

**Minutes of the Tuesday, January 10, 2023 (Online Zoom Meeting)
West Midland Family Center Board of Directors Meeting**

Board Members: **B. Dollard, B. Alba, C. Allemang,**

 A. McGinnis, W. Mayton, J. Traschen, G. Wilson, J. Moses

Excused: M. Metcalf, C. Coons

Advisors: J. Weiler, T. Misner, B. Schmidt, B. Dostal, S. Bowen, B. Bowen, J. Buchanan,

 A. Schmitz, E.J. Herst, J. Lauderbach, **D. Parrillo**

Staff: **G. Dorrien, M. Finney, S. Love, J. Green**

Dollard called the meeting to order at 6:06 P.M. with A. McGinnis reading the Mission Statement.

Nominating Sub-Committee – Chair, Greg Dorrien

- Currently have 5 open board seats for 2023:
 - Four of these openings are current board members that are eligible to serve a second term and have agreed to serve, would like to nominate as returning members: C. Allemang, M. Metcalf, A. McGinnis & G. Espinoza-Wilson
 - One open seat available, with which we would like to nominate Dave Parrillo.
 - B. Alba made the motion to accept the slate of 5 nominations for 2023.
 - J. Traschen second the motion.
 - Board unanimously voted to accept the nominations.
- The current 2022 slate of officers has agreed to serve for the same positions in 2023:
 - President, Ben Dollard
 - Vice President, Christian Allemang
 - Treasurer, Brooke Alba
 - Secretary, Matt Metcalf
 - B. Dollard asked for any other nominations for these positions, none were suggested.
 - D. Parrillo made the motion to accept the slate of officers as presented.
 - J. Traschen second the motion.
 - Board unanimously voted to accept the slate of officers.

Dollard called for Public Comments – No public present

Upcoming WMFC Events:

- Date Night – Thursday, January 12th (Postponed until February or March)
- WMFC has been hosting monthly Surplus Food/Goods Distributions – if you are interested in volunteering talk to Helen.
 - Surplus Food Distribution dates (first date is set up, second is distribution):
 - January 9, 10
 - Surplus Produce set up time is 2:00 (Most Monday, Wednesday & Friday's)

Staff Report: Mike Sobolewski – Talked about his new position as Assistant Initiatives Coordinator

Motion to approve the Minutes of the November 1, 2022 Board Meeting

Motion B. Alba / 2nd A. McGinnis / Approved Unanimously

Investments – D. Parrillo, Chair

- Did not meet
- Our endowment fund is around \$13,720,000, this is down about \$600,000 in the month of December 2022.
 - We are still \$5-6 million above the donated value of the account.

Accounting / Budget Committee –B. Alba, Chair

- Did not meet
- The funds we had set aside in 2022 for the 403b start-up will be transferred to 2023. We will use the funds to kick start the program to encourage staff to invest in their future by matching the first year by 200%.
- WMFC received \$2.5 million in pandemic funds from 2000-2022.
- We ended the year with a healthy surplus of over \$400,000. We will move these funds to our board designated account so it will be available to cover wages (if needed). With the wage increases that we have done to help keep us competitive with keeping staff this will be helpful.

Dow COP Committee – S. Love/G. Dorrien Committee Members

- This is the first year that we have been recruiting 9th graders since the beginning of the pandemic. We have 10 students that are interested in joining the COP group.
- We also have 11th grade students that are joining the group, this was also the age group that we did not accept students at the beginning of the pandemic.

Facilities Committee – G. Dorrien Committee Members

- The solar field has reduced our 2022 energy cost by \$22,000, and we were able to sell some of the energy back to Consumers Energy.
- We will be purchasing a used fork truck from the Eastern Michigan Food Bank, with our connection to them we were the first to be offered to purchase one at a discounted price.

Human Resources Committee – A. McGinnis, Committee Member

- Met via email:
 - Discussed recommendations for the lump sum salary adjustments for 2022. The committee agreed to an additional 50% on top of the base adjustment for each rate group based on hours worked.
 - We also discussed having guidelines in place when we are able to make lump some salary adjustments at the end of the year. These guidelines will be based on surplus finances available through WMFC. If certain guidelines are met, there may be additional adjustments available.

Communications Committee – J. Traschen, Chair

- Working on updated WMFC evacuation route maps – close to finalizing.
- The award updates are pending, waiting on some final decisions.

Auxiliary Committee – G. Dorrien, Ex. Director

- The Bingo leader is still having health issues, she is recommending someone that she feels might be a good fit. We are planning on meeting with them next week to discuss options.

Executive Committee – B. Dollard, Chair

- WMFC has invested in two CD's at Horizon Bank, they had great interest rates that we wanted to invest in for this year.

Fundraising Sub-Committee –

- Board reviewed the end of year donations and looked in comparison to previous years. We did well this year and comparable to past years.

By-Laws – M. Metcalf, Chair

- Did not meet

Executive Director's Report - G. Dorrien

- G. Dorrien & J. Green met with Calvary Baptist Director about their emergency policy/application. They use an app called Active Defender that allows immediate notifications to all staff, see where all your staff are in the building and if they are ok through just a touch on their smart phone.
 - The program is very cost effective and should be ready in about a month.
- WMFC is talking with Homer United Methodist Church on providing short term housing to families in need through their parsonage home. Also talking with Messiah Lutheran on possibly partnering with them in the future.

Board member, advisor, and staff comments:

Motion to Adjourn B. Alba / D. Parrillo Meeting adjourned at 7:21 pm by Dollard.

The next meeting is scheduled for **Tuesday, March 7, 2023** at 6:00 pm. via Zoom.

Respectfully submitted,
Acting Secretary Missy Finney