

**Pace Community Action Agency, Inc.**  
**Board of Directors**  
**Greg Jones, President**  
**March 21, 2024**  
**Agenda**

- I. Call to Order, Introductions, Roll Call
- II. Approval of Minutes from previous meeting
- III. Installation of new board members
  - Matthew Hayes, Sullivan County Low-Income Sector
  - Nikki Shorter, Sullivan County Low-Income Sector
  - Clint Lamb, Sullivan County Private Sector
- IV. Report from the Executive Director Tai Blythe
- V. Ventures Holding Corporation Liann Smith
- VI. Training (Board Roles and Responsibilities) Tai Blythe
- VII. Committee Reports
  - A. Finance Committee** Joel Smith, VP Finance
    - 1. Action required to approve:
      - a. Financial Report – Bank reconciliations
      - b. Annual Audit Engagement **ATTACHMENT A**
      - c. Compensation Plan **ATTACHMENT B**
      - d. Resume paying more than the minimum payment on the Washington Building loan
  - B. Planning and Development Committee** Jeremy Wimmenauer, VP PDC
    - 1. Action required for authorization to submit and enter into contract:
      - a. Health & Human Services – Early Head Start Expansion  
Early Head Start Expansion Continuation (*with partial non-federal share waiver*)  
Funding Dates: September 1, 2024 through August 31, 2025  
Funding Amount: \$614,407: EHS operations \$602,834; T/TA \$11,573
      - b. United Way of Daviess County – Head Start  
Bedtime in a Box Kits  
Funding Dates: February 6, 2024 through April 30, 2024  
Funding Amount: \$5,000
      - c. German American Bank - Head Start  
Dental Club  
Funding Dates: June 2024 through May 2025  
Funding Amount: \$2,500

- d. Indiana Housing & Community Development Authority (IHCDA)  
Department of Energy – Weatherization (BIL – Bipartisan Infrastructure Law funding)  
Funding Dates: July 1, 2024 through June 30, 2025  
Funding Amount: Unknown
- e. Indiana Housing & Community Development Authority (IHCDA)  
Duke Energy Supplemental Health & Safety (DSHS)  
Funding Dates: February 24, 2024 through December 31, 2024  
Funding Amount: \$10,556

## VIII. New Business

### A. Personnel Policy Amendments

#### 1. Outside Reference Request (revision)

All requests for information about current or former employees must be directed to Human Resources. ~~Unless authorized by Human Resources or the CEO, no one else is to provide information on current or prior employees.~~ Specifically, Supervisors and Managers are not to provide letters of references for any current or former employee.

#### 2. Pregnancy Loss (addition)

Employees who suffer a pregnancy loss, whether it happens to them or their partner, will be allowed up to four (4) paid scheduled days off under the bereavement leave policy. A note from a medical provider documenting the loss may be required, unless prior medical documentation/certification is already on file.

#### 3. Flexible Work Schedules (addition)

Alternative location arrangements are never a substitute for child or other dependent care, and management has the right to terminate any arrangement at any time based on business needs. Alternative location arrangements have no impact on the at-will nature of any employee's employment with Pace.

Pace is not responsible for costs associated with furniture, repairs, or any other modifications associated with the setup of the employee's home office or alternative work location. Pace will supply reasonably necessary office supplies and equipment - not for personal use or use by non-Pace employees.

### B. HS/EHS Policy Council Minutes – 1/22 & 2/26

**ATTACHMENT C**

### C. Executive Committee Minutes 3/13

**ATTACHMENT D**

### D. Out of Area travel for Tai Blythe, Executive Director

- 1. June 4<sup>th</sup> – June 6<sup>th</sup> – Hollywood, CA – CAPLAW Training Conference  
Estimated cost: \$3,000

## IX. Business from the Floor

### A. Board President Appoints Committees

- 1. Judith K. Bobe Scholarship – to review and score student scholarship applications
- 2. Agency Administrative Review – to be presented at the May 16<sup>th</sup> meeting

### B. Program Review – Next Review (May): Jordan Orwig, EAP

### C. Mission Moment

## X. Adjournment