



110 Marble Street, West Rutland, VT 05777  
(802) 438-2303 | [nwwvt.org](http://nwwvt.org) | [info@nwwvt.org](mailto:info@nwwvt.org)

### **Board of Directors Meeting**

**Date 3/9/22**

**Location Zoom**

**Present:** Karen Bartlett, Gabe Gladding, Jen Yakunovich, Keri Franzoni, Melinda Humphrey, Peg Flory

**Absent:** None

**Staff Present:** Heather Starzynski

**Guest:** Liz Weinmann, Trisha Guditz

- Jen called the meeting to order at 5:32 and established the existence of a quorum.
- Tonight's meeting started with comments from everyone to help transition from "work mode" to "meeting mode." All board, staff, and guests participated.
- **Proposed Changes to the Agenda:** No changes to proposed agenda
- Jen corrected that we are approving the minutes from the February meeting, not January as the agenda states. Peg motioned to approve the February 2022 meeting minutes, seconded by Melinda. Motion passed unanimously (Karen Bartlett did not vote as she had not yet joined meeting).
- Jen said there's a change to the date of financial committee minutes as it says it's from September but should be February 2, 2022 as the correct date.
- **Board Development Services:** Liz Weinmann presented a board development services proposal to help the board grow and expand in a strategic way. The proposal includes a skill audit with the full board, empowering/authorizing a board development task force, and mobilizing the board development plan. Heather asked if ok to have a non-board member on the task force, Liz said yes, bring on people with skill sets. Liz left the meeting after the presentation so the full board could discuss. Jen asked for input on the idea of hiring Liz as consultant for assistance in board recruitment. Peg said we need it, given current size of board. Melinda seconded, would be helpful as it's overwhelming to think about. Keri said there was a lot of information to take in but it would be nice to have a plan to move forward. Keri asked if there was a conflict given that Liz is Heather's executive coach. Jen said it may be advantageous for us as Liz is more aware of what we need. Heather is comfortable with Liz in the dual role, and that shared that Liz has contacts that we don't have direct access to. Karen said it makes sense from the connections that Liz has, the players that she knows, and the comfort she has in reaching out to those people and connections, she can open doors we don't have access to. Peg motioned to hire Liz, seconded by Melinda. Motion to enter into a contract to hire Liz D. Weinmann as a board development consultant passed unanimously.
- **Loan Committee Update:** Heather presented the loan committee update. She referenced the workbook and encouraged members to review each month. Going forward, a tab will be added to



110 Marble Street, West Rutland, VT 05777  
(802) 438-2303 | [nwwvt.org](http://nwwvt.org) | [info@nwwvt.org](mailto:info@nwwvt.org)

show loans that are currently in process. Loan Department activity is moving a bit slow due to the new servicer and the upcoming departure of Tania Ezzo, Director of Lending. A new consultant from NeighborWorks America will begin soon and is going to assess lending activity and make suggestions on how to improve efficiency.

- **NeighborWorks Alliance of Vermont:** Heather presented the NeighborWorks Alliance of VT memorandum of understanding. Big thanks to Trisha Guditz for her assistance in reconnecting us with this important group. Jen motioned to approve the resolution that allows the executive director to sign MOU with NeighborWorks Alliance of VT, Peg seconded. Motion approved unanimously. This must be approved annually to be part of the alliance. Trisha also pointed out that this alliance receives funding, so even better that we are a part of this again.
- **Board Resolutions – Real Estate Transactions:** Heather presented 3 board resolutions regarding properties/loans:
  - **Resolution 1:** C & N Weeden property in Pawlet being removed from the shared equity program. Owners are behind in payments and their daughter wants to purchase the property. This resolution will remove the property from the shared equity program so daughter can proceed with purchasing it. Peg motioned to approve, Jen seconded. Motion approved unanimously.
  - **Resolution 2:** General resolution to allow Heather or Nancy to sign on behalf of organization when attorneys do not need a specific resolution. Peg motioned to approve, seconded by Jen. Motion passed unanimously.
  - **Resolution 3:** is a specific resolution regarding sale of shared equity property. This property has sold already but attorneys need this to close out file. Currently owned by M. McClallen and being sold to J. Brown. Peg motioned, Jen seconded, motion passed unanimously.
- **OAD Update:** Jen said the board interviews for OAD have begun. Mia is reaching out to all board members to conduct these.
- **Executive Director Update:** Heather gave a summary of updates for the financial dept, advised that work with the finance consultant, Insero, is going well. Everyone is working well together. It has become obvious that we need procedures documents for positions to help out in the event of someone leaving, to help make transitions smoother. Finance committee meetings resume next month. The audit is happening now, going well and they will be on site next week. Big thanks to Gabe for her help with insurance reviews. Funder and grant reporting has begun, going well. Please see the Funder and Grant Reporting and Compliance Inventory in the portal. And big news is we got \$500,000 from Leahy & Sander's offices for FY22! These are Congressional Discretionary funds. Rental Repair program looks like we will get \$1,000,000 but it's unclear when funds will be released. Rental Repair can't be a program that is subsidized with NWWVT unrestricted funds, as we don't have the funds to support it. Heather gave update on additional items including October Hill and the dissolution coming along. The eviction at 290 Marble St is proceeding. Staff changed the locks,



110 Marble Street, West Rutland, VT 05777  
(802) 438-2303 | [nwwvt.org](http://nwwvt.org) | [info@nwwvt.org](mailto:info@nwwvt.org)

tenant had access to unit while we replaced locks, so we were in compliance with the law, but eviction is going forward. Sheriff is putting up tack order as we are unable to locate the tenant. We are looking at major investment to fix damages to unit. Heather has also met with HR consultant who is going to do an analysis of the organization and evaluate. Heather said everyone on staff, including her, is maxed out and at capacity. We need to hire and spend funds to support staff. She has a plan and will be presenting in April for what to hire, how to move forward. Jen said sustainability includes keeping the staff we have healthy and here.

- **Executive Session:** Trisha left meeting. Motion made by Jen to go into executive session to discuss personnel issues, seconded by Peg, motion passed unanimously.
- Meeting adjourned after executive session at 7:30.

Meeting minutes submitted by Gabe Gladding, Secretary