

# MINUTES



## Executive Committee Meeting

3/7/2024

3:30 p.m.

**Attendees:** Kevin Vaughn, Beth Cicchetti, Martina McDowell, Princess Ousley, Shelly Bell, Cindy Lavoie, Scott Watson

**Staff:** Jim McShane, Matt Salera, Patricia Yahn, Charlotte Brown, Tandria Edwards, Jeff Cheesborough, Kevin Harrington

**Guests:** Quincee MesserSmith, Kimblin Nesmith, Chakib Chehadi

**Recording:** Matt Salera

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- **Welcome – Kevin Vaughn**

Meeting called to order @ 3:32

- **Meeting Minutes Approval**
  - December 7, 2023 - **Action Item I**

Motion made by Beth Cicchetti. Seconded by Martina McDowell. All in favor.

- **Audit Committee – Princess Ousley**
  - 2022-23 Audit Report - **Action Item II<sup>1</sup>**
  - 2022 IRS Form 990 - **Action Item III<sup>1</sup>**

Action Items II & III were voted in unison. Motion made by Scott Watson. Seconded by Beth Cicchetti. All in favor.

- **Finance Committee – Cindy Lavoie**
  - Budget 23-24 (Unrestricted) - **Action Item IV<sup>1</sup>**
  - Admin Facility Lease - **Action Item V<sup>1</sup>**
  - Budget 23-24 - **Action Item VI<sup>1</sup>**
  - Barkley Security Contract - **Action Item VII<sup>1</sup>**
  - Annual 401K Profit Sharing Contribution - **Action Item VIII<sup>1</sup>**

Action Items IV through VIII were voted in unison Motion made by Cindy Lavoie. Seconded by Martina McDowell. All in favor.

- **Chief Executive Officer Report – Jim McShane**
- **Workforce Services Provider Quarterly Report - Jeff Cheesborough**
- **OSO Report – Kevin Harrington**
- **Senior Director ROPC Report – Tandria Edwards**

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- **Senior Director BES Report – Trish Yahn**
- **Recruitment & Selection Process for Next CEO Discussion – Kevin Vaughn**

**Note:** The following items are included in the packet for informational purposes only:

- Revenue & Expense Statement 23-24 (Unrestricted)      Information Item I
- Revenue & Expense Statements 23-24      Information Item II

Meeting adjourned @ 4:20