

Unalaskans Against Sexual Assault & Family Violence provides safety, education, and advocacy services to empower people and create a culture of nonviolence and respect.

**USAFV BOARD OF DIRECTORS REGULAR MEETING
MONDAY, MAY 3, 2022 - 17:30 (RESCHEDULED FROM 04/25/22)
UNALASKA DEPARTMENT OF PARKS, CULTURE, & RECREATION CONFERENCE ROOM**

King,
Dietrick

MEETING MINUTES:

BOARD MEMBERS PRESENT:

Karen Kresh, Chair (Seat C – Exp 03/24)
Jay King (Seat A – Exp 3/25)
Carlos Tayag (Seat E - Exp 03/23)
Bea Dietrick (Seat F - Exp 03/24)
Vacant (Seat G - Exp 03/25)
Vacant (Seat H – Exp 03/23)

STAFF PRESENT:

M. Lynn Crane, Ex. Dir

GUESTS PRESENT:

Remy Levar Tayag

BOARD MEMBERS ABSENT:

Shirl Treiber, Sec/Treas (Seat B – Exp 03/23)
Juliette Vries, Vice-Chair (Seat D – Exp 03/25)
Erica Aus (Seat I – Exp 03/24)

1. **CALL TO ORDER:** Kresh called the meeting to order at 17:45.
2. **ROLL CALL:** A quorum was present.
3. **READING OF MISSION STATEMENT:** Tayag read the mission statement.
4. **APPROVAL OF THE AGENDA:** King moved to approve the Agenda, Tayag seconded. Board discussed Agenda. King amended his motion to revise the Agenda, postponing "Officer Elections & Committee Appointments," and adding "Board Application" to New Business. Tayag seconded. Amended Agenda approved by consensus.
5. **APPROVAL OF MINUTES:**
 - Dietrick moved to approve the draft minutes of the 03/28/22 Regular Meeting; King seconded. Motion passed by unanimous voice vote.
6. **REGULAR REPORTS:**
 - **ED NARRATIVE REPORT:** Board reviewed the ED narrative report.
 - **YTD FINANCIAL REPORT:** King moved to accept the FY22 Financial Report as of 04/29/22; Tayag seconded. Board discussed the financial report. Motion passed by unanimous roll call vote: Dietrick – Aye; Tayag – Aye; King – Aye; Kresh – Aye.
7. **UNFINISHED BUSINESS:**
 -
8. **NEW BUSINESS:**
 - **ITEM – EXPIRING BOARD TERMS SEATS A & D:** Dietrick moved to appoint Jay King to Seat A and Juliette Vries to Seat D; Tayag seconded. Motion passed by unanimous roll call vote: Tayag – Aye; Dietrick – Aye; King – Aye; Kresh – Aye.
 - **ITEM – RECOMMENDED REVISIONS TO USAFV EMPLOYEE HANDBOOK:** Dietrick moved to approve the recommended revisions to USAFV's Employee Handbook; Tayag seconded. Board discussed the proposed revisions. Motion passed by unanimous roll call vote: King – Aye; Tayag – Aye; Dietrick – Aye; Kresh – Aye.

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- **ITEM – FY23 PREMIERA INSURANCE RENEWAL:** Dietrick moved to direct the ED to renew USAFV's contract with Premera Blue Cross Blue Shield of Alaska for the Plus Gold Plan at a rate of \$1079.33 per FT Employee per month for FY23; King seconded. Board discussed insurance concerns. Motion passed by unanimous roll call vote: Tayag – Aye; King – Aye; Dietrick – Aye; Kresh – Aye.
- **ITEM – RECOMMENDED FY23 BEGINNING BUDGET:** Dietrick moved to approve the FY23 Budget proposed by the Executive Director; Tayag seconded. Board discussed proposed budget. Motion passed by unanimous roll call vote: King – Aye; Tayag – Aye; Dietrick – Aye; Kresh – Aye.
- **ITEM – BOARD APPLICATION:** Dietrick moved to appoint Judith "Morgan" Lem to Board Seat G; King seconded. Board discussed the applicant and strategies for attracting more candidates for current and future Board seats. Motion passed by unanimous roll call vote: Tayag – Aye; King – Aye; Dietrick – Aye; Kresh – Aye.

