



## **Executive Committee Meeting**

November 21, 2024| In-person/ Teams /10:00 a.m. –11:00 a.m.

### **Members**

Thelma Drake, President- Present  
Amy Pucci, Vice President - Present  
Chanda Chan, 2<sup>nd</sup> VP - Present  
John Mihaly, Treasurer - Absent  
Sondra Kendrick, Secretary- Present  
Barbara Booker- Williams- Present  
Dick Grice- Present  
Pamela Barton – Absent  
Caryn West - Absent

Deonna Butler- Absent  
Francessca Richardson - Present  
Greg Grootendorst- Absent  
Gary Zalas - Present

### **Staff**

Steve Zollos- Ex Officio  
Brigid Miller - CFO  
Wanda Rivers- Controller  
Charnitta Waters- COO  
Leila Willis- 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 Board of Directors Meeting Minutes from 10.24.24

The **motion was made by Gary Zalas**, and **seconded by Dick Grice**, and all were in favor.

### **Public Comments**

There were no registrations for public comments.

### **Finance Committee - Wanda Rivers**

Wanda started the Finance Committee Update by informing the Committee that the auditors are currently in the office. The auditors have been on-site for almost two weeks and are expected to conclude this week, with all requested documents provided. The Finance and Executive Committees will meet with the auditors in February to review the findings and vote on the audited financial statements, which will be sent to DARS. The books for FY24 are closed, and reports have been sent to DARS for review. All ARPA funds were fully utilized, with no funds leftover. The federal funds carryover limit was waived for FY25, allowing more funds to be carried over, but will likely be reinstated at 10% for FY26. Senior Services will make an effort to fully utilize the funds to avoid returning any to DARS. Bridgid also confirmed that the FY25 budget has been finalized and that a revised budget will likely be prepared in the coming months

In addition, Hayden is expected to refinance releasing Senior Services as the guarantor. Hayden is performing well financially, covering its bills and generating enough profit to sustain itself.

### **Strategic Goal 1: Awareness of Services**

Steve announced to the Committee that DPRT has informed Senior Services that there is \$3,000,000 worth of grant money available for South Hampton Roads, which has not yet been claimed. DPRT has expressed that South Hampton Roads is the slowest to accept and utilize these funds. Therefore, Senior Services has been encouraged to apply for a pilot program to transition to electric vehicles, starting with a feasibility study. The Board emphasized the importance of evaluating long-term maintenance costs and the potential impact on overall budget/operations when dealing with electric vehicles. The Feasibility study discussion is still in the early stages and is currently a low priority but is in line with Senior Services' long-term goals.

Charnitta reported to the Committee that the Managed Care Organization (MCO) program is currently under evaluation, with Ground Game still finalizing reimbursement rates. Although the MCO is not losing money, it is uncertain if the program will meet the organization's long-term revenue goals. A decision on the viability of the program is expected in the coming months. Meanwhile, the VDC program is experiencing high growth, profits increasing from \$100,000 in FY23 to \$300,000 in FY24, with projections to nearly double that this fiscal year. October saw enrollments sore to a record 186, making it the program's highest enrollment month. And lastly, The Care Transition program underwent reevaluation as of September 30th, with ARPA funding now gone. As of October 1st, the program now fully supports two full-time staff members which makes it stable but with one of the staff leaving the team, there is discussions on whether to hire a replacement or assess the program's overall value to the organization.

### **Strategic Goal 2: Staff Efficiencies**

Steve expressed to the Committee that the team has reviewed the current sick leave policy, which offers 15 days of allowable sick leave per year, higher than the average 7 days for most organizations. Due to some issues with sick leave utilization, Senior Services would like to reduce the annual sick leave to 7 days, with the option to use FMLA for chronic or severe conditions. The remote work policy allows staff to work from home with supervisor approval. If they cannot, they would be able to use sick leave or PTO.

Thelma Drake requested a motion to approve the Sick Leave policy change to be implemented when operationally appropriate. The motion was made by **Dick Grice**, seconded by **Gary Zalas**, and all were in favor.

Also, Steve also expressed concern with the Bereavement policy. The Bereavement policy currently allows up to five days for paid leave and Senior Services would like to move that number to three days, which would also align with most organizations across the Commonwealth.

