



# Board of Director Regular Meeting Minutes

June 12, 2019 Recorder: Donna Halvorsen

1. **Call Meeting To Order:** Harvey Mc Donald called meeting to order at 10:05am.

2. **Roll Call:**

Chair	Thorne Bay	Harvey McDonald	present
Vice Chair	Klawock	Jeff Nickerson	absent excused
Sec/Tres	Craig	Otis Gibbons	present
Director	Wrangell	Patricia Gilbert	present via teleconference
Director	Hydaburg	Anthony Christianson	absent
Director	At Large	Dee Dee Jeffreys	present
Director	Coffman Cove	Brian Wilson	absent excused

Staff Present: Dennis Watson and Chrissy Torsey-Lucero

Staff present via teleconference: Rich Rogers, Walter Marsh and Donna Halvorsen

Public Present: None

Public present via teleconference: None

3. **Approval of Agenda** Motion: Approve agenda as amended by Otis Gibbons to add GM hiring procedures/timeline under Old Business; moved by Harvey McDonald and seconded by DeeDee Jeffreys with included change. Motion approved unanimously.

4. **Approval of Minutes** Motion: Approve minutes from April 16, 2019 as amended by Otis Gibbons to change senator Stevens to Sullivan and add that GM Workshop will follow this meeting; moved by Harvey McDonald and seconded by DeeDee Jeffreys with included changes. Motion approved unanimously.

5. **Public Comment** n/a

6. **Correspondence** n/a

7. **Manager's Report** Dennis states that our major concern is the \$250K appropriation and it is secure at this point. Dennis states that our 5311 Grant came in at 780K which is great, we apply for this annually and never know for sure what we'll get. Chrissy states the money is used to cover insurances and administration's payroll. The other big item is that the Stikine lost a generator so had to take it offline and put POW on to cover runs. Walt ordered and installed the generator and the Stikine will be back online tomorrow which is a huge deal that he got it done so quickly. Dennis states that he and Walt submitted final information to Steve Silver for our Buy America request waivers, and we should know soon whether we've made any headway and if we need to get senator Sullivan involved. Senator

Sullivan did not want to go there until all administrative avenues have been exhausted. Dennis states the stats are looking good and hopefully they will continue through summer and get us back to where we need to be; last year set us back so its good to see them going up.

**8. Old Business**

a) GM hiring process is discussed. Harvey states at this time we have 18 applicants and that he, Dennis and Chrissy put together a grading matrix to evaluate these people. Harvey would like all Board Members to use the matrix to evaluate the applicants to narrow it down to his/her top 3 or 4 and Dennis strongly suggests submitting that to Chrissy within the next week. Then those results will be tallied to create a list of the top applicants to interview. Dennis states that it is no problem if a BOD doesn't feel comfortable with this evaluation process, just let Harvey or Chrissy know and we'll go from there. He continues that we need to get back to all the applicants and not leave these people in limbo; we're past the deadline for accepting applications so we need forward movement on this. Then once the top applicants are selected, move forward quickly with the interview process. Otis asks for clarification on what BOD needs to submit to Chrissy and that there is no methodology in this; what is the criteria that has us choose whether an applicant is a 'yes' or 'no' or 'accept' or 'reject?' Dennis states that filling out the matrix will help you identify your top picks and answer yes or no to the 'consider applicant' question. After you have narrowed down your top picks, you can figure out how to do the interview process; who is on POW and who may require teleconference or another form of interview communication. Harvey states that he doesn't have any experience in this process and thanks Dennis for keeping us going. Harvey states that he and Chrissy will send out follow up emails to BODs stating all of this. Harvey asks if the whole Board or just some of Board is required to do the interviews? Dennis suggests leaving it open so whoever wants to participate can but have a minimum of 3 Board members. Otis asks about who needs to contact references, and Dennis states that one person and best to have Chairman contact references. Harvey summarizes plan, each Board member will submit completed matrix to Chrissy by June 19, 2019, matrixes will then be tallied to identify top 3-5 picks and a Special meeting will be held June 24 at 10am to finalize and move forward with interview process.