9. **OTHER BUSINESS/DISCUSSION ITEMS:**

➤ **COMMITTEE MEETINGS & REPORTS:** None.

➤ **OTHER:**

- **SOUP-OFF 2023 Date:** Board set the 2023 SOUP-OFF, tentatively, for Saturday, March 25, 2023. *me*
- **AIRLINE MILES:** Board discussed options for using Airline Miles for staff travel bonuses.

10. **CORRESPONDENCE:** None.

11. **ANNOUNCEMENTS:** None.

12. **PUBLIC INPUT:** None.

13. **FOR THE GOOD OF THE ORDER:** Board received the Strategic Plan approved 03/28/22.

14. **SCHEDULE NEXT MEETING:** The Board will schedule the next Regular Board Meeting depending on ED travel schedule.

15. **ADJOURNMENT:** Meeting adjourned at 19:15.

PASSED AND APPROVED THIS 27th DAY OF June, 2022, AT THE USAFV BOARD OF DIRECTORS MEETING, IN UNALASKA, ALASKA.



Karen Kresh, Board Chair



Shirl Treiber, Board Secretary/Treasurer

Juliëtte Vries, Vice-Chair

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THE BOARD APPROVED THE FOLLOWING REVISIONS TO THE USAFV EMPLOYEE HANDBOOK AT THE USAFV BOARD OF DIRECTORS REGULAR MEETING ON 05/03/22:

From the Employee Handbook:

J. Performance Standards: (pages 24-25)

1. Employee Hours

- j. Full-time employees will receive on-call pay of ~~\$20~~ **\$30** per day for every weekday (Monday through Friday) that they are required to be on-call, effective May 1, 2022. Full-time employees will receive on-call pay of ~~\$30~~ **\$40** per day for every weekend day (Saturday or Sunday) or recognized USAFV holiday that they are required to be on-call, effective May 1, 2022. On-call pay is taxable income and will be subject to payroll taxes as required by law.

THE BOARD APPROVED THE FOLLOWING REVISIONS TO THE FY22 BUDGET AT THE USAFV BOARD OF DIRECTORS REGULAR MEETING ON 05/03/22:

CDVSA	FY22 BUDGET APPROVED 03/28/22	ED REC REVISIONS 04/29/22	DIFFERENCE + / (-)
PERSONNEL	\$ 159,493.00	\$ 149,493.00	\$ (10,000.00)
COMMODITIES	\$ 7,250.00	\$ 17,250.00	\$ 10,000.00
TOTAL	\$ 218,461.00	\$ 218,461.00	\$ -
AHFC	FY22 BUDGET APPROVED 03/28/22	ED REC REVISIONS 04/29/22	DIFFERENCE + / (-)
PERSONNEL	\$ 8,739.11	\$ 6,711.85	\$ (2,027.26)
FACILITIES	\$ 5,514.00	\$ 4,676.35	\$ (837.65)
OTHER/CONTRACTUAL	\$ 14,577.89	\$ 17,442.80	\$ 2,864.91
TOTAL	\$ 28,831.00	\$ 28,831.00	\$ -
CITY	FY22 BUDGET APPROVED 03/28/22	ED REC REVISIONS 04/29/22	DIFFERENCE + / (-)
PERSONNEL	\$ 172,632.00	\$ 141,132.00	\$ (31,500.00)
TRAVEL	\$ 12,980.00	\$ 19,480.00	\$ 6,500.00
COMMODITIES	\$ 22,420.00	\$ 42,420.00	\$ 20,000.00
OTHER/CONTRACTUAL	\$ 31,395.00	\$ 36,395.00	\$ 5,000.00
TOTAL	\$ 252,457.00	\$ 252,457.00	\$ -
IN-KIND	FY22 BUDGET APPROVED 03/28/22	ED REC REVISIONS 04/29/22	DIFFERENCE + / (-)
TRAVEL	\$ -	\$ 958.02	\$ 958.02
FACILITIES	\$ 2,517.00	\$ 2,517.00	\$ -
COMMODITIES	\$ 7,200.00	\$ 4,000.00	\$ (3,200.00)
OTHER/CONTRACTUAL	\$ 32,200.00	\$ 12,000.00	\$ (20,200.00)
TOTAL	\$ 41,917.00	\$ 19,475.02	\$ (22,441.98)

