



**Executive Committee Meeting Minutes**  
**February 21, 2019**

Present: Diamond Bethea, Ilene Britt, Cathy Collie-Robinson

Absent or Excused: Phillip Harris, Karen O'Mansky, Queron Smith      Staff: Laura Benson

Cathy Collie-Robinson called the meeting to order at 3:05 pm with a quorum.

Agenda Item	Summary of Discussion	Motion	Action
<b>ANNOUNCEMENTS</b>	The Faith Summit on Racism and Child Poverty will be held March 7 <sup>th</sup> at Union Baptist Church.		
<b>AGENDA MODIFICATIONS</b>	None. There was no public comment.		
<b>CONSENT AGENDA</b> - Executive Committee Meeting Minutes 12/13/18	The consent agenda was presented. Laura noted that DEHS matters and spending analyses would be included in the meeting to be scheduled next week, after the Policy Council meets on 2/27/19 to approve a recommendation for the COLA application, which is due 3/1/19.	<b>It was moved to approve the consent agenda:</b>  <b>Motion:</b> Diamond Bethea <b>Second:</b> Ilene Britt  <b>Not voting due to conflict of interest:</b> <b>None</b>	<b>Motion Carried</b>
<b>INVESTMENT COMMITTEE REPORT</b> - 401-k Recommendation	-Laura presented a summary of the Investment Committee's unanimous decision on 2/19/19 to recommend moving DPfC's 401-k plan from Empower to Mass Mutual. There were only positives that would 1) benefit employees through cost reduction; 2) reduce fiduciary liability to the committee and the organization; and 3) offer an opportunity to consider impact on our current investment policy and the future role of the committee. The committee expressed its thanks for the expertise on the Investment Committee and its careful discussion of the matter. Laura will notify the financial advisor regarding the decision in order to being the process of employee notification and moving the plan.	<b>It was moved to approve the moving of the 401-k plan from Empower to Mass Mutual with the chosen level of fiduciary support.</b>  <b>Motion:</b> From Investment Committee <b>Second:</b> Ilene Britt  <b>Not voting due to conflict of interest:</b> <b>None</b>	<b>Motion Carried</b>
<b>TRANSITION PLAN</b> - Communication Plan - Search Process	In light of Laura's announcement last week of her retirement effective June 30, 2019, the committee discussed a communication plan and the search process. Items decided on included: <ul style="list-style-type: none"> <li>▪ Haley will design an email to send to the full distribution list by 2/22/19</li> <li>▪ Laura will revise the RFP template to the Executive Search services so that it can be posted the week of 2/25/19, with a 2-week turn-around timeframe (by 3/15/19).</li> </ul>		

Agenda Item	Summary of Discussion	Motion	Action
	<ul style="list-style-type: none"> <li>▪ Cathy will consider the search committee composition, and the search firm to be hired will help update the position description and suggest an interview / selection process.</li> <li>▪ The process needs to include a clear path for potential internal candidates, and the search firm should have the capacity to bring a diverse candidate pool for consideration.</li> <li>▪ Laura offered her availability to help in the transition as much as possible, the specifics of which will depend on many factors over the next 4-5 months.</li> <li>▪ We have superbly capable staff that allows us to move swiftly but not hurriedly in this transition.</li> <li>▪ Cathy plans to continue in the Board Chair role for another year in order to support the new Executive Director and the execution of the strategic plan.</li> </ul>		
<b>STRATEGIC PLAN REVIEW</b>	<p>Laura presented the updated draft that included the small working group’s input from its meeting on 2/11/19. The consultant has been very helpful in framing the strategies, and this process will be completed in time for the March board meeting. The Executive Committee continued to show its support for the strategic direction. The SMART goals will be established as soon as possible so that the plan can be adopted and put into action.</p>		
<b>EXECUTIVE DIRECTOR’S REPORT</b>	<p>Laura presented a written report to the Executive Committee. She highlighted two points of concern: 1) the impact of United Way’s changed rules for the FY 19-20 funding cycle related to only being able to be funded in one collaborative (loss of DELTA funding); and 2) maximizing all funding streams.</p>		
<b>OTHER BUSINESS</b>	<p>Laura will send out a Doodle poll to set the next Executive Committee meeting on Feb. 28<sup>th</sup> in order to address the time sensitive matters regarding the COLA application which is due March 1, 2019. There was no further business.</p>		
<b>ADJOURNMENT</b>	<p>The meeting was adjourned at 4:40 pm.</p> <p><u>Next Executive Committee</u>  <u>Next Full Board</u>  <u>Next Executive Committee</u></p>	<p><u>Feb. 28 at a time TBD</u>  <u>March 21, 2019 3:00 – 5:00 pm</u>  <u>April 18, 2019 3:00 – 5:00 pm</u></p>	