

DWELLING PLACE OF GRAND RAPIDS
EXECUTIVE COMMITTEE
UNAPPROVED MINUTES
November 10, 2020

MEMBERS PRESENT Annamarie Buller, David Byers, Juan Daniel Castro, Sadie Erickson, Francine Gaston, Rick Stevens

MEMBERS ABSENT Renee Williams

STAFF PRESENT Kim Cross, Zoe Post, Steve Recker, Justin Rhodes, Dennis Sturtevant

The meeting was convened via video conference at 8:02 AM by Ms. Buller.

APPROVAL OF MINUTES **Minutes of the Dwelling Place Executive Committee meeting of September 8, 2020 were approved by motion of Annamarie Buller, supported by Rick Stevens and carried without objection.**

403B PLAN CHANGES Staff discussed the proposed changes to the 403(b) plan for Dwelling Place employees:

- Automatic enrollment for all employees
- Allow employees to convert pre-tax contributions to Roth contributions
- Increase Dwelling Place's match from 4% to 5%
- Hardship distribution provisions in compliance with Bipartisan Budget Act

Since the changes must be approved a month in advance of the new plan year (January 1, 2021) and the next scheduled Board meeting is December 2, 2020, the resolution requires approval from the Executive Committee. **At the recommendation of the Finance Committee, motion to approve both resolutions was made by Annamarie Buller, supported by Sadie Erickson and carried without objection.**

PERSONNEL POLICY AMENDMENTS Staff reviewed the major changes of the personnel policy, which include:

- Making explicit Dwelling Place's compliance with the Michigan Paid Medical Leave Act
- Maintenance overtime policy
- Further detail for the internet use policy
- Expanded no smoking policies
- Changes in medical leave due to Covid-19 provisions
- Slightly more lenient gifts policy
- Added charts for clarity

Motion to recommend the revised personnel policy manual for approval by the full board was made by Rick Stevens, supported by Annamarie Buller, and carried without objections. The policy amendments will be added to the board agenda as a separate item.

**BOARD
RECRUITMENT
STATUS**

The governance committee recently interviewed Kellie Kitchen for board service, but has had difficulty connecting with other candidates. Alonda Trammell is working with a Weston resident and may recommend they meet with the governance committee.

**DECEMBER BOARD
MEETING AGENDA**

The December board agenda will contain the following items:

- Election of New Board Member(s)
- Election of Vice Chairperson
- DEI as a Standing Committee
- Personnel Policy Amendments
- Annual Planning Calendar items:
 - Review and approval of annual budget
 - Review and update strategic plan
 - Establish annual board goals
- Acknowledgement of Troy Zapolski resignation
- Acknowledgement of change in banking
- Succession Planning Committee update

**BANK
RESOLUTIONS**

Mr. Recker described a resolution to open two new accounts at United Bank, one for Dwelling Place and one for Elmdale NPHC. Most accounts will move to United Bank from PNC to eliminate fees. **Motion to authorize signing on the Dwelling Place account was made by Rick Stevens, seconded by David Byers and carried without objection.**

The Dwelling Place Executive Committee meeting was temporarily suspended at 9:01 AM and the Elmdale NPHC Board convened.

Motion to authorize signing on the Elmdale NPHC account was made by David Byers, seconded by Juan Daniel Castro, and carried without objection.

The Elmdale NPHC Board adjourned at 9:02 AM and the Dwelling Place Executive Committee resumed.

OTHER BUSINESS

Mr. Sturtevant will provide an update on Covid-19's impact on residents, staff, and the organization as a whole at the December board meeting.

ADJOURNMENT

The Executive Committee adjourned at 9:03 AM.