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THE BOARD APPROVED THE FOLLOWING REVISIONS TO THE FY22 BUDGET AT THE USAFV BOARD OF DIRECTORS REGULAR MEETING ON 05/03/22 (CONTINUED):

TOTAL	FY22 BUDGET APPROVED 03/28/22	ED REC REVISIONS 04/29/22	DIFFERENCE + / (-)
PERSONNEL	\$ 410,215.92	\$ 366,688.66	\$ (43,527.26)
TRAVEL	\$ 25,000.00	\$ 32,458.02	\$ 7,458.02
FACILITIES	\$ 46,650.53	\$ 45,812.88	\$ (837.65)
COMMODITIES	\$ 71,536.97	\$ 100,018.22	\$ 28,481.25
EQUIPMENT	\$ 1,500.00	\$ 1,500.00	\$ -
OTHER/CONTRACTUAL	\$ 168,515.89	\$ 154,499.55	\$ (14,016.34)
TOTAL	\$723,419.31	\$700,977.33	-\$22,441.98

OVERALL DECREASE IS THE SAME AMOUNT AS THE DECREASE TO OVERALL IN-KIND

THE BOARD APPROVED THE FOLLOWING BEGINNING BUDGET FOR FY23 AT THE FY22 BUDGET AT THE USAFV BOARD OF DIRECTORS REGULAR MEETING ON 05/03/22 (PAGES 5-10):

PROPOSED BEGINNING BUDGET FOR FY23

SALARIES & BENEFITS EXPENSES

POSITION TITLE	ANNUAL SALARY	HOURS PER WEEK	STATE OF AK - CDVSA		AHFC HAP GRANT	A/PIA CARRY OVER	AUIP MOA	CITY GRANT	CASH	IN-KIND	TOTAL
			FTE	GRANT							
Executive Director	\$ 71,095	40+	0.63	45,000	-	1,039	-	25,056	-	-	\$ 71,095
Program Services Coordinator	\$ 56,436	40+	0.53	30,000	4,000	4,500	-	17,936	-	-	\$ 56,436
Program Services Advocate	\$ 61,128	40+	0.49	30,000	4,000	5,000	-	22,128	-	-	\$ 61,128
Program Advocate	\$ 25,800	30	0.60	15,480	-	-	-	10,320	-	-	\$ 25,800
Rural Immigrant Victim Advocate	\$ 28,575	30+	0.00	-	-	-	28,575	-	-	-	\$ 28,575
Nighttime Shelter Advocates	\$ 36,845	on-call	0.20	7,500	3,000	-	-	26,345	-	-	\$ 36,845
Student Advocate	\$ 4,560	10+	0.00	-	-	-	-	4,560	-	-	\$ 4,560
Temporary Shelter Project Workers	\$ 4,275	10+	0.00	-	-	-	-	4,275	-	-	\$ 4,275
On-Call Pay (FTE only)	\$ 12,120	N/A	N/A	-	-	3,040	-	9,080	-	-	\$ 12,120
Anniversary Bonus (FTE only)	\$ 10,500	N/A	N/A	-	-	-	-	10,500	-	-	\$ 10,500
Subtotal				\$ 127,980	\$ 11,000	\$ 13,579	\$ 28,575	\$ 130,200	\$ -	\$ -	\$ 311,334
Benefits				\$ 42,112	\$ 917	\$ 1,132	\$ 3,403	\$ 48,804	\$ -	\$ -	\$ 96,369
TOTAL SALARIES & BENEFITS				\$ 170,092	\$ 11,917	\$ 14,711	\$ 31,978	\$ 179,004	\$ -	\$ -	\$ 407,703

42% 3% 4% 8% 44% 0% 100%

FULL-TIME EMPLOYEE BENEFITS	
FICA	6.20% 13,099
ESC	1.52% 3,211
Medicare	1.45% 3,064
Worker's Compensation	2.74% 5,789
Health Insurance	19.85% 41,939
Retirement Plan	5.22% 11,029
Other - Wellness Pass	0.52% 1,099
TOTAL	37.50% 79,230

PART-TIME EMPLOYEE BENEFITS	
FICA	6.20% \$ 6,203
ESC	1.52% \$ 1,521
Medicare	1.45% \$ 1,451
Worker's Compensation	2.74% \$ 2,742
Health Insurance	0.00% \$ -
Retirement Plan	5.22% \$ 5,223
Other	0.00% \$ -
TOTAL	17.13% \$ 17,139

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PROPOSED BEGINNING BUDGET FOR FY23

TRAVEL EXPENSES

DESCRIPTION	No. of Days	Per Diem Rate	Total Per Diem	Transp. Costs	CDVSA GRANT	AHFC HAP GRANT	A/PIA CARRY OVER	AUJP MOA	CITY GRANT REQ	CASH	IN-KIND	TOTAL
<u>Staff & Other Travel</u>												
Staff Training	20	\$ 220	\$ 4,400	\$ 1,000	-	-	-	-	5,400	-	-	\$ 5,400
ANDVSA Meetings:												
Fall Meeting	0	\$ 210	\$ -	\$ -	-	-	-	-	-	-	-	\$ -
Spring Meeting	0	\$ 210	\$ -	\$ -	-	-	-	-	-	-	-	\$ -
Summer Meeting	0	\$ 210	\$ -	\$ -	-	-	-	-	-	-	-	\$ -
Gasoline					-	-	-	-	1,800	-	-	\$ 1,800
Staff & Other Travel Subtotal					\$ -	\$ -	\$ -	\$ -	\$ 7,200	\$ -	\$ -	\$ 7,200
Emergency & Other Client Travel	n/a	n/a	n/a	n/a	2,500	-	-	-	4,975	2,525	-	10,000
Client Emergency & Other Travel Subtotal					2,500	-	-	-	4,975	2,525	-	10,000
TOTAL TRAVEL					\$ 2,500	\$ -	\$ -	\$ -	\$ 12,175	\$ 2,525	\$ -	\$ 17,200
					15%	0%	0%	0%	71%	15%	0%	100%

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PROPOSED BEGINNING BUDGET FOR FY23

FACILITIES EXPENSES

	DESCRIPTION	CDVSA GRANT	AHFC HAP GRANT	A/PIA CARRY OVER	AJIP	MOA	CITY GRANT REQ	CASH	IN-KIND	TOTAL
Rents/Leases	Land Lease/Offices Lease/Storage Lease	6,865	2,200	-	-	-	6,950	-	2,017	18,032
	Rents/Leases Subtotal	\$ 6,865	\$ 2,200	\$ -	\$ -	\$ -	\$ 6,950	\$ -	\$ 2,017	\$ 18,032
Communications	Local Communications	15,000	-	-	-	-	1,500	-	-	16,500
	Long Distance	1,200	-	-	-	-	900	-	-	2,100
	Basic Cable (for Shelter TV)	330	-	-	-	-	330	-	-	660
	Communications Subtotal	\$ 16,530	\$ -	\$ -	\$ -	\$ -	\$ 2,730	\$ -	\$ -	\$ 19,260
Shelter Utilities & Fuel	Electricity, Water, Sewer - avg \$500/month X 12	4,286	1,714	-	-	-	-	-	-	6,000
	Heating Fuel - \$250/month X 12	1,321	1,000	-	-	-	679	-	-	3,000
	Utilities Subtotal	\$ 5,607	\$ 2,714	\$ -	\$ -	\$ -	\$ 679	\$ -	\$ -	\$ 9,000
Maintenance & Repair	Minor Repairs & Maintenance	1,400	-	-	-	-	-	1,000	500	2,900
	Maintenance & Repair Subtotal	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ 2,900
	TOTAL FACILITIES EXPENSES	\$ 30,402	\$ 4,914	\$ -	\$ -	\$ -	\$ 10,359	\$ 1,000	\$ 2,517	\$ 49,192

62% 10% 0% 0% 21% 2% 5% 100%

PROPOSED BEGINNING BUDGET FOR FY23

COMMODITIES EXPENSES

DESCRIPTION	CDVSA GRANT	AHFC HAP GRANT	A/PIA CARRY OVER	AJIP MOA	CITY GRANT REQ	CASH	IN-KIND	TOTAL
Office Supplies	1,200	-	-	-	500	1,000	-	2,700
Office Supplies Subtotal	\$ 1,200	\$ -	\$ -	\$ -	\$ 500	\$ 1,000	\$ -	\$ 2,700
Outreach Programs (Art Supplies, Other)	300	-	-	-	500	500	-	1,300
Audio Visual (DVDs, Videos, Audio Tapes)	300	-	-	-	500	500	-	1,300
Literature (Books/Pamphlets)	600	-	-	-	500	500	-	1,600
Program Supplies Subtotal	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 4,200
Cleaning Supplies, Non-Edible Groceries	600	-	-	-	1,000	500	-	2,100
Linens (Sheets/Towels/Bedding/Other)	-	-	-	-	250	250	500	1,000
Miscellaneous (Clothing, Pers. Hygiene Items)	600	-	-	-	500	500	1,000	2,600
Household Supplies Subtotal	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,750	\$ 1,250	\$ 1,500	\$ 5,700
Food - Shelter: \$2/day X 35 clients X 183 days	2,000	-	-	-	7,000	3,810	-	12,810
Food - Other (Food Bank for non-resident clients)	-	-	-	-	6,153	5,268	5,700	17,121
Food Subtotal	\$ 2,000	\$ -	\$ -	\$ -	\$ 13,153	\$ 9,078	\$ 5,700	\$ 29,931
TOTAL COMMODITIES EXPENSES	\$ 5,600	\$ -	\$ -	\$ -	\$ 16,903	\$ 12,828	\$ 7,200	\$ 42,531

13% 0% 0% 0% 40% 30% 17% 100%

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PROPOSED BEGINNING BUDGET FOR FY23

EQUIPMENT EXPENSES

	CDVSA GRANT	AHFC HAP GRANT	A/PIA CARRY OVER	AJIP	MOA	CITY GRANT REQ	CASH	IN-KIND	TOTAL
Equipment Maintenance & Repair	Copier/Fax/Computer Maintenance & Repair	1,500	-	-	-	-	-	-	1,500
	Vehicle Maintenance	500	-	-	-	1,000	-	-	1,500
	Equipment Maintenance & Repair Subtotal	\$ 2,000	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 3,000
Equipment, Furnishings, & Appliances Purchases	Shelter Equipment & Appliances	-	-	-	-	-	-	-	-
	Shelter Furnishings	-	-	-	-	-	-	-	-
	Office Equipment	-	-	-	-	-	-	-	-
	Office Furnishings	-	-	-	-	-	-	-	-
	Equipment Purchases Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EQUIPMENT/FURNISHINGS EXPENSES	\$ 2,000	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 3,000	
	67%	0%	0%	0%	33%	0%	0%	100%	

PROPOSED BEGINNING BUDGET FOR FY23

OTHER & CONTRACTUAL EXPENSES

	CDVSA GRANT	AHFC HAP GRANT	A/PIA CARRY OVER	AUIP MOA	CITY GRANT	CASH	IN-KIND	TOTAL
Professional Services								
Annual Financial Audit & Tax Preparation	9,353	-	-	-	-	3,147	-	12,500
Bookkeeping & Other Professional Services	5,400	-	-	-	-	2,000	-	7,400
Professional Services Subtotal	\$ 14,753	\$ -	\$ -	\$ -	\$ -	\$ 5,147	\$ -	\$ 19,900
Insurance								
Property & Crime Insurance	800	-	-	-	585	-	-	1,385
General Liability	2,200	-	-	-	1,569	-	-	3,769
Directors & Officers	805	-	-	-	805	-	-	1,610
Vehicle Insurance	807	-	-	-	807	-	-	1,614
Insurance Subtotal	\$ 4,612	\$ -	\$ -	\$ -	\$ 3,766	\$ -	\$ -	\$ 8,378
Training, Education, & Outreach								
Staff/Board Training & Education	-	-	-	-	1,250	2,000	-	3,250
Other Training (Community & Regional)	-	-	-	-	1,000	2,000	-	3,000
Community Outreach Costs	-	-	-	-	3,000	4,500	-	7,500
Training & Education Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 5,250	\$ 8,500	\$ -	\$ 13,750
Dues, Fees, & Subscriptions								
ANDVSA & NCADV Membership Dues	-	-	-	-	3,000	1,000	-	4,000
Miscellaneous Dues, Fees, & Subscriptions	-	-	-	-	2,500	3,000	-	5,500
Dues, Fees, & Subscriptions Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ 4,000	\$ -	\$ 9,500
Advertising & Printing								
Unalaska Community Broadcasting	-	-	-	-	-	-	1,200	1,200
Other Advertising/Printing Costs	-	-	-	-	1,000	3,000	-	4,000
Advertising & Printing Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 3,000	\$ 1,200	\$ 5,200
Housing & Homeless Prevention Services								
Rent or Utilities Subsidies	-	6,500	-	-	-	-	-	6,500
Deposits & First Month's Rent	-	2,500	-	-	-	-	-	2,500
Utilities & Phone Deposits	-	1,000	-	-	-	-	-	1,000
Temporary Lodging Elsewhere	-	2,000	-	-	-	1,500	-	3,500
PP Safety Services (Lock Change, Etc)	-	-	-	-	500	500	-	1,000
Homeless Prevention Services Subtotal	\$ -	\$ 12,000	\$ -	\$ -	\$ 500	\$ 2,000	\$ -	\$ 14,500
Fundraising Expenses								
Fundraising Expenses (Supplies, Etc)	-	-	-	-	1,000	500	-	1,500
Fundraising Expenses (S/O Supplies, Etc)	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ -	\$ 1,500
Miscellaneous								
Miscellaneous Expenses	-	-	-	-	1,000	500	1,000	2,500
Crisis Line Volunteers	-	-	-	-	-	-	30,000	30,000
Miscellaneous Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ 31,000	\$ 32,500
TOTAL CONTRACTUAL & OTHER EXPENSES	\$ 19,365	\$ 12,000	\$ 0.00%	\$ -	\$ 18,016	\$ 23,647	\$ 32,200	\$ 105,228
	18.40%	37.27%	0.00%	0.00%	17.12%	22.47%	30.60%	125.86%
ALL FUNDING SOURCES	CDVSA GRANT	AHFC HAP GRANT	A/PIA CARRY OVER	AUIP MOA	CITY GRANT	CASH	IN-KIND	TOTAL
TOTALS - ALL EXPENSE CATEGORIES	\$ 229,959	\$ 28,831	\$ 14,711	\$ 31,978	\$ 237,457	\$ 40,000	\$ 41,917	\$ 624,854
	37%	5%	2%	5%	38%	6%	7%	100%

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