



Executive Committee Meeting

April 4, 2024, in person & via Zoom/10:00 a.m. –11:30 a.m.

Executive Committee

Thelma Drake, President – present

Amy Pucci, 1st Vice President – present

Lynn Briley, 2nd Vice President – present

William Bane, Treasurer – present

Sondra Kendrick, Secretary – proxy

Greg Grootendorst – proxy

Robert Holt – present

Ex-Officio: Steve Zollos, CEO

Staff: Brigid Miller, CFO

Staff: Charnitta Waters, SOD

Staff: Wanda Rivers, Controller

Staff: Monika Zajac-Lorke, EA

Welcome & Call to Order

The Executive Committee Meeting was called to order by President, Thelma Drake.

Consent Agenda Approval

Thelma Drake requested a motion to approve the consent agenda, which included the Executive Committee Meeting Minutes from 2.22.2024.

The motion for approval was made by Bob Holt, seconded by Lynn Briley, and all were in favor.

Public Comments

There were no registrations for public comments.

Strategic Goal 1: Awareness of Services - Thelma Drake, Steve Zollos

Thelma extended her congratulations to the Senior Services team for their exceptional work in organizing our first Charity Gala. She also expressed gratitude to the Board for their assistance in securing sponsorships and their participation in the event. Amy Pucci added her compliments to the Gala, and Steve proceeded with the review of revenue and expenses. Initially aiming for a net profit of \$40K, we were fortunate to achieve a net profit of over \$65K. The cost per guest was \$212, with a charge per seat of \$150. Moving forward, our goal is for seat revenue to cover all expenses. Steve also mentioned that several sponsors have expressed their intent to increase their support next year.

Amy Pucci inquired about any feedback regarding the number of seats offered for sponsors. Steve confirmed that there had been requests for more seats than initially assigned, and efforts were made to accommodate them. Plans are in place to revise this for future events. Currently, we are seeking a larger location and welcoming suggestions from the Board. Steve also thanked the Board for their assistance in securing sponsors, purchasing seats, and providing support.

The discussion shifted to Monika's update on the Public Hearing. Monika shared that it will take place at our office on June 4th at 1pm. This event, open to the public, aims to gather direct feedback from seniors, caregivers, and community partners to build a comprehensive Area Plan that best responds to the needs of older adults. A link to the Public Hearing Survey has been released to collect responses from this demographic group, with the Board members enlisted to assist in this task. Steve briefed Thelma, Brigid, Wanda, and Charnitta on their roles during the event.

William Bane addressed Amy Pucci, offering his assistance with matters concerning the City of Chesapeake. He also highlighted Great Bridge Baptist Church as a potential partner for collaboration.

Finance Committee – William Bane, Wanda Rivers

Wanda commenced her FY24 Budget Presentation with the Revised ARPA Budget for FY24, which must be spent by 09.30.2024. Our goal is to utilize all funds by the deadline for services that can be sustained after these funds are gone or eliminated without causing hardship. The plans for spending these funds by the end of FY24 include: establishing a game room at Hayden, increasing Emergency Funds, expanding Homemaker hours, providing additional meals at Congregate Sites, addressing the waitlist for Home Delivered Meals, and supporting two Caregiver events. She also presented a chart detailing the expenditure of ARPA funds over the last four years. One of the key issues that needs to be addressed is the staff currently paid with ARPA dollars. When this funding ends, nine staff members may need to be repositioned, and one person will transition to a regular funding stream.

Wanda continued her presentation with the Revised Budget for FY24, providing a brief reminder of the unprecedented funding related to the pandemic and its conclusion at the end of this fiscal year. Our revised Budget for FY24 is \$8,893,053 (not including ARPA). As mentioned earlier, our revenue decreased due to less funding from Federal and State sources for Transportation and Congregate Meals-Nutrition, as well as smaller contributions from the private sector. However, we have seen an increase in revenue with the growth of the Veterans Directed Program. Wanda presented a graph illustrating the percentage of different revenue sources and Grants already included in the Budget.

Our expenses decreased for Occupancy Expenses by \$72,265 by closing the Suffolk Office and relocating HVC Security Services to Hayden Village Associates. Additionally, there was a decrease in vehicle expenses by \$380,171.

