



**Springfield Partners for Community Action
Board of Directors Meeting
Thursday, June 24, 2021**

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

Present: S. Jeffery, S. Torres, S. Bethea, R. Jackson, M. King, B. McClusky, R. Mills, J. Rhodes, C. Santana, G. Sypteras & C. Torres

Absent: M. Perez, L. Harris, S. Jimenez & D. Rodriguez

Excused: A. Andino

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

PRAYER: J. Rhodes

I. ACCEPTANCE OF MINUTES:

Minutes for 5/27/2021 were reviewed. A motion to accept the minutes as reported was made by J. Rhodes and seconded by S. Bethea. The motion carried.

II. SUB-COMMITTEES:

FINANCE COMMITTEE:

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

May Financial Statements and Key Performance Indicators

At the Finance Committee meeting, B. Stovall presented the May month-end financials, commenting on the following notable activity since April 30, 2021:

- \$152k increase to cash and \$99k decrease to accounts receivable due to increased Weatherization Program production and realization of receivables during the month. Increase in cash also impacted by new fiscal conduit customers
- \$33k decrease to accounts payable from net settlement of Weatherization invoices
- \$25k increase in deferred revenue from fiscal conduit program
- Month-to-date operating income of \$11k reflects Weatherization production, which looks to potentially hire a new auditor in the coming months

The Committee then discussed the Key Performance Indicators, which remain consistent with prior periods and well within acceptable limits. Days in Payables (9 days) and Days Cash Available (70 days) both improved since the prior month. The Current Ratio (1.60) and Debt-to-Equity Ratio (1.07) worsened slightly. 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.

P. Bailey noted B. Stovall plans to retire from the Agency at the end of July. The Committee thanked B. Stovall for his service and wished him well with his future endeavors.

A motion to accept the May Finance Committee report as presented was made by R. Jackson and seconded by G. Sypteras. The motion carried.

A motion to accept the May 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:

No Report

PERSONNEL COMMITTEE:

No Report

MEMBERSHIP COMMITTEE:

No Report

BY-LAWS COMMITTEE:

No Report

III. EXECUTIVE DIRECTOR REPORT:

P. Bailey presented the Executive Director's report.

The Daycare now has 83 students enrolled and we are still allowed 7 more students to make our total 90. The Daycare is still preparing 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 Veterans Department will sponsor a Veterans lunch event on 6/25/21 in West Springfield.

The Community Services department is still assisting in helping customers.

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

IV. UNFINISHED BUSINESS

No Report

V. NEW BUSINESS

C. Corbett gave a presentation on specific strategies in the FY2021 CAP as mandated in OS 4.4. The entire report was shared on-screen and every program was reviewed in turn.

A motion to accept the update on the strategies in the CAP report was made by M. King and seconded by R. Jackson. The motion carried.

Some changes need to be made to the bylaws to satisfy OS 5.1 & 10.1. Bill Hunter, Executive Director, NIQCA was kind enough to summarize these changes for us:

1. Mandated Edits.

- Article III. Section 3.3. "Composition of Directors." Revise language of the first paragraph to read... "The remaining members shall be officials or members of business, industry, labor, religious, law enforcement, education or other groups and interests in the City of Springfield."
- Article III. Section 3.3. "Composition of Directors." Eliminate language on pp. 2-3 detailing procedure for filling a "District Director" vacancy.
- Article III. Section 3.9. "Removal of Directors (a). Add sentence which states "that only representatives of public officials can be removed, not the official themselves."
- Article III. Section 3.10 (a). "Vacancies." Add 2nd sentence stating that "in no circumstance will the Board allow a vacancy in any sector of the Board to remain vacant for more than 180 days."
- Article III. Section 3.10 (c) Revise language to read ... "When a seat held by a District Director becomes vacant the runner up (if available) will fill the vacancy for the remaining term. If no runner up is available, the remaining District Directors serving on the Board will nominate a District Director candidate for election to fill the vacancy for the remaining term."

2. Suggested Edits.

- Article III. Section 3.5 (d) "Community Sector Directors." Revise language to state that the "board of directors shall select persons representing business, industry, labor...etc."
- Article IV. Section 4.1 "Annual and Regular Meetings." Change last sentence to read that the Board shall meet at least 6 times during the year with no more than ten weeks between regular meetings.
(Nothing in this proposal requires a change from the current practice of 10 meetings per year. The suggested edit simply allows flexibility in compliance with a high threshold meeting standard that may be compromised by circumstances beyond the agency's control (e.g., weather emergency).
- Article IV Section 4.8 "Executive Session." Add language which includes reference to State Opening Meeting Law (G.L. c. 30A, 19(a) as well as agency Board policies and procedures.
- Article VI. 6.1 (b) "Finance Committee." Include reference to Committee's audit responsibilities.

- Article VI Section 6.1 (e) and (f) Suggest consolidating these two Committees into a new “Governance Committee” that would assume responsibility for member/officer recruitment; bylaw reviews/updates; board performance assessments, board training/orientation.

The Bylaws Committee discussed these edits at a meeting on 5/27/2021. They recommended making all of the mandated edits and the first two suggested edits. They will meet at a later date to forge the language of the remaining suggested edits.

A motion to accept the amended Bylaws was made by R. Jackson and seconded by J. Rhodes. The motion carried.

The Strategic Plan needs to be submitted in July after Board approval. A copy was included in the Board Packet and shared onscreen at the meeting. C. Corbett explained how it grew out of the Community Assessment Report, which was submitted last December. Our goals are in the areas of housing, employment and child care plus some internal improvements. New initiatives include restarting the IDA program, creating an internship program and working with MassHire to refer unemployed and underemployed customers.

A motion to accept the Strategic Plan was made by R. Rhodes and seconded by S. Torres. The motion carried.

An agency-wide policy/procedure for income verification document was created and included in the board packet so all could review it. This document must be approved by the BOD to satisfy OS 13.3. There were no objections to the document.

A motion to accept the agency wide policy/procedure for income verification was made by C. Torres and seconded by S. Bethea. The motion carried.

The Employee Handbook needs to include a policy for disciplinary suspension of ED to satisfy OS 12.1. We have such a policy already, but it is not part of the Employee Manual.

A motion to accept the Employee Manual with the policy for disciplinary suspension of the ED included in it was made by S. Bethea and seconded by J. Rhodes. The motion carried.

Our Fiscal Manual needs to be amended to contain a Required Policy for CARES Funding to satisfy OS 11.1. The Board will go over this policy at the 7/29/21 meeting.

Also to satisfy OS 11.1, the Fiscal Manual section on Petty Cash (pp. 44ff) needs to be amended to add the line, “Petty Cash is only to be used for business purposes.”

A motion to accept this amendment to the Fiscal Manual was made by R. Jackson and seconded by C. Torres. The motion carried.

The ED evaluation and compensation review was conducted at the BOD meeting on 10/31/2019, but was not reflected in the minutes of that meeting. The minutes need to be amended to read, “The Personnel Committee met to discuss the Executive Director’s performance and compensation. The Committee approved the ED’s performance and recommended a 6% salary increase, retroactive to October 1, 2019.”

A motion to accept the amended minutes was made by J. Rhodes and seconded by S. Torres. The motion carried.

VI. BOARD DEVELOPMENT

There will be a ROMA (Results Oriented Management Assessment) training at the next Board meeting on 7/29/21.

VII. ADJOURNMENT

Motion to adjourn made by J. Rhodes and seconded by S. Torres; motion carried. *Meeting adjourned at 6:30 p.m.*