

# Phillips West Neighborhood Organization Board Agenda

Special Board Meeting

February 7, 2022

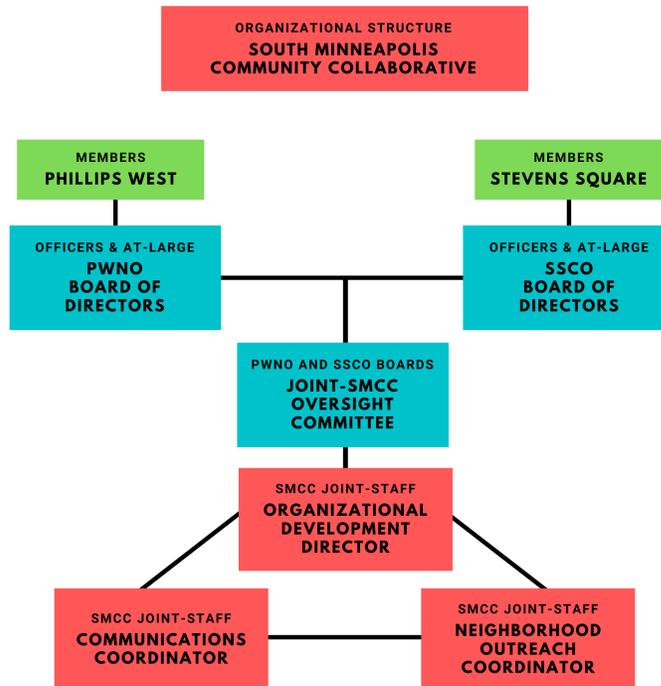
[Online Meeting](#)

## Call to Order - 6:00 PM

1. Roll Call - Steve, Genna, Luz, Brenda, and Alex
2. Adoption of the agenda - ADOPTED

## Discussion - 6:05 PM

3. South Minneapolis Community Collaborative organizational chart



- a.
- b. Alex asks if the event committee could work closely with the Neighborhood Outreach Coordinator, does Stevens Sq have a similar committee? Mira believes they do, but the function of the NOC is to work with all of the non-board facing programs, so all committees
- c. Genna wondering about how the oversight committee would work? Mira imagines it could be like co-chairs, one from each of the orgs, and whether or not it's more about issues/coordinating vs. regular check ins for workflow. It'll depend on the desires of the staff person perhaps
- d. Steve thinks this structure is nice and could lead to the two orgs doing joint events or supporting each other in new ways. Mira could draw lines connecting the ODD to the independent boards

- e. Alex wonders if there will be capacity building for the joint oversight committee?  
There will need to be process developed!
  - f. Brenda thinks the joint oversight committee should be only board members, Genna agrees/thinks it's the intended proposal. Mira remarks that especially since they'll be handling sensitive/personnel issues.
4. Cost Sharing Agreement DRAFT - Mira has been in communication with lawyers to ensure this is a sound document. This agreement is not doing everything - it is not a comprehensive agreement explaining everything about our relationship to Stevens Sq. This is to ensure there is flexibility!
- a. Purpose of agreement - this provides legal support for us doing this merger! Inserted into the purpose section the collaborative nature of this agreement, since legal language/structure makes it hard to convey - one entity will "have" to take legal responsibility for some aspects of this.
    - i. Clearly define roles and responsibilities
    - ii. Provide organizational flexibility
  - b. Updated timeline on agreement completion - hopefully in the next week! The main person working on it was sick
  - c. Purpose/ intent - reviewed above
  - d. Legal responsibility - There has to be one organization who is the legal employer, since the SSCO is not an entity. One has to be responsible for the employees, that will be PWNO, and then the overhead costs will be split 50/50 and Stevens Square will pay PWNO for those costs.
  - e. Payment process - Once a month, PWNO will invoice Stevens Square for 50% of the costs of these employees. Legal counsel pushed back on including any numbers in the contract - they recommend by separate resolution, each org pass that saying it will be 50%. This is so like if one org needs more employee time during a given time, we can be flexible about how much the invoice is.
5. What questions do people have about this document?
- a. Alex: There's no clearly defined grievance process, will that live elsewhere? That would not be included in this, that would be in an employee handbook.
  - b. Brenda: All three titles would be inserted into those sections? Yes!
  - c. If an organization wants to leave the contract, they have to provide 60 days of notice. Luz: If Stevens Square terminates, we'd be responsible for 100%? Yeah, we'd have two months to figure it out.
  - d. Employee handbook will need to be clear about how the cost share agreement works!
  - e. Right now Stevens Sq has 1 full time employee and 2 part time employees. One is Malachi who will become the comms person, and the others are contract employees, and they will be keeping those for a little bit.
  - f. Why did we choose PWNO to be the legal entity? Basically, their ED left the org, and their part time employees are brand new, and their comms person is basically running the org, and they don't feel equipped.
  - g. Would Dennis be their accountant as well?
6. Additional board action

- a. Formation of joint SSCO-PWNO personnel committee
    - i. We could vote on this tonight, but the structure that will oversee the employees
    - ii. Alex would like to gauge if anyone would want to be on this committee?
    - iii. Steve wondering if there's any thought on how large this committee ought to be? Is it an issue for it to be an even number?
    - iv. What would be the scope? Is it to support the workers or just address issues?
    - v. Alex: it makes sense that it would be more like quality management and oversight
    - vi. Mira: I imagine they can decide on compensation and a raise, things like that, a personnel meeting that's not meeting super frequently. The day to day things could be ODD and board chair meetings
    - vii. How big is Stevens Sq board? Historically, 11-13 or so, just had an election and have mostly new board members
  - b. Board cost-sharing resolution
    - i. Intent to split the cost 50/50 with the invoice process, with some flexibility
  - c. Updating personnel policy
    - i. We created this personnel policy that is applicable to these joint staff, but since we will be legal employer, all employees will be subject to our personnel policy. Mira will send out an updated draft!
7. The job descriptions will be posted tomorrow! Stevens Square has an HSA for their employees - would we feel comfortable adding an HSA benefit to the job descriptions?
- a. Acknowledging that we have to review the budget, Steve says that to get good people and to hold reasonable expectations of those people, we ought to make it a job worth having and with the benefits needed. This is good incentive.
  - b. Brenda agrees with Steve
  - c. The exact amount doesn't need to be in the job description, just info that this would exist
  - d. Table until our board meeting?
  - e. Mira Steve and Alex will figure this out, budget wise
8. We were talking about including a stipend in participating in the joint hiring committee, and Stevens Square and Mira talked about 100 per participant (300 total for PW) - what do we think?
- a. Steve motions to vote to authorize a stipend - APPROVED

**Adjournment - 7:00 PM**