

WACF Expansion Planning Meeting #3

1-25-18 Meeting Notes

A. Attendees

1. Tom Rembiesa
2. Charlotte Booth
3. Scott Hanauer
4. Karen Brady (briefly)
5. Jeff Clare
6. Linda Conchi
7. Erin Shea McCann
8. Paul Cavanaugh
9. Not present:
 - a. Kerry Ann Shaughnessy
 - b. Jessie DiPardo
 - c. Brian Carroll

B. Meeting Purposes

1. Update on Bylaws revision process
2. Update on dues revenue inquiry
3. Update on ED search & next steps
4. Seek Exec Board approval for ED salary & benefits package

C. Bylaws Revision (Tom & Charlotte)

1. R Watkins observed that some things were missing from bylaws & thought they might be in Articles of Incorporation
2. Giddens will provide feedback in the next couple of days
3. **Must give membership 30 days notice – must include proposed changes in that notice**
4. **Approve at the March membership meeting**

D. Dues / Revenue Update (Linda & Charlotte)

1. Agencies are confused about what “state revenue” actually includes
 - a. Does “foster care pass through” revenue count? This is the \$\$ that CPAs receive that goes directly to foster parents. *NO – SHOULD NOT COUNT (does not go to agency)*
2. Concern that WACF could actually lower dues by relying only on state revenue
 - a. Current dues model: total agency annual revenue for the year
 - b. Initial dues proposal: state revenue that goes to serve children, youth, and families. BUT, what about agency revenue from county, city, federal \$\$ that go to serve children, youth, families? If agencies aren’t required to calculate this in revenue reports, dues could lower than currently projected
3. Paul: need a clear, easy-to-understand definition of what counts
 - a. Broader definition helps re: capturing all revenue
 - b. Have a discussion at next general membership meeting. Exec Board needs to express views on what they feel is fair & appropriate
4. **Communicate to members that foster parent pass through does not count**
5. **Schedule call w/ Jeff Judy, Paul & dues committee – bring to Exec Board mtg on 2/6**
6. **Ask Jeff Judy to attend 2/6 Exec Board mtg**

E. ED Search

1. Dump Indeed posting: not getting the candidates we need & bumps lower unless we pay
2. Other postings?
 - a. Ask National Alliance to share
 - b. UW School of Social Work – Admin track
3. Phone interviews: done by Erin only
 - a. Need list of phone interview Qs from Exec Board
 - b. Identify deal breakers: Willingness to travel? Salary?
 - c. Record phone interview so Exec Board can review?
 - d. Erin will recommend to Exec Board who to interview in person after phone interviews
4. In-person: 1st & 2nd round (One in-person interview isn't enough)
 - a. 1st: get a sense of candidates
 - b. 2nd: Ask candidates to do a PowerPoint based on Luma Business Plan
5. **Use 2/6 meeting to calendar out in-person interview schedule**

F. ED Salary

1. Paul, Charlotte & Erin provided some background on ED salary ranges – King County data is also 18 months old
2. \$110k will impact budget, but need to attract caliber of person that will build the organization
3. **Paul to build budget w/more specificity based on \$110k salary**
4. **From here, communicate to candidates who ask that range is \$90k - \$110k**

G. ED Benefits Package

1. Paul looked at info re: small foundations (1-3 staff) for benefits package
2. Charlotte suggests including family leave – agency about children & families; must model the values of organization
3. New law requires leave in 2020
 - a. Including family leave does not significantly impact budget – you wouldn't add an ED to cover during 12 weeks of family leave
 - b. More info: <http://crosscut.com/2017/07/washington-is-5th-state-to-pass-paid-family-leave/>
4. Office / business expenses (need to have this to talk w/candidates & build into budget, but not truly “benefits”)
 - a. Internet
 - b. Cell phone reimbursement
 - c. Office supplies
 - d. Travel reimbursement
5. **Paul to combine vacation / sick into 25 total PTO – let them be flexible**
6. **Paul to look at family leave policy & build into benefits**
7. **Paul to continue building budget based on salary range & benefits approved by Exec Board**

H. Next Steps

1. ESM:

- a. Schedule call w/ Jeff Judy, Paul & dues committee & draft dues proposal for Exec Board consideration on 2/6
- b. Ask Jeff Judy to attend 2/6 meeting
- c. Post job description on additional sites (see above)
- d. Request phone interview questions from Exec Board members
- e. Figure out how to record phone interviews

2. For 2/6 Exec Board agenda:

- a. Dues determine: what to take to the 2/20 general membership meeting
- b. Finalize ED benefits package
- c. Discuss candidates thus far
- d. 1st & 2nd in-person interview scheduling & grouping + strategy
- e. Discussion about how to support ED once hired – distribution of labor across Exec Board (President can't support ED alone)

3. Next meetings:

- a. Exec Board mtg on 2/6; 10am – 12pm
- b. General membership mtg on 2/20; 10am – 12pm