Red Rock Center for Independence

Board of Directors Meeting

November 18, 2020, 3:00 p.m.

**Board Members in Attendance**: Jesse Stocking (President), Michael Mills (Treasurer), Angela Pool-Funai (Vice President), Lester Ruesch, Diego Acosta, Tom Brownlee, Dianne Aldrich (Secretary)

**Staff:** Brenda Marshall (Executive Director), Carol Golichnick (Bookkeeper)

**WELCOME/CALL TO ORDER at 3:02 p.m.**

**Agenda and Meeting Priorities:**

**VOTE:** Lester motioned to approve October meeting minutes, Tom second, Board voted unanimously to approve.

**Consent Agenda:**

**VOTE:** Michael motioned to approve Consent Agenda as submitted, Lester second, Board voted unanimously to approve.

**Finance:**

Michael presented the finance report and noted that the Finance Committee met last week and found everything to be in order. Carol added that grant money looks low because the Sept. grant money had not been received. Rent money for October and November that hasn’t come in yet is also still showing up. Brenda added that 3 scholarship checks had not been deposited by the students. One student lost the check. Brenda will cancel the previous check and reissue new check to the student.

**VOTE**: Michael motioned to approve finance report, Angela second, Board voted unanimously to approve.

**Board Business:**

**Discussion of ideas/plan for the Board/Staff Christmas Party:** It was suggested that since COVID restrictions continue to affect how we gather in groups that it would be best not to have a dinner. Several ideas were shared on how to show appreciation to staff such as extra dollars or bonus time off during the holidays. Jesse suggested a ZOOM Christmas activity to allow some interaction with staff. Instead of a Zoom party, Angela suggested that the board discussed giving more money to the employees in addition to their $100 one time merit pay. Last year $946 was spend on the party and $100 was given to each of the 16 employees. Tom and Michael both suggested Wal-Mart and Lester mentioned that we could do gift cards out of unrestricted funds. It was decided that each employee would receive $100 and a $50 gift card to Wal-Mart.

Lester suggested a declaration or letter from the board to the employee thanking them for their services and letting staff know how much we appreciate their willingness to go above and beyond during this pandemic crisis situation that we are experiencing.

Jesse agreed. Tom suggested a certificate of appreciation.

Angela will draft a letter and then Jesse can go by the office to sign all of the letters and certificates that will be given to each employee to give them acknowledgement and encouragement.

**Discussion Items**:

**Proposed Policy Changes:** Brenda reported that she was looking at updating policies relating to emergency preparedness. In her talks with Paula, Brenda said it seemed necessary to have some form of disaster policy. Cares act provided leeway for if an employee is out for Covid, but we do not have anything written within our own policies. Brenda said some ILC’s provide for 20 days of paid leave in the event of a disaster, pandemic or other catastrophic emergency. Lester suggested that it go into consumer contact work policies. Michael said to stipulate that the 20 days paid leave would only go into effect if an emergency declaration is made by Federal, state, or local officials. There should also be qualified program funds if this falls under policy.

Brenda is also updating the remote work policy. She will check on policy for how to store confidential client information from home. In order for the policy to go into effect by January 1, the board needs to vote on it before then. Since we are not having a December board meeting, Dianne suggested voting on the policy changes by email.

Brenda will work on the policies and then the board will vote by email so that they can officially be part of policy, sooner rather than later.

**Strategic Goals:** Lester is going to start asking for input on the vision statement and the mission statement located on the google doc. The following week, we should review value statements. Then reviewing the goal statements. Lester will draft some potential goal statements. Starting the week after Thanksgiving.

The following points were compiled to be used as a framework for revision/ development of new strategic goals:

\*Outreach/Community Connections

\*Increase Activities

\*Loan Bank (current and future needs) (Space)

\*Financial Stability (increase non-restricted funds)

\*Reaching Underserved

\*Recruitment of new Board members

**Other Items:**

Lester announced that he is going to be resigning from the board at the end of December. Lester said that he has loved working with RRCI for decades and that it has been a great journey. He will miss the work, but reminded us that he will always be a phone call away if we need guidance and help.

**Adjourn:** 4:05 p.m.

Next Board Meeting

January 20, 2020

3:00 p.m.

Follow-up action taken via email in December 2020: The Board of Directors approved the following additions to be added to the Employee Handbook of Policies:

**To be placed in section 5 – J in the Employee Handbook**

Employee policy regarding extraordinary circumstances related to disasters/pandemics/other emergencies.

It is the intent of RRCI to protect its employees in situations of catastrophic circumstances.

In the case of pandemics or other types of emergencies, RRCI will follow federal and state guidelines as appointed. Staff members/mentors/volunteers are not to come into work if they have symptoms related to the pandemic/health emergency as identified by federal or state health agencies, have knowingly been exposed to and are in the process of being tested for the declared contagions, or are under quarantine. Individuals must remain home until symptom free and/or doctor specified requirements have been met. If an employee feels well but still has symptoms or is under ordered quarantine, that employee may be allowed to work from home if given approval by supervising authority. Employees will keep management informed of their condition daily unless otherwise instructed.

In the case of natural disasters, fire, or other cases of catastrophic circumstances, employees are to seek contact from management before returning to work or entering RRCI building(s).

Under emergency declarations by either federal, state or local authorities, RRCI may provide up to 20 days of paid leave for types of extraordinary circumstances related to disaster/pandemics/or other emergencies if determined necessary by Board and/or Executive Director. Requests for extraordinary circumstance (EC) paid leave must be submitted in writing and approved by Executive Director (in the case of the Executive Director board approval is required.) Approval is at the discretion of management and funding availability and is not guaranteed.

Paid leave may be provided through specified situational funding and/or regular funding sources as determined by management specified above.

**To be placed in section 11 – L in Employee Handbook**

Extended work from home policy.

Employees who are given authorization to work from home must agree to adhere to the following:

Required availability: Must have the TEAMS feature enabled and respond to any messages, emails, or phone calls in a timely manner. (Within an hour for TEAMS and before end of workday for phone calls or emails, during regular office hours unless otherwise noted.)

Notify management right away about any equipment or security issues. Employees are not to download or make any changes to computer equipment unless notified by IT or management.

Do not use public or unsecured Wi-Fi on phone or computer.

Assure that no other person will have access to RRCI equipment or confidential documents at any time.

Equipment will be stored securely and no confidential documents, electronic or otherwise, will be on display to any unauthorized viewer at any time. Clean desk policy and computer lock should be in effect any time an employee walks away from work area.

All required software updates will be completed within the day notice was received. Employee will check with IT/management to verify updates or notices are from a legitimate source if not otherwise notified.