

**317 Board
Executive Committee
Minutes
April 22, 2024**

Members Present: Tonya Bowden, Chair, Heather Batin, Rhea Hopstetter, Dr. Tom Davis

Members Absent: Jacqueline Stobbs

Guests: Dr. Ron Luce

Staff Present: Amanda Conrath, Svea Maxwell, Beth Mohammed, Diane Pfaff

The meeting was called to order at 5:00 p.m.

I. Approval of Agenda

Ms. Hopstetter moved to approve the agenda; Dr. Davis seconded. The motion unanimously approved.

II. Approval of Minutes

Dr. Davis moved to approve the November 27, 2024 minutes; Ms. Hopstetter seconded. The motion unanimously approved.

III. Contracts and Construction Fund Report

Ms. Maxwell reported that the flooring should be completed and the furnishings should be in place by mid-May.

IV. Old Business

Executive Director Evaluation

Ms. Bowden requested an Executive Session to discuss personnel compensation. Dr. Davis moved to go into Executive Session; Ms. Hopstetter seconded. A roll call vote was taken with the following results:

Ms. Bowden, Yes, Ms. Batin, Yes, Ms. Hopstetter, Yes, Dr. Davis Yes. The motion was unanimously approved. Dr. Luce was invited to attend the Executive Session. Executive Session began at 5:03 p.m.; Ms. Bowden declared the end of the executive session at 5:32 and called the meeting back into session with no action taken.

V. New Business

1. Financials

Ms. Conrath reviewed the financials. Ms. Hopstetter moved to recommend that the SFY 2024 January, February, and March Financial Reports be accepted and filed for audit as submitted. Ms. Batin seconded. The motion was unanimously approved.

2. 2024 Appropriation Increase

Ms. Conrath explained the resolution is to increase the appropriation for the construction fund to be able to make payments on expected invoices. Dr. Davis moved to approve the resolution; Ms. Hopstetter seconded. The motion was unanimously approved.

3. SFY 2024 Budget Amendment Resolution

Three additional funding amounts added to this month's budget update are for landlord incentive, recovery housing, and the State Opioid and Stimulant Response Grant totaling \$292,751. Dr. Davis moved to approved the 2024 Budget Resolution; Ms. Hopstetter seconded. The motion was unanimously approved.

4. Board Audit

Ms. Conrath said the audit began in the later part of March; the auditors have been onsite for 15 days. She also reminded the members to submit their required Fraud Questionnaire. If all of the questionnaires are not received, the audit will continue until all of them are received which will create an additional cost.

VI. Other

There was no other business.

VII. Adjournment

Dr. Davis moved to adjourn the meeting; Ms. Hopstetter seconded. The motion was unanimously approved. The meeting adjourned at 5:46 p.m.

Submitted by:

Diane Pfaff
Executive Director