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United Way
of Pennsylvania

**BOARD OF DIRECTORS MEETING MINUTES
GIANT FOOD STORES – COMMUNITY ROOM – CAMP HILL
DECEMBER 2, 2021 10:00 A.M. TO 1:00 P.M.**

BOARD MEMBERS IN ATTENDANCE

Andy Dessel
Brooke Smith
Marissa Christie
Serina Gaston

Anne Gingrich
Carrie Anne Amann
Michael Albert
Will Price

Anthony Andrisano
Jennifer Reis
Richard Bloomingdale

Ben Eison
Lucy Zander
Ron Frick

BOARD MEMBERS IN ATTENDANCE BY PHONE

Adrienne Mael
Deb Bowes
Michael Tukeva

Bill Jackson
Geoffrey Roche
Pedro Romero

Chris Saello
Kevin Ressler
Steve Catanese

Dan LaValle
Laurie Root

ABSENT

Allen Norton
Judy Schwank
Julie DeSeyn
Kate Houston
Leslie Osche
Linda Culver

Lynette Praster
Michelle Figlar

UWP STAFF

Kristen Rotz
Amanda McNaughton
Kate Henry
Phil Falvo
Rebecca O'Shea
Tammy Parson

MINUTES

- I. **Meeting called to order at 10:03 am by Anthony Andrisano**
- II. **Approval of the Minutes from September 16, 2021 Board Meeting**
 - Motion to approve the minutes: Michael Albert
 - Second: Ron Frick
 - Unanimous approval by the Board
- III. **Committee Report**
 - A. **Nominating Committee**
Presented by Andy Dessel

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First point of order was to approve Laurie Root to the Board of Directors.

- Motion to approve: Andy Dessel
- Second: Will Price
- Unanimous approval by the Board

Notification was given to the Board, that Julie DeSeyn is leaving her position at the United Way of Southwestern PA and her position on the Board. Her Board position is being held open for either United Way of Southwest PA Bobbi Watt-Geer or another member of her staff to take this position.

The Board Composition Survey has been completed and will be distributed to the Board very shortly with a deadline for return of this document to the UWP office.

B. Finance & Revenue Committee
Presented by Lucy Zander

Zander reviewed UWP's financial position for 2021 year to date and projected. UWP is projected to finish the year with a surplus, most of which will be restricted revenue. UWP's assets are lower than they were at this point last year, but UWP has an operational reserve and additional unrestricted assets which total more than half a million.

The budget for 2022 is approximately \$2.5 million, with most of the increase in revenue coming from grants. LIVE PA is the driver of this increase, but the budget is still conservative on its presumption of the rate of deployment since it is off to a slow start. The budget also includes an increase for the new PA 211 phone system, which PA 211 will be absorbing some of the costs of for the first 18 months of the contract, into UWP's 2023 budget. However, approximately \$50,000 of that cost is non-recurring. There is an increase in salaries for merit increases as well as the creation of a new position which is expected to increase grant revenue and service contracts; this position should generate enough revenue to offset its cost within three years. There was discussion about whether the budget should include new revenue in anticipation of the new position – it was noted that there is a presumption of \$30,000 in ALICE sponsorship which has not been secured and would be a first priority for this position

- Motion to approve the budget: Anne Gingerich
- Second: Ben Eison
- Unanimously approved by the Board

C. Personnel Committee
Anthony Andrisano

A complete evaluation has been done of Kristen Rotz, President of UWP; and a process has been established for future evaluations. A full evaluation will be completed by the Exec Committee every two years, and there will be annual goal reviews and updates between the President and the Exec Committee. The 2021 evaluation included 360

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degree feedback from Kristen's direct reports. The evaluation is available to the Board for review, please inquire if you would like a copy.

Action Item: Update to the UWP personnel policy to add 2 additional paid holidays to the UWP staff calendar: Juneteenth, which falls on June 19th, and the day after Thanksgiving. Also decided that on the personnel policy that the previously known "Columbus Day" be changed to Indigenous Peoples Day / Columbus Day.

- Motion to add the 2 days to the UWP personnel calendar for PTO, and to change Columbus Day to Indigenous Peoples Day/Columbus Day in the personnel handbook: Michael Albert
- First: Jennifer Reis
- Second: Kevin Ressler
- Unanimously approved by the Board

Discussion Item: Putting into place a mandatory vaccine policy for all staff of UWP. After much deliberation and varying opinions, it was decided that while the issue is being actively litigated in both the public and private sector, and to make sure we have fully contemplated all the important organizational-specific factors of our office environment, staff and board members should engage UWP's counsel to research and bring a potential policy to the Board for a final decision.

