

## **WCSAP Board of Directors**

Date 4/29/2019

Call to order: 5:15pm

**Location:** Hilton Garden Inn Conference Room, Wenatchee, Washington

**Members in Attendance:** Michelle Woo, Leticia Garcia, Rosanna Herrera, Kyra Laughlin, Cathy MacGregor, Phoebe Mulligan, Rhonda Cochran

**Excused Absences:** Alexandra Panagotacos and Debbie Hassler.

Quorum established.

Introductions and check-ins.

Debbie Hassler resigned from the board as of 4/29. Blanket was purchased for Andrea. Cost will be determined on budget and/or individually.

**WCSAP Update:** Valeriana gave board an update regarding WCSAP office and staff. WCSAP staff feels support by the board. Josie was hired as a WCSAP financial manager. Michelle is at a Nationals training representing WCSAP. Provided us with detailed agenda for the WCSAP conference. Valeriana and Michelle are reaching out to ED's in member program and will involve member programs in updates about WCSAP. Valeriana and Michelle met with Judy Chen at WSCADV. In March, Valeriana and Michelle divided workload, supervision. Valeriana provided WCSAP board with updates on the internal needs assessment meeting. Co-interim ED has provided a strong presence and support of the ED in the office.

**Staff positions and hiring:** Fiscal Coordinator, Organizational Services Specialist, and Advocacy Specialist in-person interviews will take place in May. Start dates for new hires will not be until July 1<sup>st</sup> due to OCVA budget shortfall. Discussed policy director position. Will transfer relationships, meetings and work to WCSAP.

Discussed staff salaries and in addition of work, hours and deliverables. Discussed pay increases to all of WCSAP staff. Rosanna motioned, Phoebe second. Discussed 35-hour workweeks and will revisit 7/1 shift in wording of work week policy. Draft for board approval of restructuring the policy book would be at the July board meeting/retreat. Rhonda makes a motion to approve 35 hours workweeks, and to increase Donna to full time 35 hours. Cathy second the motion.

**Financials:** Josie presented the financial balance sheet, statements of revenue and expenses, A/P cash disbursements reports and budget comparison reports. She discussed key point in the budget and highlighted anticipated funds and hiring costs. Discussed budgetary concerns, unrestricted funds, program income, and the future of policy work.

**Next Board Meeting/Retreat is scheduled for July 25<sup>th</sup> and/or 26<sup>th</sup>.**

Meeting adjourned at 8:57pm.