Board of Directors

Regular Meeting Minutes: September 1, 2009

Held at: 1315 Main St. Willimantic, CT 06226

Present: J. Castrillion, M. DeMarco, S. Gordon, J. Hollister, C. Kraus, O. Kurnyk-Ezis, J. Patton, D. Pinney, I. Rolón, P. Royer, J. Sacilowski, J. Vasquez **Absent:** M.Flexer, V. Gomez, A. Gruenberg, R. Lanzit, M. Phillips **Staff Present**: M. Cady, K. Crees, P. DeBiasi, E. Madera

Topic	Discussion	Action
Call to Order/ Roll Call	The Chair called the meeting to order at 4:08 pm	The roll was called and a quorum was present.
Public Time	No one present to speak.	
Consent Agenda	➢ Minutes: ○ June 2 & 30 Board of Director Meetings ○ June & August Finance and Funding Committee ○ August Program and Strat. Planning Committee ➢ FYE 2009 President/CEO's Report	• With no objections, the Consent Agenda was accepted as presented.
Info Items: ***FYE 2009 Finance Report*** ---------- ***Ops Updates:*** *Willimantic Property* ---------- *ARRA Weatherization* ---------- *Sr. Staff Changes* ---------- *Emergency Shelter Audit*	Year End Report was presented by John Patton, Board Treasurer and discussed. ---------- ➢ We have a signed P&SA. The "buyer" has 60 days to decide whether or not to move forward with purchase. ---------- ➢ Weatherization-We have an MOU with TVCCA. We are hoping to get the contract from DSS by next week. ---------- ➢ Staff Senior Leadership- Christian Scannell our VP- Behavioral Health & Residential Services has resigned. A new VP will start Oct. 5. ---------- ➢ The yearly audit is going to be scheduled soon. We need volunteers to do it. Egla will be sending potential dates and times.	Report accepted as presented. The Finance Report will appear as a separate info. item on the Board meeting agenda quarterly. ---------- • Contingency plans to market the Walgreens and D'Angelo's spaces will pursued by staff.

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Board Comm. Membership	➢ Comm. membership needs to be adjusted to include new board members and reflect the tripartite board membership.	If any director would like to change their committee, let Mary DeMarco know.
Board FY 2010 Work-Plan Status	➢ The Board's annual work plan will be presented for action at the October meeting.	Each committee should their annual work plan to Peter and the Program & Strategic Planning committee will create a plan for board action.
Discussion and Possible Action:		
Community Survey Results	➢ Survey consultants presented their findings. Overall, a positive result.	• If board members want copies of the results, contact Kathy Crees. • Results will be used to inform future planning and action.
Audit Committee Charter	➢ The document was presented to the board for action.	• After a brief discussion motion (Royer/Gordon) passed unanimously to approve "that the Board of directors re-establish an Audit Committee in accordance with the Audit Committee Purpose and Guidelines as presented".
Action Items::		
Capital Improvement Budget	➢ Finance and Funding Committee presented the budget for action. The need to develop a process of implementing a three-year Capital Budget was reiterated.	• Motion (Patton/Rolón) passed unanimously to approve the FYE 2010 Proposed Capital Budget Priority 1 & 2. • A three-year rolling plan will be developed.
Policy Updates: FMLA and Work Rules	➢ Updated policies presented for action. Discussion followed regarding the language around disciplinary action.	• Motion (Kurnyk-Ezis/Von Husen) passed unanimously to have the BoD adopt the updated Family and Medical Leave policy as presented. • Motion (Pinney/Royer) passed unanimously to amend the 2nd paragraph of the Work Rules policy to include: "…rules of conduct that will result in disciplinary action…" • Motion (Kurnyk-Ezis/Vasquez) passed unanimously to have the Board of Directors adopt the updated Employee Conduct & Work Rule policy as amended.

ASHoW Property Management	➢ *Access* staff will propose to the ASHoW Board of Directors that they select *Access* as the Willington Woods property manager effective January 1, 2010. HUD supports and defines this as "self-management". This will position *Access* well for management of Elisha Brooks Sr. Housing once constructed.	• Motion (Castrillion/Kurnyk-Ezis) passed unanimously to instruct *Access* staff to take all action necessary for *Access* to become the property manager of the Willington Woods Senior Housing development located at 60A Old Farms Road in Willington and to do the same for the soon to be constructed Elisha Brook Senior Housing Development in Franklin".
Old/New Business	➢ The ASHoF Board is interested in adding additional *Access* board members to its ranks. Only one Access board member is currently a member of the ASHoF Board.	Anyone interested in joining the ASHoF Board, please contact *Access* VP Mitch Beauregard.
Adjournment	Meeting adjourned at 5:35 p.m.	**Next Meeting**: **October 6,** 4:00 –6:00 PM 1315 Main Street, Willimantic