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*** MEETING MINUTES ***

Minutes of the February 14, 2023, Executive Committee Meeting

Trustee	Web meeting
Terrell Carter, Chair	Excused Absence
Donna Schmitt, Vice Chair	X
Robert Poirier, Secretary/Treasurer	X

Others Attending:

Matt McBride, Board General Counsel

Cassandra Kaufman, Executive Director

1. Call to Order

The meeting was called to order at 2:00 p.m. by Executive Director Cassandra Kaufman.

2. February 16 Board Meeting Agenda Review

Cassandra reviewed the proposed agenda for the February 16 Board meeting. Due to timing issues related to the March 16 Board meeting, a Special Board Meeting may need to be held virtually to approve the Resolution for the Preliminary Tax Rates after March 16. The preliminary tax rates are due to the Assessor's Office by April 8.

3. Nominating Committee Update

Ronald Griffin has agreed to join the Program Committee. A potential Trustee candidate with housing experience was identified that could be contacted regarding their interest in Board service.

4. Personnel Committee Update

The Personnel Committee met virtually February 9 to review and approve the revised organizational chart and changes to related job descriptions.

5. Staff

The Children's Services Project Director position has been filled and will start February 21, 2023. Staff are working with a staffing firm to identify accountant and senior accountant candidates.

6. Office Lease/Space

MHB's current lease expires August 31, 2023. Staff are exploring renovations with the current property manager to increase the size of the conference room and accommodate current staff with room to grow. Staff are also working with a commercial real estate broker to tour other viable properties that meet the following priorities:

- Safety & security
- Adequate, affordable parking close to the office
- Flexible meeting spaces
- Individual staff offices (if possible)

7. Adjournment

There being no further business before the Committee, the meeting adjourned at 2:42 p.m.