

WCSAP Board of Directors

Date 7/26/2019

Call to order: 9:37am

Location: Hilton Garden Inn, Seatac

Members in Attendance: Michelle Woo, Leticia Garcia, Rosanna Herrera, Kyra Laughlin, Phoebe Mulligan, Rhonda Cochran, Alexandra Panagotacos

WCSAP Staff in Attendance: Valeriana Chikoti-Bandua and Michelle Dixon-Wall

Excused Absences: Cathy MacGregor.

Quorum established.

Introductions and check-ins.

WCSAP Update: Valeriana and Michelle gave board an update regarding WCSAP office and staff. WCSAP staff feels support by the board. Internal needs assessment is ongoing. WCSAP provided a policy for unrestricted funds. Phoebe motioned to vote on office policy for unrestricted funds. Alex seconded motion. Motion carried. Board signed and forwarded. WCSAP and WCSADV will collaborate on future opportunities.

Board went into executive session at 10:00am.

Staff Positions and Hiring: WCSAP hired Org coordinator: Talcott Boardhead and Advocacy Coordinator: Patricia Flores. Patricia Flores will be meeting with program members across the state. Currently revising the Employee Handbook, staff input is due by August 20th. Handbook corrections and additions will be sent to Archbright. Handbook tracks that were made will be forwarded to the board. The board will need to vote on final revised version at next meeting in October. Fiscal Coordinator will continue to be Josie as needed.

Financials: Michelle provided updates on grants and funding sources. 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, overspent categories, unrestricted funds, program income, and the future of policy work with current budget. Decision to change payroll set up from ADP to a localized company in Seattle. Cash flow analysis will be needed to determine when cash on hand will be spent out. Total net assets 204,518.44.

A133 audit for 501-C3 non-profits will be coming up soon.

Public Welcome:

Mary Ellen from KSARC

Laura from Harborview

WCSAP staff: Conrad, Darin, Donna, Michelle, Patrícia, Tabitha, Talcott, Valéria

Public welcome is for those who are interested to have communication with the board. Goal of the board is to be a support, open and transparent to member programs and WCSAP staff.

WCSAP staff provided input. WCSAP staff provided input on the executive search process and provided key qualities that are important for future leadership at the agency. KSARC vocalized the need for public policy work. KSARC/Harborview contracted with lobbyist, made a commitment for public policy, and wanted WCSAP to know they want to help and be supportive. Membership programs value public policy, stakeholders want to be involved, and state laws are important. WCSAP wants to re-engage public policy in 2021.

Board went into executive session.

ED Hiring: Board hopes to hire an ED by January 2020. Job description will be revised by staff and board. Post will be distributed amongst member programs, and list serves. We will ask Donna and Darrin for other input. We have determined we will not move forward with Archbright. Michelle would like for the Personnel and Transition committee to evaluate ED hiring process and provide a rubric of steps for future. We will create a survey for member programs to provide input and attributes of WCSAP's Executive Director.

Committees:

Personnel/Transition Committee: Includes the executive committee, Rhonda, Donna and Darren.

Membership Committee: Phoebe and Rhonda.

Fundraising Committee: Cathy, Michelle.

Diversity Committee: Alex, Rhonda, Kyra

Phoebe motioned committees above, Lety seconded. Motioned carried.

Committees will provide a sentence or two for onboarding and/or a description for each subcommittee. Committees will meet in October.

Went over potential applicants for Board of Directors. Phoebe will contact new board membership applications. She will reach out next week to schedule interviews.

Annual WCSAP conference is scheduled for May 5th-7th in Spokane.

Next Board Meeting is scheduled for October 25th, 9am-12pm.

Meeting adjourned at 4:50pm.