

**SPAN, Inc./Meals on Wheels of Denton County**  
Board of Directors Meeting  
May 31, 2023 11:30 a.m.  
*Span Office Conference Room*

**Meeting Minutes**

**Attending Board Members:** Glenn Kimball (Chair), Amy Jensen (Secretary), Simeon Terry (Treasurer), Pamela Shelton, Chris Haverstick (virtual attendance), Bob Garrison (virtual attendance), James Hilton (Advisory Board).

**Absent Board Members:** Dr. Michelle Fowler, Hector Flores, Frankie Lynn Moon (Vice Chair), Anne Scales, Sara Arnold.

**Attending Staff Members:** Michelle McMahon, Kristine Herrera, Julie Hydock, Jona Coronado, James Campbell, PJ Patel, Max Calder.

Meeting called to order at 11:34am by Glenn

**Approval of April 2023 minutes-** Motioned by Simeon, seconded by Bob, unanimously approved.

**Chairman Report-** Glenn offered the following details

- Several board member candidates are in the works. Send anyone interested or wanting more information to Glenn please.

**Executive Director Report-** Michelle gave the following updates

- Introduction of Max, he is the new Director of Operations.
- Max is currently working on city contracts, he has experience doing so.
- Next years budget will be presented in August in advance of the board retreat, giving board time to digest the information.
- August 26<sup>th</sup> the Premier Network Group is doing a wine fundraiser and small tricky tray, more info to come. Tricky tray donations are needed.

**Financial Report-** PJ reviewed the financial report and provided the following information

- Looking at outsourcing payroll and timekeeping functions. Have gotten quotes from three different companies and will likely go with Paylocity. There is a \$3K implementation fee and roughly \$1K monthly fee. The cost is similar to other two bids received but the functionality of Paylocity meets SPAN's needs best.

**Approval to use Paylocity as proposed:** Motioned by Amy, seconded by Bob, unanimously approved.

**Meals on Wheels and Senior Paws Report-** Kristine reviewed the reports and spoke on the following points

- Kristine will get clarification on grab and go meals, are they considered congregate or not?

- A Senior Paws grant was received in order to continue the veterinary program.

Transportation Report- Jona and Max reviewed the reports and offered the following information

- All new buses are in operation. New drivers are trained and on the road!
- 8 new buses obtained through COG are scheduled to arrive in August of this year, working to get drivers hired and trained in advance.
- Looking at service needs during core business hours vs. after hours. Analyzing after hours rides to consider if they could be re-purposed (buses, staff, resources, etc) to better serve the majority of needs.

Human Resources and Administration Report- Julie reviewed reports and offered the following

- SPAN had a loss-control visit to analyze overall safety and the facility, no deficiencies were noted.

Grants Report- James reviewed the report and updated the board on the following

- Ensure meal supplement drinks will be optional for Meals on Wheels clients.

New Business- Glenn stressed the need for new and engaged board members to fill some of our vacancies. If you know of a candidate, please reach out to Glenn.

Meeting adjourned at 12:53pm by Glenn