

Ronald McDonald House Charities of Madison



Executive Committee

Friday, December 17, 2021

8:00 AM – 9:00 AM

ZOOM Call

Attendees: Shawn Arneson, Kathy Kostrivas, Kelly Ruppel, Nick Shutwell, Jason Speich

Agenda topic	Discussion	Next Steps
Call to order	Meeting was called to order at 0802	None
Approval of minutes  11.19.2021 EC Minutes	Motion to approve 11.19.2021 meeting minutes was made by Kathy and seconded by Jason. Minutes were approved as written. (See attached document)	None
Executive Director Updates  2021 Employee Wages	<p>Kelly gave the following Executive Director Updates:</p> <ul style="list-style-type: none"> Hiring Update <ul style="list-style-type: none"> House Director – 6 applicants were interviewed via Zoom; top 4 candidates were interviewed in person. Offer made to Michael (AFCH volunteer program lead); counter offer review in progress. Team supports increasing vacation days to 20 (versus 15 in original offer) and increasing salary \$5K if necessary. Night & Weekend Supervisor – Joel accepted offer and will start training 1/4/22. Housekeeper – initially had 15 no call no-shows for interviews. Increased hiring wage to \$15/hour (median rate in consultation with TEG). After re-posting with wage increase, we have 2 new candidates. Will use volunteers in the interim to fill in scheduling gaps. Position is 20 hrs/week (over 22 hours, eligible for eye and dental coverage) Confirmation of end of year “support bonus” for staff – (see attached document). Team supports increase of Dan’s salary by 4%; 3% for Julie, Nan, and Teresa; 5% for Deborah and 4% for Shauna. Gift card dollars be converted to payment on Dec. 31 payroll. Team also supports increasing Dan’s salary. Afghanistan Refugee Update: Families & Funding 1 family in the house (6th family). Will resettle to AZ. Still about 1000 at Ft. McCoy. NICU admissions possible in future from current pregnant refugees at Ft. McCoy. No known new Afghani children needing surgery at AFCH at this time. <p>Will consider reopening House to kids after having housekeeper hired.</p>	<p>Recommendations:</p> <p>In the coming year, explore possibility of a 401K structure for bonuses and developing a formula/ and goal achievement structure for staff bonuses.</p> <p>Kelly will follow up with TEG for updated bonuses/salary increases</p>

January Board Meeting (see documents below)	<p>Draft Agenda for Next Board Meeting: Wednesday, January 26, 2022, 8:00 – 9:30 am.</p> <p><u>Board + Staff</u></p> <ul style="list-style-type: none"> • Kelly Ruppel: 2021 Financials Wrap Up • Departmental Updates <p><u>Board + Kelly</u></p> <ul style="list-style-type: none"> • Governance Committee Charter (vote) • Financial & Investment Committee Charter (vote) • Strategic Plan (vote) • Budget (vote) 	
Other	<p>Nick checked on committee meeting schedules. Finance committee and governance meetings already scheduled.</p> <p>Strategic planning meeting and Governance Committees will meet in January.</p> <p>Nick questioned whether we should have a HR focused sub-committee. Jason mentioned that he has a Promega HR contact that he could reach out to when we have HR policy questions. Kelly suggested we discuss further with the Governance Committee.</p>	<p>Kathy will reach out to Kyle's secretary to get strategic planning date availability.</p> <p>Kelly will add Executive Committee meetings to our calendars.</p> <p>Kathy will add HR needs discussion to January 5th Governance Committee agenda.</p>
Adjournment	<p>Meeting adjourned at 0841.</p> <p>Next Executive Committee meeting is January 21.</p>	

Submitted by Kathy Kostrivas