

# HFHB Executive Committee Meeting

Tuesday, September 1, 2020

Meeting Date: 9/1/2020 4:00 PM – 5PM

Location: Webex

## Participants

John Sexton

Gerry Murak

Heath Szymczak

Jim Eaton

Mike Schaffstall

Lynn O'Connor

Teresa Bianchi

**BOLD** are Action Items

## Notes

1. FY 2021 Board Objectives and Calendar (Word document)
  - a. Reviewed and updated
2. President Elect Process review (FINAL) (Word Document)
  - a. Reviewed v2 and left as is
  - b. JS – to email to entire Board for review**
3. Volunteer Policy/Process – caused by Lockton dropping insurance for COVID (see email)
  - a. TB - Lockton dropped insurance for building site contraction of an infectious disease
  - b. TB - HFHB has changed the volunteer disclosure form to address that the volunteer bears the responsibility
  - c. TB - HFHI is recommending only "experienced" volunteers be on site and no more than 4 volunteers per site
  - d. HS - as long as we have appropriate protocols for COVID questions, etc. on site we have limited risk
  - e. JE - current process is working well, summer weather allows for more circulation - this may not scale during winter when houses are closed up
  - f. TB - social distancing is still required (based on house square footage)
  - g. GM - make sure we have a good "hold harmless" disclosure and do at home questionnaire and attendance
  - h. HS - will review the updated HFHI disclosure that we are adopting and adapting
  - i. ALL - TB should feel free to scale volunteers up or down based on Local COVID stats, safety protocols at the house, and the safety of the staff
4. Rick as Signer – need a vote (ahead of Board meeting)
  - a. LO - will formulate an email motion for the full board and email that out**
5. Board Bias training – discussion - HELD OVER TO NEXT MEETING
6. JS - NEW - TB's FY21 Objectives
  - a. TB - should be updated**
  - b. JS - sent to Executive Committee via email for review**