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# Board of Director’s Meeting Minutes

AUGUST 19, 2023

All virtual

# Attendees

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| * Bryan Meadows, President * Dan Raper, Treasurer * Daniel Klyce * Gary DuPriest * Yael Isreal   Staff:   * David DeBiasi, Executive Director | * Joseph Cantor * Kathleen Hardesty * Trish Smith * Alex Watson * Chimi Ohayagha |

# Call to Order

# At 9:38, Dan Raper suggested the meeting begin with public comment while we waited for to Bryan Meadows to overcome technical difficulties.

# Public Comment Liz Wilson, incoming Director of Development Director, introduced herself and Board members gave her a warm welcome and introduced themselves.

# Financial Update

# Dan Raper reviewed the FY 23 financials. The Q4 report showed we continue to be in a strong space. Dan reported we have almost $300,000 in reserves and over $400,000 in the operating account for a total disposition of over $700,000. Bryan joined during the narrative.

**Consent Agenda**

Bryan suggested we accept the Board Minutes from May 26, 2023 and July 7, 2023 meetings. Dan motioned and Daniel Klyce seconded. All were in favor.

**BIAV Updates**

David DeBiasi gave several updates.

Hiring: Liz Wilson will start on Monday, August 21 as the new Director of Development. Finding a Director of Finance and Administration continues to be a challenge. Position offered to 5 individuals offered salaries ranging from $65K - $82.5K. All declined due to pay and one asked for this weekend to decide when we counter offered with 10% more than she had declined. If she does not accept the position, we will advertise on Indeed for two weeks at a cost of $700. The Marketing and Communications Specialist position remains vacant. Liz is the supervisor and will soon post the position with the specific requirements/qualifications needed.

RABA: The Heart of Virginia Bike Festival is Sept 9. RABA has asked that we find 40 volunteers for rest stops. They typically donate $10,000 to BIAV. So far, 18 have registered so we are nearly half way there. Board members living locally were encouraged to sign up.

Golf Event: Tournament registration is currently open for registration players and sponsors. Victoria Kercado is in the lead role and doing fine.

Legislative Retreat: On July 14, BIAV Advocacy Members Retreat took place with 15 attendants representing all organizational members. The goal was to discuss and vote on the 2024 legislative priorities. The focus was on carrying forward legislative efforts from 2023 and the result was:

Passed

* Fund the Expansion of Case Management Services: Unanimous yes, but change expansion to strengthen. This is not the time to fight for expansion given the changes taking place under Medicaid.
* Provide a Cost-of-Living Adjustment to BI Service Providers When DARS Employees Receive a COLA: Unanimous vote yes, with the acknowledgement that these increases are neither frequent nor large enough to keep pace with HR needs
* Support Workforce Retention with an Appropriation to State Funded BI Service Providers: Unanimous yes, amount TBD.

Failed

* Fund a Housing Specialist for Each State Funded BI Service Provider: Unanimous vote no, with the intention to a) keep watch of the Virginia BI Council’s Housing Subcommittee report to DARS due in this spring; b) talk to legislators about housing when addressing the need for strengthening Case Management services.

**Committee Updates**

Development Committee: David reported the Committee met July 17. In attendance: Spencer, Joseph, Chimi and Maria. Absent: Meg Kelly, Chair. The Committee had a positive debrief of the Legacy event. Cost for food and drink was $98/person not to mention site rental and other costs on excess of $2000. It was suggested that we could save money by having the event during the annual conference (this year scheduled for March 15-16). The conference has a built in audience and the price could be integrated into the registration fee. Golf and RABA were discussed as reported above.

Nominating Committee: Yael reported the Committee met July 21 and addressed who might take her place a she steps down from the role as Nominating Committee Chair and Secretary of the Board. Kathleen and Trish had already deferred due to time constraints. Spencer has been asked. He was in attendance today due to prior work related commitment. The Committee also discussed the need to replace Dr. Dillard whose term ended in May. He was a member of the Finance Committee.

Aside: David gave a pledge card update thanking Trish, Dan and Daniel for completing. Cards were due 7-31-23 for the new fiscal year. David also noted that “self-assessment” was on the agenda in error.

Finance Committee: Committee met on August 11. The meeting included a discussion of the Q4 financials mentioned earlier in this meeting. Dan asked David to talk about a PTO policy update that he had presented to the Committee. David reported that upon hire as ED, he was granted 5-weeks PTO (for personal days, vacation or sick time). This PTO is granted as a lump sum at the start of the FY or prorated at the start of employment. David will work with Tinker HR and the COO of Managed Benefits, Inc. to develop a fair, cogent and legal PTO policy for all staff. David suggests the Finance Committee review and approve a new policy in time for the Board to vote on it at the November meeting. David suggested a new PTO policy should allow 5-days PTO carry-over at the end of a FY, but not pay out for any PTO when an employee leaves the organization.

Trish asked about our current policy. David explained staff earn one-day of sick time and one day of vacation per month and can carry over time not to exceed 240 hours of sick and 80 hours of vacation. Vacation is paid out upon termination. Gary noted that carrying over time is not an industry standard. Dan pointed out we have generous policy. David reported it will cost BIAV approximately $8,000 to buy out staff’s current vacation carry over. Dan noted the general idea is that we are trying to find a fiscally responsible way to update our PTO policy to enhance recruitment and retention of staff.

Kathleen asked if PTO includes holidays. David noted it does not include BIAV’s 8 paid holidays.

Dan reported that the Finance Committee unanimously voted to have the office closed for renewal during the last week of the year. The office was already scheduled to close on December 25 and will extend closure until December 29. It is assign of good will to employees and happens during super quiet week for business.

**Bryan made a motion to end the meeting; all present were in favor. The meeting ended at 10:22.**

Bryan thanked Yael for her service as Secretary.

Respectfully submitted by,

David DeBiasi, on behalf of

Board Secretary Vacancy