

**JSDC Executive Committee Meeting
February 9, 2023
Official Minutes
JSDC Lower-Level Conference Room**

Members Present: Tory Hart, Nick Schauer, Jeremy Rham, Marlee Siewert (by phone), Dwaine Heinrich, Mark Klose.

Members Absent: None.

Staff Present: Connie Ova, Corry Shevlin, Jamie Czapiewski.

Staff Absent: None.

Guests Present: None.

Call to order: 12:01 PM by Tory

Conflict of Interest: None.

A) Approval of January 12, 2022, Meeting Minutes: The Minutes were provided in the One Drive for review.

Mark moved to approve the January 12, 2023, minutes as presented, Nick seconded, and the motion passed by unanimous voice vote.

B) Daycare Expansion Program Application: Jamie's notes regarding the Daycare Expansion Assistance Program Application were in the One Drive for review. The application is modeled after the current JSDC funding application, with certain changes made that pertain more towards daycares. The main points covered in the application were the licensure of the daycare, the intended use of the grant, and the capacity and intended capacity of the daycare.

The application will go to the full board for further review and approval.

C) Changes to Internship Reimbursement Program Guidelines: The Existing Business Committee moved to recommend the following changes to the Board of Directors for the Internship Reimbursement Program Guidelines at their meeting on 2/7/23:

- Not allowing repeat interns for funding
- Specifying that the student interns must be within two years of completing their program.

D) CEO Succession Planning: Tory and Marlee have been discussing an employment offer with Corry throughout the last month. The key points of the offer are:

- Start date of March 1, 2023
- Compensation: \$112,500 yearly salary
- JSDC standard benefits, as outlined in policies and procedures.

- Severance pay set to 90 days (at the option of Employer, for any reasons whatsoever with or without cause, by the employer with a vote of 75% of the eligible Board members)
- Termination payment: a termination of employees' employment, for any reason other than retirement, death, permanent disability, or termination with cause, based on current yearly earnings.
- Vacation: 15 days

Dwaine pointed out that the current vacation accrual schedule should be looked at, as it is not clear.

With the start date of March 1st, Connie would start to work 3 days per week (20% less with 20% less pay, with the same insurance coverage). She would still be around for special projects like SEPA and Bison World. A complete end date is not set for her yet, but she is willing to step aside once Corry's replacement is found. She will continue to be around for any guidance needed and has stated that she is very flexible.

The discussion of Corry's replacement will have to be had in the next few months. The budget does not allow for two CEO salaries and a replacement for Corry's position. This should not be an issue with Connie's willingness to step aside. The overall job description will have to be looked at as well to see what should remain the same and what should change. The organization needs to make sure that they find the ideal candidate.

The committee agreed that the offer and subsequent announcement should be made soon, so as not to make the process look rushed.

Tory and Marlee both support recommending the CEO job offer to Corry to the full Board of Directors.

Jeremy moved to recommend extending the CEO job offer to Corry to Board of Directors, Dwaine seconded, and the motion passed by unanimous voice vote.

E) Project Updates: Connie and Corry provided updates on pending projects.

Adjourn: Adjourned at 12:50 PM. by Tory

Action Items: Jamie to put vacation accrual schedule review as outlined in current policies/procedures on next Organizational Excellence Committee meeting agenda.

Respectfully submitted,

Jamie Czapiewski, Operations Coordinator