

**Talbot Family Network
Executive Committee Minutes
December 14, 2016**

In Attendance: Angela Lane, Linda Webb, Fredia Wadley, Denise Whiteley, Kelly Griffith, Sherry Sutton, Jessica Morris, Jan Willis

Getting Ahead RFP

Jan Willis shared the minutes from the Service Review Committee's(SRC) meeting on December 9, 2016. The SRC recommends the funding of the Getting Ahead Proposal submitted by the Talbot County Department of Social Services. Jan Willis has spoken with Diane Shaffer about the possibility of DSS expanding the number of participants with an increased in the budget. Kelly Griffith motioned that the Talbot County Department of Social Services receiving funding of \$13,200 to proved the Getting Ahead workgroups within the community and Sherry Sutton seconded the motion. The motion passed unanimously with Linda Webb abstaining.

TACL/ Sunday Supper Contract

Jan Willis shared that there have been multiple delays in the contracting and implementation process with TACL (Talbot Association of Clergy and Laity). While the process began in August due to slow follow through by TACL the contract was not signed until the end of October and the process to negotiation a budget has taken over 90 days. Jan reports that TFN was received an email from the President of TACL, Sue Browning, stating that they were not ready to invoice for funds since the group was still deciding on a plan of action. Jan recommended that the Executive Committee pull the contract from TACL and consider other partners to implement Sunday Supper style dinners. Jan stated that she and Katie Sevon would then work to identify other partners and bring an alternative plan to the Board for consideration. Kelly Griffith motioned to withdrawal the TACL contract due to lack of responsiveness on their part. Fredia Wadley seconded the motion and the motion passed unanimously.

TFN Coordination Transition

Jan Willis has informed the Executive Committee that she will not renew her contract at the close of the Fiscal Year 2017. The group discussed the current contractual consulting arrangement with duties split between Jan as the Coordination and Katie Sevon in the support role. Jan shared that the two positions combined equal roughly a 40 hour a week - she will provide follow-up detail.

Jan shared that Katie Sevon has shown interest and has the skill set needed for the position. All agreed that having someone with some experience would be valuable. Jessica Morris and Angela Lane stated that the consulting contract would need to be advertised.

The Scope of Work for Jan's contract was shared and Jan stated that she would begin to update this. She will also share the working document that she and Katie developed in order to coordinate and assign tasks. The group ask for Jan's recommendation as to the structure of the position - 2 part time vs. 1 full time - Jan shared that due to the challenge of communication when 2 consultants are working from their respective work places that one consultant with hours ranging from 30-40 per week might be the most efficient.

Jan also recommended that the Scope of Work outlines the duties and responsibilities of a Director rather than a Coordinator position. This has caused confusion in relating to community groups. The group agreed that this position will have the title of Executive Director.

After discussion the group agreed that the position should be advertised as soon as possible and reflect a range of hours that would leave open the possibility of maintaining the structure as is or converting to 1 consultant.

All agreed that maximum overlap or transition time would be for the best. The group asked Jan to think about the type of questions for the interview. Jan will keep the group informed and share requested information electronically.