- Motion to move forward with discussions regarding a vaccine policy for the UWP staff and office, and to put together a more precise plan that could be brought back to the Board: Anne Gingerich
- Second: Will Price
- Unanimously approved by the Board

D. Public Policy Committee
Presented by Jennifer Reis

Reis provided an update on Build Back Better and a likely deal for a continuing resolution to avoid a government shutdown and keep the federal government running until mid-February.

UWP has created a 2021/2022 policy agenda which is directly aligned with ALICE and each of the areas of the survival budget.

UWP is anticipating a first draft of an economic impact study of an Earned Income Tax Credit for Pennsylvania. This was made possible by mini-grant from the Pritzker Foundation.

E. Member Services Committee
Presented by Will Price & Amanda McNaughton

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This committee is in the process of putting together a Mini CEO Summit with Angela Williams, the new President/CEO of United Way Worldwide; the purpose is to bring together CPO's from Pennsylvania, Delaware and New Jersey for a one day event to meet and talk to Ms. Williams, and to network with each other.

The UWP Conference is currently being slated for June 21-23, 2022 at Toftrees in State College with the focus being on collaboration and peer support. The hope is to bring in approximately 60 people, with an estimated cost of \$200-\$250 per person, which should bring in a revenue of \$8,000.

IV. PA 211 Update
Kristen Rotz

Rotz highlighted leadership changes in all 211 regional director positions. PA 211 board and staff are both going to work intentionally to support these new directors with training and outreach while building a collaborative team. PA 211 is entering the US 211 EPIC partnership with one major healthcare partner interested in a demo of the technology which integrates 211 community resource data into EPIC. PA 211 is also wrapping up a test of the UWW National Data Platform.

The PA 211 nominating committee is working to recruit a few more new board members, with a focus on diversity. UWP's Exec Committee will vote for the PA 211 subsidiary board on behalf of UWP. Staff is crafting a new, enhanced legislative ask for funding support to meet increased needs.

V. DE&I Committee Charter
Presented by Amanda McNaughton

McNaughton gave an overview of the committee charter which was provided in the meeting materials. The three main functions of this committee are as follows:

1. Support the UWP members in their work to serve vulnerable and historically marginalized communities, while dismantling institutions and policies that create oppression
2. Guide UWP in creating programs, services, and internal procedures that foster equity, diversity, and inclusion in all aspects of our work
3. Serve as leaders for our partner organizations and the commonwealth as we work on promoting diversity, equity, and inclusion in all public arenas

There was a discussion regarding the name of this committee, either staying at the DE&I Committee or call this committee IDEA Committee, which includes the word Accessibility to this grouping. A majority felt that the committee should remain DE&I.

- Motion to adopt a charter for the UWP DE&I Committee by Ron Frick
- Second: Serina Gaston
- Unanimously approved by the Board

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VI. ALICE Report
Presented by Rebecca O'Shea

The 2022-2023 ALICE refresh release schedule has been impacted by the 2020 Census data being deemed experimental. An additional United for Alice 2021 pandemic report is currently available. There will be ALICE legislative district fact sheets and mapping on the United for ALICE hub in February. A new ALICE budget calculator is to be launched in March which will allow calculation of survival budget costs for all different household configurations. There will be a series of research briefs in 2022. The state report update and county fact sheet updates will not be available until 2023.

VII. Helping Local United Ways Thrive
Presented by Will Price & Amanda McNaughton

In September, the board provided some feedback on how to deliver on our strategic plan goal of helping local United Ways thrive. Based on that feedback, staff are focused on the following tactics: 1) Establishing collaborative, virtual networking and learning groups on topics like resource development, community impact and collaborations/ mergers/ shared services 2) Monthly office hours targeted to new United Way chief professional officers 3) launching a survey to help make matches between UWs who have capacity available for other UWs to purchase support, and those who are seeking opportunity to increase their capacity by partnering with other UWs. Rotz shared that in order to put more focus on this strategy, UWP will be eliminating its role as a VITA administrator for smaller UWs in the PA network.

VIII. President's Report
Presented by Kristen Rotz

Rotz called attention to the UWP / PA 211 2021 Key Accomplishments list included in the packet and highlighted several successes; disclosed that she will continue to serve as the Council of States Chair for another 6 months; and discussed her brief meeting with Angela Williams, sharing her observations about Ms. Williams leadership and promise, as well as the financial challenges UWW is still facing.

- Motion to Adjourn Meeting by Richard Bloomingdale
- Second: Ron Frick
- Unanimously approved by the Board

Meeting adjourned at 12:05 P.M.

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