

INC Board, NFP
BOARD OF DIRECTORS MEETING
Monday, November 23, 2020

MINUTES

Members Present: Joel Grámirez, Kathy Hooey, James Hopp, Cathy Hoyda, Evelyn Hull, Marilyn Jacobsen, Terry Lanthrum, Ken Rojek, Alicia Schatteman, Eva Serrano, TJ Vaughan, John Whildin, Russ Wolf, Michael Yagen

Members Absent: Joanne Tosch

Staff Present: Dalila Alegria, Colleen Balija

Guest Present: None

President Ken Rojek called the meeting of the Board of Directors of INC Board, NFP for November 23, 2020 to order at 7:02 PM via conference call. Attendance was confirmed by Administrative Assistant Colleen Balija.

Rojek asked for a motion for the approval of the agenda. Evelyn Hull made the motion with a second by Kathy Hooey, and it was unanimously approved.

Under Action Items, Rojek asked for approval of the Consent Agenda. Russ Wolf made the motion with a second by Eva Serrano, and it was unanimously approved.

TJ Vaughan reviewed the Program Committee meeting minutes from Thursday, November 12, 2020 and answered questions from the Board. Vaughan also shared a proposal for making an exception for FY22 funding in light of the pandemic and the Roundtable discussion. After discussion by the board, Rojek asked for a motion. Vaughan made a motion to approve the adjusted grant funding for FY22 as noted with a second by Wolf, and it was unanimously approved.

Under Personnel Policy/Job Descriptions, Rojek reviewed the packet emailed to the board in October regarding revisions to the Executive Director job description, Executive Director salary range, and Personal Time Off (PTO) for staff. Rojek requested that an ad-hoc committee be formed to review and update existing policies as needed in 2021. After discussion by the board, Wolf made a motion to approve the Personnel Policy changes as noted with a second by Alicia Schatteman, and it was unanimously approved.

Under Technology Proposal, Executive Director Dalila Alegria explained the need for technology upgrades to increase efficiency and productivity. Michael Yagen made a motion to approve the necessary upgrades as noted and, with a second by Wolf, was unanimously approved.

Under Information Items, Alegria reviewed the Staff Report and highlighted a few of the items.

Balija reported on the Unaudited Bimonthly Service Statistics for period ending October 31, 2020. A total of 11,647 residents received 28,801 units of service. Under Building stats, 86 residents received 2,545 units of service.

Alegria reported that tax receipts received is \$1,664,581 to date, which is 84% of the total levy of \$1,972,654. With delays in tax payments, the townships have not received the full payments.

Under Properties & Facilities, Alegria provided an update to the board on the Right of First Refusal. Further updates will be shared at the January meeting.

There being no further business to come before the board, Cathy Hoyda made a motion to adjourn with a second by Vaughan, it was unanimously passed to adjourn the meeting at 8:07PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marilyn Jacobsen".

Marilyn Jacobsen
Secretary