

GOOCHLAND-POWHATAN COMMUNITY SERVICES
MINUTES
June 1, 2009

Goochland-Powhatan Community Services Board of Directors held its regularly scheduled monthly meeting on Monday, June 1, 2009 at Virginia House.

Present

Kim Sprouse
Bea Anderson
June Jeter
Charles Bruce
Paula Price

Absent

John Carmack
Ellen Cooper
Runda Harris

Staff Attending

Susan Bergquist
Allison Hunter
Bill Desmond
Bob Villa
Randy Camden

Minutes

K. Sprouse brought the meeting to order and first asked if there were any additions to the agenda and there were none. K. Sprouse next asked if there were any additions or changes to the April or May, 09 minutes and there were none.

ACTION: Motion to approve the April '09 minutes was made by C. Bruce and seconded by B. Anderson. Motion to approve May '09 minutes was made by P. Price and seconded by J. Jeter. Motion carried by all and the April '09 and May '09 minutes were approved.

FY 2010 Budget

S. Bergquist directed the group to page 9 of the board packet and said she took the agreed upon discussion from the last Board meeting and incorporated them into the budget. This includes a "rollback" of a one step raise for all full time and permanent part time employees. Also included is the wording on the new paid holiday policy which is now amended to include five floating holidays for five standard holidays (Lee Jackson day, Martin Luther King Day, Columbus Day and President's day plus one floating personal holiday). Going forward, anything that is granted by Governor or Board will also be added as "floating" holiday time.

She also stated that any vacancy going forward will be filled either as a part time position (with no benefits) or not at all; in addition she will continue to entertain any employee wanting to move from full time status to permanent part time.

She then handed out budget pages that changed due to two grant notifications, the FAST grant and Tobacco Settlement grant. She summarized the budget by saying that it reflects a “bare bones” budget with reduced expectations for fee income while audit/accounting fees, health insurance and utilities all increased from last fiscal year.

ACTION: Motion to approve the revised FY2010 budget was made by J. Jeter and seconded by P. Price. Motion carried by all and the revised FY2010 budget was approved.

FY2010 Performance Contract

S. Bergquist stated that Part C was taken totally out of the Performance Contract so it is not matching the budget now; in addition the grants are not in there either. Part C monies are now showing on the supplemental information page (page 10 in the Board packet). She directed the group to the consolidated budget first with the different service categories following; in these pages you will see our revenue sources to include fees, restricted monies, local and regional dollars that we get. Noted is the fact that our local matching fees were held flat for this next fiscal year but admin costs are lower this year.

She concluded by saying that once approved by the Board, the Performance contract goes for public comment for 30 days and at the end of that time, both Board of Supervisors must approve the contract.

ACTION: Motion to approve FY2010 Performance Contract made by C. Bruce and seconded by P. Price. Motion carried by all and the FY2010 Performance Contract was approved.

Personnel Policy

S. Bergquist stated that revisions to Chapter 5 of our Personnel Policy have been included in the board packet. This is the section on employee benefits and includes the already noted change in our holiday schedule (standard holidays changing to floating holidays starting July 1, 2009). In addition, we are also limiting liability for annual leave pay out and proposing the following schedule of payout upon termination/resignation from the agency:

Length of Service	Annual Leave Earned Per Month	Maximum Leave Accumulation	Maximum payout at termination
Less than 5 Years	10 hours	260 hours	120 hours
Less than 10 Years	12 hours	280 hours	140 hours
10 years or more	14 hours	300 hours	160 hours

:

These proposed caps on payouts will be established as policy on July 1, 2009 with an implementation date of July 1, 2010; this will give those employees with larger balances time to use up their accumulated time.

ACTION: Motion to approve revisions to the Personnel Policy made by B. Anderson and seconded by J. Jeter. Motion carried by all and the Personnel Policy revisions were approved.

FY 2010 Meeting Schedule

S. Bergquist directed the group to the FY 09-10 meeting schedule and asked if there were any questions/revisions that needed to be made. Group decided that the November, December, January and February meetings would be held at 4:30 pm with committee meetings being held at 4:00 pm; this is the only revision to the schedule.

ACTION: Motion to approve the FY09-10 Meeting Schedule with revisions made by B. Anderson and seconded by C. Bruce. Motion carried by all and meeting schedule with revisions was approved.

Nominating Committee Report

The group discussed the nominating committee member's slate of officers for the next fiscal year and their proposal as follows: C. Bruce - Chair, R. Harris – Vice Chair, E. Cooper – Secretary, J. Carmack – Member at Large (Powhatan) and P. Price - Member at Large (Goochland)

ACTION: Motion to approve the new slate of officers for the Board made by J. Jeter and seconded by B. Anderson. Motion carried by all and the new slate of office for the Board was approved.

Hospitality Report – nothing to report.

Chairman's Report – nothing to report

Executive Director Report

S. Bergquist reported the following:

- E. Cooper will be re-appointed to the BOD as well as R. Harris.
- thanked the Board for her performance review and will renew with a two year contract.

K. Sprouse asked if there was any other business to discuss

ACTION: There being no further business, meeting was adjourned at 6:30 pm.

Submitted by: _____
Ellen Cooper, Secretary

EC/ah