



**Springfield Partners for Community Action
Board of Directors Meeting
Thursday, May 27, 2021 @ 5:00pm**

Meeting was convened via GoToMeeting at 5:06 p.m.

Present: S. Jeffery, S. Torres, S. Bethea, R. Jackson, M. King, J. Rhodes & G. Sypteras

Absent: A. Andino, M. Perez, L. Harris, S. Jimenez, B. McCluskey, R. Mills, D. Rodriguez,
C. Santana & C. Torres

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

Guest: Mark Duarte (CSBG & LIHEAP Program Representative)

PRAYER: J. Rhodes

I. ACCEPTANCE OF MINUTES:

Minutes for 4/29/2021 were reviewed. A motion to accept the minutes as reported was made by J. Rhodes, and seconded by M. King. The motion carried.

II. SUB-COMMITTEES:

FINANCE COMMITTEE:

The Finance Committee met on May 25, 2021 with members of SPCA management.

April Financial Statements and Key Performance Indicators

B. Stovall presented the April month-end financials, commenting on the following notable activity since March 31, 2021:

- \$49k increase to cash and \$122k increase to accounts receivable due to increased Weatherization Program production during the month
- Received proceeds for increased reimbursement rates for Child Care staff retroactive to July 2020, which is reflected in cash increase
- \$42k decrease to accounts payable from net settlement of Weatherization invoices
- Month-to-date operating income of \$172k reflects Weatherization production and Child Care reimbursement

The Committee then discussed the Key Performance Indicators, which remain consistent with prior periods and well within acceptable limits. The Current Ratio (1.61), Days Cash Available (64 days), Days in Payables (11 days), and Debt-to-Equity Ratio (1.05) all improved since March due to improve financial performance. Cash balances above \$1 million continue to allow the organization to operate without liquidity concerns.

The Committee discussed a new Summary Budget Comparison schedule included in the month-end financial statements created based on feedback from the DHCD. The schedule compares YTD results to budgeted amounts by program for revenue and expenses.

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

A motion to accept the April Financial Committee report as presented was made by R. Jackson, and seconded by S. Torres. The motion carried.

A motion to accept the April Financial Committee statement report as presented was made by R. Jackson, and seconded by S. Bethea. The motion carried.

EXECUTIVE COMMITTEE:

No Report

PLANNING COMMITTEE:

Members of the Planning Committee met on May 21, 2021. In attendance were P. Bailey, T. Desplaines, S. Plummer, C. Tomlinson, W. Fludd, M. Rosardo, P. Wilson, C. Corbett, S. Jeffery, M. King, C. Torres, J. Lederman, J. Teehan-Sanford & I. Caez. The Mission and Vision Statements were discussed and reviewed in that meeting and all agreed not to change them at this time. Per Organizational Standard 4.1, the Mission Statement must be reviewed every five years, but not necessarily changed. The Board agreed that the Mission and Vision Statements still describe very well what we as an agency strive to do.

A motion to accept the Mission and Vision Statements as presented was made by S. Torres, and seconded by R. Jackson. The motion carried.

PERSONNEL COMMITTEE:

The Personnel Committee will have a meeting in June. They will have to conduct another ED evaluation by 12/2021 to stay on schedule.

MEMBERSHIP COMMITTEE:

The Membership Committee will have a meeting in June.

BY-LAWS COMMITTEE:

Members of the By-Laws Committee had a meeting on May 27, 2021. J. Rhodes presented the By-Laws report. The discussion at the meeting was the by-laws policy need some mandated changes and the committee decided they will accept the mandated changes.

A suggestion was made to change the yearly ten Board meetings already in place to six Board meetings per year to ensure we stay in compliance. We can still continue to plan for ten Board meetings per year.

A suggestion was made to add to the by-laws policy to have a choice of in person or virtual meetings, when the COVID-19 state mandate restrictions are lifted, if members are not comfortable coming to the office.

A motion to accept the By-Laws report as presented was made by M. King, and seconded by G. Sypteras. The motion carried.

Mark Duarte (CSBG & LIHEAP Program Representative) reported that the Triennial Report with DHCD requested that any assessments that were not met, will be reviewed and we will be given 90 days to correct and then they will have an exit interview.

III. EXECUTIVE DIRECTOR REPORT:

P. Bailey presented the Executive Director's report. P. Bailey reported the ROMA Board training will be on 6/24/21. The staff will have their ROMA training on 6/9/21.

The Daycare is in the process of preparing their annual pre-school graduation ceremony on 7/2/21 outside in the back parking lot of Springfield Partners. This year the daycare is also providing a summer program for all age children due to COVID-19.

The Weatherization program is still moving forward in helping clients. The contractors are still providing in person services to our clients.

The Veterans Program is still providing housing assistance for Veterans moving and providing items such as: microwaves, utensils, fans, bedding, etc., to give them a great start.

The Community Services department is still assisting in helping clients. Due to COVID-19, our VITA program had to change the procedure to prepare taxes this year. This procedure was a great success and we prepared 1,645 clients' taxes. On May 22, 2021, we had an appreciation event and gave away appreciation gifts for all those who helped.

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

IV. UNFINISHED BUSINESS

No Report

V. NEW BUSINESS

No Report

VI. BOARD DEVELOPMENT

No Report

VII. ADJOURNMENT

Motion to adjourn made by R. Jackson and seconded by S. Torres; motion carried.
Meeting adjourned at 6:05 p.m.