**9. New Business**

a) Motion: Approve Resolution No. 2019-02 FY2020 Budget Public Hearing and Adoption as presented; moved by Harvey McDonald and seconded by Otis Gibbons. Chrissy states there were no significant changes to current draft. Harvey asks if \$250K appropriation is reflected in this budget and Chrissy states it is not. Harvey continues that this is an evolving document and will change as needed. A roll call vote was taken and motion passes.

Chair	Thorne Bay	Harvey McDonald	yes
Sec/Tres	Craig	Otis Gibbons	yes
Director	At Large	Dee Dee Jeffreys	yes
Director	Wrangell	Patty Gilbert	yes

b) Motion: Approve Resolution No. 2019-05 that IFA can receive monies from FTA 5311 & and other government, foundation or private funding; moved by Harvey McDonald and seconded by DeeDee Jeffreys. Dennis states that this is just a generic resolution we have to approve in case the FTA or other entities ask if we have BOD approval; this gets it on record and we'll do it every year. Motion approved unanimously.

c) Motion: Approve Resolution No. 2019-06 to accept Christine Harrington's FY2018 Financial Audit; moved by Harvey McDonald and seconded by Otis Gibbons. Chrissy states there weren't any

findings and that it is an important document to keep everyone informed of our financial status. Motion approved unanimously.

d) Lifetime Travel Benefit policy proposal discussion. Harvey asks for information. Donna states that at last meeting Dennis presented Curtis Brown's request to include spouses in the Lifetime Travel Benefit policy, and to allow spouses to continue receiving the benefit if former employee dies. The Board asked me to draft a policy to define some of the questions being raised, so the proposed policy options are to get discussions going on how you want to move forward. Harvey states that having children and conjugal partners included gets complicated, and DeeDee states similar support. Chrissy states that it's easier to have updated information for current employees but it will be harder for us to have that with former employees. DeeDee asks what admin wants to do. Donna states its up to BODs and Admin and that option #1 mirrors current travel policies (conjugal partners and dependent children under age 21) while option #2 only includes a spouse. If we go with option #1, we will be addressing all the special waivers that will likely be requested in the future. This policy has evolved over the years and its in our best interest to keep policy additions congruent with current policy. Administering it will be more work but feasible. Donna and DeeDee state that benefit recipients could be required to keep IFA informed of 'changes' and that would be written into policy. Donna asks for people to weigh in. Chrissy states the two policies are completely different and Otis agrees. Otis states a former employee and current employee should have different benefits. Harvey and Deedee ask that the policy is rewritten as 2 different policies to discuss at another meeting.

10. **Board Comments** Walt states that it's been a tumultuous year getting these boats overhauled for certain items. In February 2019 work went out to bid but was thrown out then went out to bid again then finally awarded. Unfortunately this is being protested so all the construction on the 2 boats are off by a month and a half that being said when the contract with Vigor they went to the State and filed a CFR saying they couldn't meet the contract date for POW (which was scheduled for June 20<sup>th</sup>) so now they have asked if we're ok to start work on Stikine in October then after that work into the POW. This is ok with us because that allows us to have a backup boat for the summer in case something like what happened recently to Stikine's generator where we had to pull it offline. We'll run Stikine all summer long then mid-October shut it down; he'll give exact date when available. Everyone thanks Walt and he states that it was a joint effort between Rich, Mickey and Tommy Lattin for sure to get things turned around so quickly.
11. **Schedule Next Meeting** Scheduled a Special Meeting for June 24, 2019 at 10am to continue process of filling GM position. Chrissy asks BOD if they want her to provide a synopsis of GM hiring plan to Board members not present at this meeting, and they say yes. Harvey asks Dennis about official retirement date. Dennis states that once he files for retirement he cannot be involved with IFA business for a couple months so a more realistic retirement date is August 1, 2019.
12. **Adjournment** Motion: Approve to adjourn meeting at 11:07am; moved by DeeDee Jeffreys and seconded by Harvey McDonald. Motion approved unanimously.