Thelma Drake requested a motion to approve the Bereavement policy change to be implemented when operationally appropriate. The motion was made by **Chanda Chan**, seconded by **Fran Richardson**, and all were in favor.

The Committee has approved these changes to go into effect as soon as Jan 1<sup>st</sup> or later.

### **Strategic Goal 3: Board Effectiveness**

Steve expressed to the committee that he would like to amend the Bylaws to better structure the Board/Committee and align with organizational needs. Steve recommended the following changes to the Bylaws: eliminate the fundraising committee, make the Strategic Planning Committee an Ad-hoc Committee that meets at same time with the Service Advisory Committee, and reduce the Service Advisory Committee Board member requirement to one board member, and have the Board Development consist of the 2nd Vice President and one extra board member.

Steve included the thought of elevating the role and responsibilities of appointed board members, especially when it comes to fostering relationships with the City Council or Board of Supervisors who appointed them. The goal is to ensure that appointed members actively communicate the organization's priorities and maintain visibility with their jurisdiction. Steve expressed this will connect us with those jurisdictions on a deeper level and help Senior Services be in the know.

Thelma Drake requested a motion to approve the amendment to the Bylaws and Appointed Board Members Job Description. The motion was made by **Gary Zalas**, seconded by **Fran Richardson**, and all were in favor.

\* Although the executive committee has approved the bylaws change, this amendment will not take effect until it is officially approved by the Full Board of Directors. Therefore, the amendment will be presented for a vote at the next Full Board meeting.

Leila also extended an invitation to the Committee for the upcoming **Annual Holiday Party**. The Holiday Party will take place on Fri, December 13th from 6pm - 10pm at the Suffolk Center for Cultural Arts. Steve emphasized that this presents an excellent opportunity for the Board to connect with the staff while enjoying an unforgettable evening.

Leila announced to the Committee that the **Senior Services Annual Meeting** is scheduled for January 24th, 2024 from 11:30 AM to 1:30 PM at the Town Center City Club. The agenda includes registration at 11:30, lunch at noon, and adjournment at 1:30. The Annual Meeting is a Full Board meeting, and the focus will be reviewing the progress Senior Services has made over the past fiscal year and celebrating our various community partners.

Lastly, Sondra reviewed the financial responsibility of board members, emphasizing the expectation for each member to contribute financially each year by October. While there is no set dollar amount, the expectation is for equal sacrifice. Donations can be made via check, electronically through the Senior Services website, or through the purchase of gala tickets. Board members were also encouraged to consider strategically inviting guests who may be interested in the organization's mission too. For attendance, all board members, except for HRPDC, are expected to attend at least 75% of meetings, with exceptions for illness or unavoidable circumstances.

**Strategic Goal 4: Sustainability**

Steve reported that by February 1st, the organization expects to have received upwards of \$1,000,000 from the Linda C. Peacock Estate, with only \$30,000 to \$40,000 going through probate. Steve has mentioned recently meeting with financial advisors and figuring out whether the funds should be managed through a foundation, donor directed fund, or another LLC. The primary goals are 1) to raise community awareness about supporting older adults through regular donations, estate planning, etc. and 2) to build the corpus to bring increasing dollars to invest in the community for older adult needs.

Steve then updated the Committee on the status of the Gala Sponsorships. As November 21<sup>st</sup>, over \$60,000 has been raised so far. Steve emphasized the importance of the committee's participation in prospecting for sponsorships, as the gala is just a few months away. The committee discussed reaching out to vendors, partners, and past collaborators who have worked with Senior Services as a source for donations. Steve stressed the need to maintain these relationships each year with sponsors to ensure they understand the organization's mission, programs, and areas where they can contribute.

Lastly, Steve informed the committee about discussions regarding the creation of a Southern Virginia Aging Network (SVAN) for the South Hampton Roads. The idea is for the AAAs to come together, identify legislative priorities, and promote important regional issues that need attention.

With no further questions or business, Thelma Drake requested a motion to adjourn. The **motion was made by Dick Grice, seconded by Chanda Chan**, and all were in favor.

Respectfully submitted by Leila Willis 12/20/2024

Approved by: