

Headquarters and Employees Committee Annual Report

Members:

- Carrie Holowiti – Chair
- Shameka Boakye-Boaten
- Beverly McCoy
- Stacy Garner
- Corinne Wolf
- Brandon Mateo
- Gregory Forbes

1. The committee reviewed expectations of Committee and its members with newly assigned committee members
2. The committee reviewed the Health Benefits Package for employees, Erin and Rhonda
3. The committee was provided an update on 401k for employees by David Arthur from Parkside Asset Management
4. The committee conducted a Reserve Study Review and discussed an appraisal of the building and property to estimate preemptive repairs and the consideration of aligning carpet and furniture replacement for the future
 - a. Landscaping project not in Reserve Study – Currently soliciting bids for committee review.
 - b. SOP Update related to 401K contribution for employees – Rescind update from last SOP changing it from 6% to 3% - This is due to inability of the 401K to have employees at different rates – per 401K regulations. Could be possible if we have a “larger” program but it would cost more to be in larger program than contributing the 6%.
 - c. Request for two new laptops: Not in budget for FY21; consider utilizing Reserve Study to purchase; Computer estimated cost is \$6,000
5. The committee recommended approval to the Executive Council of the Part Time Insurance Program position to focus on the promotion of insurance benefits through briefings and volunteer networks