded to say a few words about Ms. Dunkle’s dedication throughout her tenure, referencing the 90 or more Board Meetings she attended. Ms. Coker stated, “... [she is] always a source of wisdom and moderation.”

2. Roll Call

Board Members Present

Jennifer Coker, Sara Dorr, Sandra Dunkle, Charolette Eriksson, Lisa Goshen, Kahle Magalis, Mary Orndorff, Chris Rinker, Kelly Storey, Sharon Surratt

Board Members Absent

Bisma Y. Sheikh, Elisabeth Alger, Katie Jordan

Staff/Public Attendance

Ashley Bailey, Tim May, Barbie Kibler, Katie Russell, Alex Hannigan, Crystal Jordan, Andrea Bieber, Ellen Harrison, Morgan Ward

Virtual Attendance

Frank Peltier, Stephanie Fletcher, Cory Lagdon, Carol Woods, Gail Partlowe, Denise Acker, Rudolf Bickel, Courtney Creswell, Robert Murphy, Keryn Keyes

3. Approval of Minutes

- a. **Revised April 17, 2024, Meeting Minutes-Attendance updated to include Sara Dorr; no other alterations.**



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Ms. Dunkle motioned to approve the April 17, 2024 Meeting Minutes as revised. Ms. Dorr seconded. Motion passed.

b. May 15, 2024 Meeting Minutes

Chief Magalis motioned to approve the May 15, 2024 Meeting Minutes as written. Ms. Goshen seconded. Motion passed

4. Approval of Agenda

- a. Chief Magalis motioned to strike “Action Item: Virtual Attendance Policy.” Ms. Goshen seconded. Motion passed.
- b. Chief Magalis motioned to strike sections 11-13 of the agenda, because a closed session was no longer needed. Ms. Eriksson seconded. Motion passed.
- c. Chief Magalis motioned to add two items to “New Business.” 1. 501(c)3 2. Change September Board Meeting date. Ms. Eriksson seconded. Motion passed.
- d. Ms. Eriksson motioned to approve the agenda as amended. Ms. Dorr seconded. Motion passed.

5. Public Comment

None

6. Reports

a. CEO

Ms. Harrison opened by asking if any Board Member had questions for her. There was a brief conversation regarding the process of updating the current phone workflow.

i. Action Item: FY2025 Performance Contract

Currently we do not have the final draft of the Performance Contract. Are we willing to adopt the Performance Contract as we have it, assuming there are no substantive changes. If there are substantive changes once the final is delivered, the Board of Directors would need to reconvene to vote on those changes. Currently, there are no substantive changes to the FY2025 Performance Contract. Aaron Clark will come in and talk to us about the Marcus Alert in August.

Chief Rinker, motioned to accept the FY2025 Performance Contract in its draft version with an understanding that if there are not any substantive changes by DBHDS in the final version, the Board Chair will sign the final version as presented by DBHDS. Ms. Eriksson seconded. Motion passed.

b. Board Committees



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- **HR/Finance Committee**

- i. **Action Item: Bring forth Budget for Approval**

The CFO presented the FY2025 Budget that was accepted by the HR/Finance Committee. Chief Magalis motioned to approve the FY2025 Budget as presented. Ms. Dunkle seconded. Motion passed.

- ii. **Action Item: Bring forth Service Restoration Policy**

This policy is addressing the restoration of an employee's PTO accrual rate. When an employee leaves employment then reconsiders and joins our staff within a three-month timeframe, they will be allowed to return at their previously employed PTO accrual rate if all other criteria are met.

Ms. Surratt motioned to approve the Service Restoration Policy. Chief Magalis seconded. The topic was opened for discussion. The discussion centered around the stipulated time frame in the Service Restoration Policy and why a three-month time frame was necessary for this specific policy.

Motion passed.

7. Old Business

None

8. New Business

- a. **501(c)3 – Halfway House.**

- This would allow for funds to accumulate for real estate investments and capital improvements (roof repairs, repaving parking lots, etc.)
 - Can use funds to purchase IT equipment at a significantly reduced cost for the betterment of service delivery, thus aligning the mission of NWCSB with the mission of the Halfway House.
 - Prevents use of operational funds for IT, capital improvements or purchase of real estate.

Motion to be able to move forward working with FloraPettit to begin the formation of a 501(c)3 with the endorsement of the Board. Final steps will come back before the Board in August or sooner for final review and approval.

Chief Rinker so motioned. Ms. Eriksson seconded. Motion was opened for discussion.

- b. **Action Item: Bring forth September Board of Directors Meeting date change.**

Chief Magalis motioned to change the September Board of Directors Meeting from Wednesday, September 18, 2024 to Wednesday, September 11, 2024. Ms. Goshen seconded. Motion passed.

9. Announcements



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None
10. Meeting Recap – Action Items and Motions Presented <ul style="list-style-type: none">a. Action Item- Performance Contract: Approvedb. Action Item- Budget Approval: Approvedc. Action Item- Service Restoration Policy: Approvedd. Action Item-September Board of Directors Meeting date change: Approved
11. Call to Adjourn <p>Ms. Coker called the meeting to a close at 6:53 PM.</p>