

Interfaith Food Ministry
Minutes for Special Session of the Board of Directors Meeting
Friday, October 7, 2022
1:30 pm - Meeting via Zoom

Board Officers & Staff

Phil Alonso, Executive Director
Shelby McNamara, Development Director - **ABSENT**
Venus Paxton, Program Manager - **ABSENT**
Laura Perry, Bookkeeper - **ABSENT**
Bob Thurman, President
Rick Kahil, Vice President - **ABSENT**
Sandy Hakala, Treasurer - **ABSENT**
Robert Emmett, Asst. Treasurer - **ABSENT**
Amy Mathews, Secretary

Supporting Churches (No Board Rep)

Christian Science Church
Sierra Center for Spiritual Living

Board Members


Tim Gizzi, Calvary Bible
Deborah Wilder, Church of Latter-Day Saints
Carol Fegte, Emmanuel Episcopal
Gaye Rogers, Grace Lutheran
VACANT – United Methodist, GV
Jan Alessi-Marrer, United Methodist, NC
Diane Chang, Seventh Day Adventist
Joan Denzler, Sierra Pines Methodist- **ABSENT**
Julie Clutter, Sierra Presbyterian
Karen Hoida, Trinity Episcopal
Linda Grube, St. Patrick's
Anne Lyon, Unitarian Universalist
Jeff Hebert, St. Canice
Judi Wade, Twin Cities - **ABSENT**
Jim Schroeder, Peace Lutheran - **ABSENT**

The purpose of this Special Meeting of the IFM Board of Directors is for Staff Compensation Review and Recommended Raise for the Program Manager, Venus Paxton.

Meeting opened at 1:30 pm via Zoom. Phil established that there were sufficient attendees on the call to constitute a quorum.

Performance Review:

Brief background of Venus and her position as Program Manager.

- Hired 12/1/2020 at  / hour for 20 hours / week.
- Hours increased on 9/1/21 to 32 hours / week (no change in pay rate). Also expanded the Program Manager's position description.
- First ever Performance Evaluation completed in September of 2022, which is 12 months after the expansion duties and hours worked per week.

Summary of Performance Evaluation:

- Update on Review Process
- Thanks to volunteer Michele who helped Phil develop documents, a process, and a schedule for regular staff reviews.

- Each review contains specific categories based on the position description as well as an area for “Soft Skills.”
- The 8 areas covered in Phil’s evaluation of Venus and the respective scores are as follows:
 1. Food Distribution = [REDACTED]
 2. Food Committee / Food Procurement = [REDACTED]
 3. Liaison to Partner Agencies = [REDACTED]
 4. Garden Program = [REDACTED]
 5. Client Education = [REDACTED]
 6. CalFresh = [REDACTED]
 7. Other Duties = [REDACTED]
 8. Soft Skills = [REDACTED]
- Phil received feedback from more than 20 people in response to his request for input from various colleagues, [REDACTED]
- There are [REDACTED] is needed:
 1. [REDACTED]
 2. [REDACTED]
 3. [REDACTED]
 4. [REDACTED]

Questions / Comments from Board: Carol Fegte commented that she has seen an increase in assigned duties since she started, included the gardens and new recycling program. Might consider increasing Venus to full time (40 hours / week). Also look at delegating some tasks to volunteers.

Two options were reviewed by the Executive Committee team regarding compensation (note: current salary is [REDACTED] / hour, internal analysis revealed that a livable wage in Nevada County is between \$25 - \$26 / hour):

1. [REDACTED]
2. [REDACTED]

The recommendation from the Executive Committee is [REDACTED] Option 2, increasing her rate to [REDACTED] / hour, retroactive to April 1, 2022.

The motion covering this discussion would be in 2 parts: Part 1 involves approval of a [REDACTED] for Venus Paxton increasing her hourly rate to [REDACTED] retroactive to April 1, 2022; Part 2 is approval from the Board for an additional [REDACTED] for the 2022 Staff Costs budget to cover the increase. Deborah Wilder moved to approve both parts of the proposal. Jeff Hebert seconded the motion. All approved, the motions carried unanimously.

Phil will work with Laura on implementation.

Update on Holiday Orders:

- Grocery Outlet has come through and will provide all 800 turkeys that we ordered. Waiting for delivery date, most likely will be prior to the first day of Thanksgiving Holiday Distribution.
- Cost of the turkeys is even greater than anticipated. For this reason, the decision has been made to eliminate dinner rolls and butter from Holiday Distribution bags, resulting in a savings of approximately \$3K.
- Most of the hams needed for Christmas Holiday Distribution have been secured. Additional hams to be sourced, but there's time to accomplish this.

Changes to upcoming Board Meeting Schedule:

Proposed changes include:

- No Board Meeting in October
- November Meeting shift from regularly scheduled November 22nd (which is Thanksgiving week) to November 15th instead (one week earlier), still at 9:00 am.
- No Meeting in December (due to Christmas Holiday).
- January 24th is the Annual Meeting starting at 8:30 am. Recommend sharing with congregation leaders to add to their calendars.

It was determined that these changes are subject to Board approval. Carol Fegte moved to approve the revised meeting schedule. The motion was seconded by Julie Clutter. All voted in favor, the motion was approved.

Additional Business:

There was a discussion about potentially increasing staff hours to accommodate additional needs throughout the remainder of this year. It was decided that \$2K would be added to the payroll budget to cover increased hours for any staff member through December 31, 2022. Jeff Hebert moved to approve the additional sum for the payroll budget. Deborah Wilder seconded the motion. All voted in favor, and the motion carried.

The meeting ended at 2:20 pm.

