CHEA Board Meeting Wednesday January 17th 2018 at 6pm at La Reunion.

**Here is the agenda:**

D&O Insurance

ARNL Update

CDC Recommendations

Legal expenses: CHEA or NASCO

Community Board Rep Position Opening

Maintenance at La Reunion

**In Attendance:**

Gatlin Johnson, Treasurer of the Board

Barak Bullock, Chair of the Board

Indya Flanagan, Secretary of the Board

Nolan Darilek, former maintenance coordinator at La Reunion

David Matuschak, Maintenance Coordinator at La Reunion

Richard Simoes, Labor Czar at La Reunion

Paul Wuersig, Membership Coordinator at La Reunion

Barak moves to approve minutes from January 2nd, 2018. Indya seconds.

*D&O Insurance*

**Barak**: Had call with Christine Walker and Daniel Miller. Navigators insurance form will not get us a quote from one insurance company, but will get quote from multiple insurance companies, multiple insurance options. Good idea for us to fill out Navigators application. If we were to fill it out, we should schedule a separate meeting for sole purpose of filling out this application.

**Indya**: What do we need to fill it out?

**Barak**: All we need is the PDF Application that Christine sent out.

Let’s meet on the **24th of January at 6pm at La Reunion** to complete the Navigator’s application. Will be the only agenda item during that meeting.

*ARNL Update*

**Indya**: no big updates, Matt D has a call scheduled with BASTA

*CDC Recommendations*

Tabled, Trip not present.

*Legal expenses: CHEA or NASCO*

**Indya**: We were charged about $300 for legal counsel recently when a member of the public contacted La Reunion’s MemCo to testify for her against a former resident. We sought legal counsel just in case. Daniel is footing the bill, but wants us to decide which costs should go to CHEA and which to NASCO.

**Barak**: Thinks it’s a one-off, not urgent right now.

*Community Board Rep Position Opening*

Our rep Natasha Madison has resigned. Typically the community board rep is elected at general membership meetings. Communicate with houses that our rep resigned and we are accepting nominations. Plan to do an inter-house vote. **Indya** will communicate Natash’as resignation with teh houses and start seeking applicants for the community board rep position, hopefully will have an update by our next board meeting in February.

*Maintenance at La Reunion*

**Barak**: Some specific questions that the board will have to consider tonight:

1. Whether CHEA is going to hire a maintenance employee or not?
2. To what extent are we going to use a combination of an employee and our own labor and officer positions to tackle the big maintenance backlog that La Reunion faces?
3. How soon will the Board be able to acquire an employee if that’s the decision that we make, and what action can the maintenance officers take in the meantime?

**Nolan**: Very serious issue, list of talking points. Hiring a maintenance person will not be the solution, but will give us the breathing room to figure out what we need to deal with what’s going on. Scale much bigger than at Sasona. Issues with more private spaces than at Sasona, coordinate having someone around to let contractors in, offer payment.

**Nolan’s talking points (provided by Nolan):**

**Gatlin**: we have an outsourced professional for bookkeeping and treasury. Looking over the maintenance coordinator job description, it is vague. Thinks hiring an employee to have on-call would solve some problems, but not all of them. Curious about what’s being considered to fix communication problems within the house on the maintenance crew?

**Nolan**: the reality of the situation on the ground very different from what is on Wiki. For example, first week that we took on maintenance had an individual emphatic about a lot of mold on drywall in apartment. Very much needed maintenance help immediately but hard to get the team moving quickly.

**Indya**: We do have an employee right now who hasn’t been working a lot of hours. Perhaps the board can allocate some of the budget towards a maintenance person for La Reunion instead. Agrees that La Reunion has way more problems due to scale of units and being a newer coop than Sasona.

**David**: current maintenance officer at La Reunion. Considers himself an excellent maintenance person and officer, even then it is not enough. Can quickly figure things out, but job is to be administrator and have one extra hour on maintenance per week - simply not enough. Wants to bring back a **Fixer** position that La Reunion had in the past: someone who could work a lot of hours on maintenance and get free rent in exchange. Expected to perform an average of 10 hours per week of maintenance in addition to the usual labor hours required by the house.

**Stuff to Fix:**

The main drain will cost $5,000 to $15,000 to replace.

Water damage outside and inside, biggest threat to building. Very expensive, in the tens of thousands of dollars.

Have aluminum wiring, need special wires to deal with electrical problems.

There are 3 different PDFs detailing the maintenance problems found during the inspection last year, funded by NASCO.

Maintenance employee would be in addition to volunteer maintenance corps that does lighter stuff like replace AC filters, check smoke detectors and fire extinguishers etc. Thinks we’re wasting money hiring expensive contractors vs. just hiring an employee who can do many more hours of work. Thinks we could pay someone $15-$25 an hour and get a lot of value.

**Nolan**: for example, in November we had a bathtub leak, were charged $225 to fix. David bought a $1 part at Home Depot and fixed it in an hour. Having someone available and not relying on contractors for everything will save a lot of money.

**Paul**: part-time work could be a happy medium between doing everything ourselves and burning out and relying on expensive contractors. Worries that when we consider hiring someone we envision a magic mainten

**Nolan**: long conversation with Daniel last November. Got the impression that he was hands-off. A lot of **Daniel’s** conversations seemed like he was pushing for a DIY maintenance perspective, but if he had boots on the ground he might change his mind.

**Barak**: seems like everyone on the Board is in favor of hiring someone, but there’s still a lot of questions to ask re: paying employee, length of contract etc.

**Nolan**: assuming the Board is good with moving forward with hiring maintenance employee will do more serious research and serious proposal.

**Barak**: Nolan doing research on candidate profile of employee will help us out significantly. How can we pursue a two-pronged strategy of seeking highly qualified maintenance employee for CHEA while also working out strategy for empowering members to tackle maintenance problems independently?

**David**: in the midst of writing a lot of data around who is on the crew, what tools they need, testing in line with inspectors so we know what’s actually broken.

**Richard**: how do we use the labor schedule to divert more attention to maintenance problems? Merely putting people on the schedule for maintenance doesn’t work if they are not motivated. Not an attempt to fill the contractor coordinator vacancy that was left after Russ left. Thinks filling that would help maintenance coordinator. A lot of unskilled maintenance labor that we could schedule people for, reassure people getting on maintenance team that there will be no skill required for preventative maintenance tasks that can eat up labor hours. Sometimes we hire contractors without doing any cursory investigation. Believes there will still be a gap that needs to be filled by a professional. Maintenance tends to need to happen 3-4 hours at a time, so expectations for maintenance labor would be a chunk of labor once a month typically, rather than an hour every week.

**David**: people don’t need to know how to fix everything in order to be on maintenance.

**Barak**: there does exist a plan for tackling La Reunion’s maintenance problems. Looking at 3-pronged strategy that includes hiring an employee, building out David’s role for administration and mid-level tasks, and building out a volunteer La Reunion labor force to do easy low-tier maintenance stuff. Nolan already volunteered to do research necessary about employee specifications (with labor credit assigned).

**Indya**: would want to look at CHEA’s finances at next meeting to make sure we can accomodate. Reiterates that we do have a line-item for employee costs in our budget that we’re not using a ton of right now since Natalie has slowed down.

**Nolan**: expects that most of employee budget could come from money spent on contractors anyway.

**David**: there would be some things that we can’t have an employee do.

**Barak**: if we could pay employee wages just with maintenance budget it would save board trouble of examining line items. But, if it’s too important to allocate towards wages we could consider more seriously CHEA’s own budget to pay those wages.

**David**: depends on how much we think employee would cost.

**Barak**: should we permanently keep a maintenance employee forever or just fix the problems with an employee for 6 months are so?

**Nolan**: permanently

**David**: yes, permanently, we could hire someone full-time even and then reduce hours once we tackle the big problems. Could save money at Sasona too by reducing money spent on contractors. Will find a higher calibre of person if we give them more hours. The only way we could not have a maintenance employee in the future would be to make La Reunion more like Sasona with a shared kitchen, ripping out kitchens in the units.

**Barak**: would employee take direction from CHEA or from maintenance coordinator?

**David**: thinks it would have to be from maintenance coordinator at the co op, the person on the ground.

**Gatlin**: like everything else, would be the board’s responsibility ultimately but we would delegate it immediately.

**Maintenance-Related Action Items:**

**Nolan** will do research necessary to inform Board about profile of maintenance employee candidate

**David** will continue mobilizing La Reunion’s members to take maintenance into their own hands.

**Board** will continue to seek solutions to La Reunion’s labor problem, on standby waiting for solutions.

**Comments on other agenda items/action items:**

**Gatlin** and **Matt** willing to collaborate on developing candidate profile for ROC USA, hopes we can still make progress on that by next meeting.

**Indya** will find the business account form in anticipation of next board meeting.

**Agenda for next time:**

D&O Insurance

ARNL Update

CDC Recommendations (letter that we received)

Community Board Rep Position Opening

Maintenance at La Reunion

**The next Board meeting will take place on February 7th at 6pm at Sasona.**