

Montevelle of Scotts Valley, Inc
Minutes BOARD Meeting August 12, 2024 6:00 pm

1. Meeting was Called to Order at 6:04pm. Roll Call: Present: Carolee Curtin (Treasurer), Shelley Neal (Secretary), Kevin Brown (Director), Julia Halladay (Director), Margie Jennings (Director). Absent: Ridley Deeds (Vice President).
2. Margie Jennings made a motion to adopt the agenda, Julia Halladay seconded, motion carried.
3. Open Forum: 37 residents attended, Six (6) residents spoke.
4. **Appointing of Adhoc Committee members:** Julia Halladay, Liaison
 - a. Julia shared there are 2-3 qualified candidates out of the 22 resumes received so far.
 - b. Julia stated the criteria used to determine the Adhoc committee based on their experience to match the following:
 - a. HR/recruiting background - Stephanie Smith #190
 - b. accounting/bookkeeping background - Julie Mazurka #112
 - c. customer service background - Jonathon Hulsh #54
 - d. property management background - Kim Curley #183
 - e. computer skills background - All
 - f. management background - Jody Cramer

Carolee Curtin made the motion to accept the appointment of the Adhoc Committee members. Margie seconded. Motion carried

5. **Ratification of Investigation Recommendations:** Kevin Brown restated the Recommendations from the August 1st meeting as follows:
 - a. All Board members will be required to attend the same harassment, bullying and discrimination training as staff, a minimum of one hour of harassment.
 - b. The Board's Staff Liaison will not be the President or Treasurer. Both positions serve as direct managers of staff, and the liaison should not be directly within the chain of command. This will provide the staff with someone to whom they can speak to when issues related to staff management need to be brought before the Board.
 - c. The standing agenda of every Executive Board Meeting will include an update regarding staff from the President and Treasurer.

d. If any Board member hears of or suspects any form of harassment of or by Board members, staff, residents, visitors or contractors, the Board should be made immediately aware of the incident.

e. The definition of an Emergency requiring staff to be available outside of normal working hours needs to be formalized.

f. All e-mails from a Board member to any staff personnel that is not of a personal nature need to be copied to board@montevalle.org.

Carolee Curtin made a motion to accept the recommendations as stated, Julia seconded. Motion carried.

6. Personnel: Kevin Brown announced the permanent hiring of a new landscape employee, Armando Trejo Menchaca, after successfully completing his probation period.

7. Meeting was adjourned 6:55 pm, motion made by Carolee, Shelley seconded. Motion carried.