

EASTLAND COUNTY CRISIS CENTER
Special Called Board of Directors' Meeting
December 30, 2021
MINUTES

Members Present: Jamie Thomas, David Hullum, Susan Crozier, Felicia Minney, Susana Jackson, Jason Weger, Buck Williams, Russell Reid, Nicole Desmond, Brad Stephenson, Sean Edwards– Finance Manager, Gena Camacho – ED.

1. Meeting called to order at 4:35 pm by Jamie Thomas, President.

2. Agency key pad system.

The current system is malfunctioning. It is currently a stand alone system. Options were discussed from repairing the current system to going with a new on-line security company. Three Board members, Jason Weger, Buck Williams, and David Hullum are Board members with expertise in security systems like the ones needed for the center. Brad Stephenson made a motion to form a committee of these three members, who are authorized to formulate an effective system and arrange for the acquisition up to \$10,000.00. David Hullum provided the second. Motion carried.

3. Agency procedure regarding transfers between accounts and deposits of funds.

Currently requests for the transfer of funds is made to the Executive Committee. Transfers are made from the regular checking account ending in 3523 to maintain a balance in a special account ending in 5195 from which automatic billings are paid and client assistance funds are drawn. Deposits are currently being made monthly in the regular account (3593), then transferred (if approved by Executive Committee member) to the special account to maintain a balance for expenditures, as the need arises. There currently is not written policy in regard to these procedures. Buck Williams made a motion that written Policy and Procedure be established with the responsibility for approval of transfers to be assigned to Finance Committee Board members, and that deposits are to be made as received. Susana Jackson provided the second. Motion carried.

4. Establishment of thresholds for Agency's financial decisions

Discussion was held on written guidelines/policy for making financial decisions within the agency. It was suggested that input from other Centers would be helpful in establishing these procedures. Susana Jackson made the motion that the Finance Committee research and develop these Policies and Procedures with input from other centers. Susan Crozier provided the second. Motion carried.

5. Executive Director Update on SAPCS-S Budget Adjustment Request

In working the Grant Manager, it was pointed out to Executive Director that SAPCS-S grant terms require that no position work beyond 40 per week, whether exempt or non-exempt. Executive Director was informed that all flex had to be done within the work week and cannot carry over. Any work beyond the 40 hours per week would be paid overtime but grant funds cannot be used to pay overtime. An employee is also not allowed to donate their time as per Federal guidelines. Several options were discussed since ED is still currently the only staff at the center authorized to do Forensic Interviews. The exempt positions are normally not on call after hours, but until this is resolved, ED will establish an early in the week flex to allow for possible after hours interviews. Early week adjustments will also have to be made on weeks with after hours events scheduled.

6. With no further business to discuss, the meeting was adjourned at 5:54 pm by Jamie Thomas, President

Submitted by Susan Crozier, Secretary

_____Signature

Approved by Board on: _____Date

_____Presiding Board Member Signature