# Community Housing Expansion of Austin

Regular Meeting of the Board of Directors

December 6, 2016

Genieva Croley calls the meeting to order at

In attendance, constituting a quorum:

Genieva Croley - Chair

Joshua Sabik - Treasurer

Liz Hester - At-large

Madeline Hillsmith - Secretary

Also in attendance:

Patrick Connelly, David Miller

#### Review of Minutes from November 9, 2016

The Board considers the minutes from November 9, 2016

**Motion to approve the minutes from November 9, 2016 (Madeline/Josh)**

Accepting: 4

Rejecting: 0

Abstaining: 0

The motion passes by consensus.

#### Employee Handbook

Madeline, summarizing her conversation with Ian Wright, our employment attorney:

- Typically, companies have some kind of welcome message at the beginning of the handbook describing what the company is/does, usually signed by the CEO or President. He's gonna leave a space for the board to write a welcome message if we so choose.

- For HR purposes, he strongly advises that we appoint a single Board member to be our point of contact with the employee. I think it would be good to consider creating a new officer position on the board to deal with HR stuff so that it can be appointed among us as needed. Because it's not a corporate position like Secretary/Treasurer/Chair, someone could double up on those responsibilities if needed, but it gives us the freedom to put the responsibility on whoever can handle it at the time.

- It's probably a good idea that the Treasurer still handles timesheets/pay stuff tho.

- Ian has asked us to discuss if we would like to create a separate maternity leave policy or roll it up into a generic catch-all (it sounds something like "foreseeable leave must be requested 30 days in advance) that we can decide to confirm or deny.

- He also said we should move our discipline policy from the handbook to the bylaws. This keeps us from creating a contractual obligation to go through all of the steps, allowing us the flexibility to use the discipline policy as severely as the situation warrants.

We discuss whether we can change the bylaws tonight. David proposes that we can authorize our attorney to put the language in the handbook.

Authorize Ian Wright to assign the roles of human resources to the human resource officer, pending the creation of a Human Resource officer of the Board next meeting, assign management of timesheet/pay to treasurer, and create a generic leave policy to go into our employee handbook. (Madeline/Genieva)

Accepting: 4

Rejecting: 0

Abstaining: 0

The motion passes by consensus.

The item adjourns at 8:03 p.m.

**Motion to enter executive session at 8:03 p.m. (Genieva/Josh, passes by consensus)**

**Motion to enter executive session at 9:34 p.m. (Genieva/Josh, passes by consensus)**

#### Action Items

The Board assigned the following action items:

Genieva - Continue working with Marty Cirkiel on compiling documents to respond to the Fair Housing Complaint lodged against Sasona

Josh - Provid Madeline with check to enclose with Settlement Agreement

Liz -

Madeline - Draft, execute, and deliver Settlement Agreement and Notice to Vacate

#### Future Meeting Schedule and Agenda Items

The Board determined the following discussion items for the Working Meeting, which was agreed to take place at 7:30 p.m. on Tuesday, December 20 at Sasona:

* Any work required to respond to Fair Housing Complaint against Sasona
* ADA compliance action plan
* Posting employee job description and related matters

The Board determined the following discussion items for the Voting Meeting, which was agreed to take place at 7:30 p.m. on Wednesday, January 4 at La Reunion:

* Any work required to respond to Fair Housing Complaint against Sasona
* ADA compliance action plan
* Policy Change with regards to the Fair Housing Act
* Approve attorney handbook and post listing for our employee
* Proposed: Strike or modify Article II, Section V
* Proposed: Add employee discipline policy to the bylaws
* Proposed: Allow house officers access to the text of motions passed in Executive Session directly related to their responsibilities or which delegates responsibility to them
* Proposed: Create Human Resources Officer Position of the Board

#### New Business

Sasona is redoing its floor. Yaaaay!

There being no further business to be brought before the Board, the meeting was adjourned at 9:50 p.m.