

## **SAIL BOARD OF DIRECTORS MEETING**

September 27, 2017

Kate Burkhart called meeting to order at 5:48pm

Board members present: Kate Burkhart, Elizabeth Spence, Norton Gregory, Ryan Salmon, Jeff Irwin, and Robert Purvis

Staff Present: Joan O'Keefe, Tristan Knutson-Lombardo, and Mallory Story (mission moment)

Board members absent: Mary Gregg, Jason Burke, Cheryl Putnam

### Mission Moment:

Mallory shared her experience this summer working with the Youth Employment in the Parks program, a collaboration with the Division of Vocational Rehabilitation and the Zach Gordon Youth Center. She shared a short 2 minute video produced by public media in Juneau.

Approval of Agenda: Norton motioned, Bob 2nd. Joan asked that the board take up a resolution to approve SAIL's proposal for grant funding from the Haines Borough. Motion passed with the requested addition.

### Directors Report:

SAIL completed DOT site review Tuesday (yesterday). Exit interview went well. Only two minor findings, and several recommendations, which they referenced was very good compared with other site reviews in Alaska.

Joan visited Sitka office last Friday to meet with Rasmuson Foundation. Prior to that, ORCA completed an on-site risk review of the ORCA program. Final report due in November. This was something SAIL pursued as a matter of good practice. Joan thanked all board members who participated in the review.

Heads up- Have a Heart event in Haines will be happening again, after rotating through the other communities the last three years, in February and Joan will be requesting board approval for an alcohol special-event permit.

Tristan traveled to Sitka to attend the city's assembly meeting where approval of city non-profit grants were awarded. SAIL was awarded just under \$7,500. Also, on the topic of grants, as part of the IL STAND project, Joan and Gail have finally visited all 6 communities covered under the project. SAIL is currently interviewing and hiring for part-time positions in each community.

Joan provided information in the board packet on endowed and non-endowed options with a 1 page white sheet from AK Community Foundation. Joan discussed difference of non-endowed funds and endowed funds, but was not asking for board action at this meeting.

Norton asked about part-time employment schedule for new employees hired in villages under the IL STAND project. Joan answered that each position was budgeted for approximately 7.5 hours/week.

Norton asked about the forthcoming non-compete clause. Joan replied it was in response to a recent employee leaving after SAIL paid for their training and then they shortly left to pursue start their own business in competition to SAIL. Kate discussed two options re: non-compete clauses: a standard non-compete clause or an agreement similar to the State of Alaska where if an employee receives training they agree to stay with the department for a certain minimum amount of time.

Kate shared she appreciated Megan for her support in preparing for the ORCA risk review.

### Finance Committee:

Norton gave report on Mary's behalf. Committee has been working over the summer on overhauling the SAIL's finance policies. Joan added that a final draft will be in board member's email inbox next week and hopes the board is ready to approve by the next meeting. Norton specifically mentioned the update in the SAIL investment policy. Norton also gave a heads up

that now that SAIL does not currently meet the State's threshold for a full audit that SAIL may want to look at alternative, less-expensive audit options. Joan is looking into these other options with guidance from Max Mertz of Elgee Rehfeld Mertz. She will report back to the board.

Joan shared that the 2017 audit will be ready for approval by the board at the October meeting and added that the Finance Committee is recommending full board approval.

Kate asked whether the paragraph on Directors and Officers insurance in the financial policies did enough to fully inform board members of their responsibilities and liabilities. Norton agreed it would be good to update it. Joan volunteered to come up with draft language for the finance committee and Kate to consider.

Approval of August 13th meeting minutes: Jeff motioned to approve, Bob 2nd. No objections, minutes approved.

Board Development Committee: None

Board Fund Development:

Tristan gave an update on the upcoming Juneau auction on October 7th. He asked board members to help solicit auction items and sell tickets. Joan asked those board members who attend to help greet guests at the door and escort them on the way out.

New Business:

There is an officer vacancy as Suzi, our Secretary, resigned. After talking with Kate, Ryan volunteered to be the new board secretary. Norton nominated Ryan Salmon to fill the SAIL Board Secretary vacancy. Elizabeth 2nd. No objection, the motion passed.

Annual Insurance Review: Joan shared the full agency insurance policies are on the board portal on the SAIL website.

Mileage reimbursement policy: current SAIL reimbursement is 50 cents/mile, current State/Federal reimbursement is 53.5cents/mile. Joan asked that the board update the agency policy that the SAIL rate matches that of the State/Federal reimbursement rate. Elizabeth made a motion that the mileage reimbursement rate for SAIL vehicle travel match, and stay consistent with, the State and Federal reimbursement rates. Jeff 2nd. No discussion, no objection. Motion carried.

Haines Grant Application Resolution: Joan asked the board to support SAIL's application to the Haines Borough for a \$6,500 grant for general operating support. Norton made the motion. Elizabeth 2nd. No discussion, no objection. Unanimous approval, the resolution passed.

Information and Discussion:

Norton wanted an update on whether SAIL had a designated position on the city ADA committee. Joan shared the ADA committee does not have any designated seats for any agency/representation. However, SAIL staff Pam Mueller-Guy attends meetings regularly and board member Cheryl Putnam had been participating on the committee until resigning recently. Joan encouraged board members that attend a committee relevant to SAIL's mission that they share those updates with the board. Norton and Ryan agreed that SAIL's involvement in these committees is beneficial, especially in other communities. Elizabeth asked what the time commitment was for the ADA committee, Joan shared it is an hour once a month. Kate suggested SAIL decide whether or not SAIL will be committing designated resources (i.e. staff time) to participate in community committees relevant to SAIL's mission, and whether that it should be staff and/or board. Kate suggested this topic be placed under "new business" on the November agenda.

Kate asked that the board move its November meeting up to the 15th of November as the regular meeting is too close to the Thanksgiving holiday. All board members in attendance agreed.

Adjourn:

Bob motioned to adjourn, Jeff 2nd. Meeting adjourned at 6:51pm.