



**MINUTES
STRATEGIC PLANNING COMMITTEE**

Wednesday, August 18, 2021 at 5:00 P.M.

In accordance with the current State of Emergency and the Governor's Executive Order N-25-20, of March 12, 2020 and N-33-20 of March 19, 2020, teleconferencing was used for this meeting. Board members, staff and members of the public were able to participate by webinar and members of the public were also able to participate by telephone.

1. Call to Order/Roll Call

Committee Chair Jennifer Jeffries called the meeting to order at 5:00 p.m.
In attendance: Committee Members Jennifer Jeffries and Howard Salmon.
CEO Rachel Mason

2. Public Comments

None

3. Discussion Items

a. District and CHWC Measurables and Success Indicators

Chair Jeffries lead a discussion regarding ways to measure success in four categories of programs.

b. Financial Reserves – Economic Uncertainties

CEO Rachel Mason said in a worst-case scenario the District would want to maintain \$1.6 million balance in order to operate for 18 months. The document created by the CEO will go to the Finance Committee and then full Board of Directors as a reminder of the Financial Reserves Policy.

c. CHC – Grant Application and Scoring

Discussion ensued regarding the process for Board members to use when scoring grant applications as all members will be scoring all applications. A workshop will be scheduled for Board members regarding the process.

d. CHC – Grant Funding Levels

Committee Chair Jeffries said grants can be funded for up to three years only following which there will be a step-back to allow for new applications. Discussion ensued. This topic will continue to be discussed.

e. Staffing – Administrative Officer

CEO Rachel Mason said with the departure of one employee and pending departure of another, she developed a draft job description for an Administrative/Operations Officer. She reviewed the job description and discussion ensued. She said this is an opportunity to

reorganize as priorities change for the District. The position will prefer a bilingual (English/Spanish) person. The decision to move forward falls within the purview of the CEO if the salary does not exceed what has been budgeted for the fiscal year.

4. Board Member Comments and Future Agenda Items

Director Jeffries said ACHD is providing Diversity, Equity and Inclusion training. Three board members are unable to attend the training as scheduled. She said this topic is important and the entire board should be participating as the training is interactive. Discussion ensued. Director Jeffries asked that the CEO let the organizers know that not everyone is available during work hours on workdays. She also suggested a debriefing with staff following the presentation(s).

5. Adjournment

There being no further business, the meeting was adjourned at 6:02 p.m.



Jennifer Jeffries, Committee Chair



Board Secretary/Clerk