The majority of our funds are allocated to Transportation (27%) and Long-Term Care (20%), followed by the Aging and Disability Resource Center (22%) and Wellness (18%). Eight percent of our funds are allocated to Support Services, three percent to Benefits Counseling, and two percent to Planning and Advocacy. Our FY24 staffing was increased by two full-time positions and decreased by seven part-time positions.

Thelma requested a motion to accept the Revised ARPA and Regular Budget for FY24. The motion was made by Bob Holt, seconded by Lynn Briley, and all were in favor.

Strategic Goal 2: Staff Efficiencies – Steve Zollos, Charnitta Waters

Steve shared updates on the Request for Proposal (RFP) for Organizational Development Services, noting that there are three proposals currently under consideration for further review. The agency aims to evaluate its operational structure from an HR perspective, a task that has not been undertaken in over 17 years. The goal is to select the most suitable proposal and initiate the chosen services as expeditiously as possible. The hope is to gather necessary information within approximately three months to facilitate further decision-making.

William Bane highlighted his company's experience with a similar process, mentioning that they had adjusted their compensation structure twice in the last 2.5 years, primarily to remain competitive.

Charnita provided an update on Staff Efficiencies, focusing on the evaluation of office space. With the organization's growth, there may be a need to consider expanding the current office space. However, before proceeding, an assessment is required to determine if the existing space is being utilized efficiently and whether adjustments could suffice for our needs.

Steve elaborated that the potential expansion would allow for the creation of 6-7 additional offices but would entail an increase in rental expenses. Additionally, the possibility of utilizing space at the Planning Council office is being considered, though it is regarded as a last resort.

Amy Pucci suggested office sharing, noting that it is already implemented within the organization. William Bane inquired about the feasibility of renting additional office space. Steve responded by stating that while there are additional offices available at Hayden, the lease for the office in Suffolk was recently terminated.

Strategic Goal 3: Board Effectiveness – Steve Zollos, Thelma Drake, Lynn Briley

Lynn Briley provided an update on the ongoing efforts to fill the open Board positions with suitable candidates. Thelma followed up with the introduction of the newest addition, Fran Richardson from Dominion Energy, who will occupy the Suffolk seat. She also mentioned her recent lunch meeting with Barbara Booker-Williams, the jurisdictionally appointed member for Virginia Beach. Thelma emphasized Barbara's qualifications, experience, and engagement, noting that she will be a valuable asset to the team.

The Executive Committee unanimously approved Barbara to be officially voted on and welcomed to the Board during the next Board of Directors (BOD) meeting.

Thelma then proceeded with recommendations to the Executive Committee: Gary Zalas, Fran Richardson, and Dick Grice. It was noted that per our Bylaws, each jurisdiction should have representation in the Executive Committee. The Committee agreed to these recommendations, and further outreach will be made to each candidate for their consideration.

Thelma also reported on a potential change to the Bylaws, which currently require both HR Planning District Commission members to be present at all BOD meetings. Steve clarified that the proposed change would allow only one member to be present at each Board or Committee Meeting, providing flexibility to designate the attendee based on availability.

Direct contact will be made with the HR Planning District Commission members to present the proposed change at the next meeting.

Strategic Goal 4: Sustainability - Steve Zollos

Thelma reported on her and Steve’s meeting with Melissa Ramsey, Director of Community Relations at Rivers Casino in Portsmouth. Melissa was previously unaware of our services but expressed admiration for our work and expressed interest in serving on our Board. Additionally, she inquired about volunteering opportunities for the casino staff to assist us in better serving the community.

Steve has scheduled a meeting to further discuss our mission, programs, and services with Melissa and the casino’s president to explore potential partnerships for the future. There is also consideration of utilizing their event space for our future events.

William Bane inquired about our search for a representative from Isle of Wight (IOW) County on the Board. Steve clarified that both IOW seats are filled (Pam Barton and Dick Grice) but we are seeking Board members from Southampton County instead.

Bob Holt volunteered to contact the Southampton County Board of Supervisors to explore potential candidates for the Board. However, he noted that the remote location of Southampton County might pose challenges in this regard.

Adjourn

With no further questions or business, Thelma Drake asked for a motion to adjourn. The motion was made by William Bane, seconded by Bob Holt, and all were in favor.

Respectfully submitted by Monika Zajac-Lorke, EA 4/4/24

Approved by: