

Upper Bay Counseling & Support Services, Inc.
Minutes
Board of Directors Meeting
March 25, 2015

Members Present:

Rich Bayer
Karolyn Bowe
Pat Folk
Mike Gordon
Aaron Moszer
Sharyn Nesnow
Lloyd Rabuck
Clinton Reddig
Diana Rudolph
Tomeka Swan
Cindy Wingate

Members Absent:

Nancy Hall - notified
Rayma McRoberts - notified
Pat Panill - notified
Alan Sexton - notified
Kevin Urick - notified

Also Present:

Annie Kingcade
Ellen Riley
Sandra Shannon
Valerie Stewart-Smith

The meeting was called to order by Mike Gordon, President.

A. Agenda

A motion was made by Diana Rudolph and seconded by Pat Folk to approve the agenda as submitted. Motion to approve the agenda was approved with a majority vote.

B. Minutes

A motion was made by Pat Folk and seconded by Lloyd Rabuck to approve the minutes from January 28, 2015 as submitted. Karolyn Bowe stated that the January 28, 2015 minutes should be amended to state the Board accepted the treasurer's report as submitted. The minutes were approved with a majority vote with one abstention.

C. Treasurer's Report

Clinton Reddig presented the treasurer's report for January and February 2015 with no questions or corrections. The Board accepted the treasurer's report as submitted.

D. Dashboard Report - The dashboard for January and February data was reviewed with no questions or corrections.

E. Committee/Department Reports -

1. Executive Committee (EC): Report accepted with no additions or questions.
2. Board Development & Stewardship (BDS): Report accepted with no additions or questions. The committee created a Board self assessment tool. The assessment tool will be placed on a private account with survey monkey.
3. Governance Committee (GC): No report filed.
4. Advocacy Committee (AC): Report accepted with no additions or questions.
5. Personnel Committee (PC): Report accepted as filed with no additions or questions.
6. Fund Development Committee (FDC): No report filed.
7. Development Department: No report filed.
8. Consumer Advisory Committee (CAC): No report filed.
9. CEO Report: Report accepted as filed with no additions or questions.
10. Facebook incident: Sandie Shannon presented a brief overview of a message that was posted on our Facebook page. While reviewing the postings, a staff member came across a message written in Arabic expressing personal opinions about how we treat pedophiles. Sandie contacted the state police who advised her that this was not threatening and they can't control opinions of individuals and in the state of MD, it is not a crime to make a threat. An officer did come to the office and read the postings and was reluctant to file a report, but did give Sandie a report and we now have a case number. An email was sent out to staff advising them to be alert and IT closed down the part of the Facebook account that can allow these postings. UBCSS has a social media committee and are working on a policy that will be an operational policy, the policy did state that the Facebook page would not allow any "friending" or any postings (public or private) but the closing of private postings had not been put into place (but now is in place). Should the Executive or Personnel committee discuss this situation further? Karolyn Bowe stated that there are several sites out there and that certain agencies can gain access to what is on your account if proper procedures are not put into place and feels that this situation should be looked into further. Karolyn Bowe, Lloyd Rabuck, Rich Bayer, Clinton Reddig, and Mike Gordon all agreed to be on an ad-hoc committee to review safe guards.

F. Old Business

1. No old business to report.

G. New Business

1. CEO Evaluation Policy - 1st Touch - This policy is to institutionalize the CEO evaluation and to make sure everything is covered. There were no comments made regarding the policy. The Board will be asked to approve the policy at the next business meeting.
2. Child Services Expansion & Enhancement - initial discussion - Rich Bayer presented a power point presentation on the need for additional office space for child and family services. The proposal is for 30 offices, 8 group workspaces, 3 large program/activity spaces, and a large waiting room. If the Board feels that this is a viable proposal, then a committee with Board members and senior management will need to meet and discuss. Mike Gordon suggested having the Executive committee review the particulars of the proposal and develop a timeline and bring back to the next meeting. Rich Bayer mentioned that the next Board business meeting would not be until May and asked if the Executive committee could meet earlier to lay out the plan? The Executive committee agreed and will meet on April 2.

H. +/△

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- I.** After completion of business, a motion was made by Pat Folk and seconded by Lloyd Rabuck to move to executive session. Motion to adjourn was approved with a majority vote. The next business meeting will be on May 27, 2015 from 4:00 - 6:00 pm at Booth Street.

Respectfully submitted,

Karolyn Bowe

Board Secretary
Upper Bay Counseling & Support Services, Inc.

Valerie Stewart-Smith, Recorder