



**Springfield Partners for Community Action
Board of Directors Meeting
Thursday, April 29, 2021 @ 5:00pm**

Meeting was convened via GoToMeeting at 5:05 p.m.

**Present: S. Jeffery, A. Andino, M. Perez, S. Bethea, R. Jackson, S. Jimenez, M. King,
B. McClusky, R. Mills, & C. Torres**

**Absent: S. Torres, L. Harris, L. Monroe-Naylor, J. Rhodes, D. Rodriguez & C. Santana &
G. Sypteras**

Staff: P. Bailey, P. Wilson & C. Corbett

PRAYER: B. McClusky

I. ACCEPTANCE OF MINUTES:

Minutes for 3/25/2021 were reviewed. A motion to accept the minutes as reported was made by M. Perez, and seconded by A. Andino. The motion carried.

II. SUB-COMMITTEES:

FINANCE COMMITTEE:

The Finance Committee met on April 27, 2021 with members of SPCA management.

March Financial Statements and Key Performance Indicators

Mr. Stovall presented the March month-end financials, commenting on the following notable activity since February 28, 2020:

- \$317K decrease to cash as the organization spends funds advanced from CSBG and other sources, with an offsetting decrease to current liabilities (unearned revenue), and pays invoices (\$77K increase to accounts payable).

- \$157K increase to accounts receivable due to increased Weatherization Program production.
- Month-to-date operating loss of \$3K reflects normal business activities.

The Committee then discussed the Key Performance Indicators, which remain consistent with prior periods and well within acceptable limits. The Current Ratio (1.49), Days in Payables (13 days), and Debt-to-Equity Ratio (1.19) all improved since February due to seasonal changes in the agency's performance and balance sheet. Days Cash Available (62 days) worsened slightly as the organization settled payables and spent funds previously advanced. Cash balances above \$1 million continue to allow the organization to operate without liquidity concerns.

The Committee noted there were no issues identified with the financial statements or concerns regarding the agency's operational performance for the periods presented.

CSBG Quarterly Report

Mr. Stovall presented the CSBG Administration and Program Reports for the second quarter ended March 31, 2021. The Committee discussed the reports and noted the following:

- Total quarterly Administration and Program expenditures of \$77,136 and \$40,936, respectively, are typical and appropriate for both Administration and Program budgets.
- Budget transfers
 - Administration transfer of \$1,200 from salaries to postage and mailing (\$900) and outside printing (\$300).
 - Program transfer of \$1,200 from salaries to outside printing.
 - The Committee noted the transfers to be reasonable within the quarter's activity.
- The amounts presented are consistent with the March month-end financial statements.

A motion to accept the March Financial report as presented was made by R. Jackson, and seconded by B. McClusky. The motion carried.

A motion to accept the CSBG March Financial report as presented was made by C. Torres, and seconded by S. Bethea. The motion carried.

EXECUTIVE COMMITTEE:

S. Jeffery called for a motion to go into Executive Session to discuss the Evaluation/Compensation for CEO P. Bailey. A motion to go into Executive Session was made by M. Perez and seconded by R. Jackson. The motion carried.

The staff of Springfield Partners was asked to leave the meeting and to come back after the Executive Session.

The executive session lasted 10 minutes and the Board Meeting resumed. The Board announced in open session that the Evaluation and Compensation was approved and reported out to give CEO, P. Bailey a raise of 6% retroactive to October 1st of 2020.

PLANNING COMMITTEE:

Members of the Planning Committee and other interested Board Members are invited to attend the Strategic Planning Committee meeting to be held soon.

PERSONNEL COMMITTEE:

The Personnel Committee approved Mr. Bailey's Evaluation/Compensation.

MEMBERSHIP COMMITTEE:

The Membership Report was presented by A. Andino regarding the new elections, but in the meantime, Mr. Bailey will contact D. Mazanec to rejoin the Board as a temporary member.

A motion to accept the Membership Report as presented was made by R. Jackson, and seconded by C. Torres. The motion carried.

BY-LAWS COMMITTEE:

No Report

III. EXECUTIVE DIRECTOR REPORT:

P. Bailey presented the Executive report. P. Bailey thanked the Board and Springfield Partners staff for their support.

Just an update on some of the employees in our daycare regarding being tested positive with COVID-19. They have all tested negative for over 25 days and some have been fully vaccinated.

P. Bailey reported that because of the pandemic, we still decided against reopening right now. We will probably reopen to the public sometime in later 2021. As of May 17th, all staff will be back to work full time.

We recently put together a proposal and applied for a \$50,000 grant to help the community learn more about COVID-19 and with the vaccinations, and we should hear from them the first week of May. The Triennial Review is coming up on May 18, 2021 with DHCD. They will review our agency findings and go over them with P. Bailey, I. Valentin, S. Jeffery, M. King, C. Corbett & M. Rosado.

A big Congratulations goes out to R. Jackson for his nomination to Uhora Award and Ahadi Youth Award. This award is well deserved.

A motion to accept the Executive Director's report as presented was made by A. Andino, and seconded by R. Jackson. The motion carried.

IV. UNFINISHED BUSINESS

Customer Satisfaction Survey Results 2020 was presented and discussed. A motion to accept the Customer Satisfaction Survey Results 2020 as presented was made by R. Jackson, and seconded by A. Andino. The motion carried.

Strategic Plan Progress Report (March 17, 2021) was presented and discussed. A motion to accept the Report as presented was made by A. Andino, and seconded by R. Jackson. The motion carried.

V. NEW BUSINESS

SPCA Food Card Procedures - A motion to accept the SPCA Food Card Procedures as presented was made by R. Jackson, and seconded by S. Bethea. The motion carried.

IT Policy Approved 022312 - A motion to accept the IT Policy Approved 022312 as presented was made by A. Andino, and seconded by M. King. The motion carried.

Six Month Program Report was presented and discussed - A motion to accept the Six Month Program Report as presented was made by A. Andino, and seconded by S. Bethea. The motion carried.

Anyone that wants to participate as a judge on the Review Board Scholarship Committee, please contact P. Bailey or T. Desplaines.

VI. BOARD DEVELOPMENT

No Report

VII. ADJOURNMENT

Motion to adjourn made by R. Jackson and seconded by A. Andino; motion carried. *Meeting adjourned at 6:07 p.m.*