



**SERC Board of Directors  
Regular Meeting Minutes  
Telephone Conference**

**Thursday, June 28, 2018  
2:00 p.m. to 3:00 p.m.**

- Present:** Elizabeth Brown, George A. Coleman, Salvatore Menzo and Charlene Russell-Tucker.
- Absent:** Jeffrey Leake, Richard Porth, Agnes Quinones, and Thomas Swan.
- Others Present:** Ingrid M. Canady, Executive Director, Sonja Pasquantonio, Human Resources Coordinator, Michelle Weaver, Legislative Liaison, and Jennifer LeBrun, SERC Executive Assistant.

**I. Call to Order**

The meeting was called to order by George A. Coleman, Interim Chair, at 2:13 p.m.

Meeting minutes from the May 21, 2018 meeting will be approved at the September 17, 2018 Regular Meeting.

Mr. Coleman informed members that Jennifer Tooker has resigned from her position on the Board of Directors. Ms. Tooker informed Ms. Canady and Mr. Coleman of her resignation by email on June 20, 2018. There will be further conversation around appointments of new members during the board's future meeting.

**II. Action Items**

- a. Approval of the 2018-2019 SERC Budget

Ms. Canady reviewed all budget related documents in detail with Board Members and shared the following information.

Ms. Canady shared that after collaborative conversations with Bryan Klimkiewicz, Bureau Chief, an agreement was reached to keep the SERC Library open. The Library will serve the public as a direct program under IDEA. SERC will be staffing the Library with two part-time employees at reduced hours. The library will be closed during the

Summer and will re-open late August or early September. This will offer the opportunity to re-think, re-group, and market the library services.

In-district contracts have been steadily coming in and funds for SERC's anticipated future move have been included in the budget. SERC is currently looking at three possible locations. Mr. Coleman will be visiting sites with Ms. Canady and asked that other members join them if schedules allow. Ms. LeBrun will begin to look for dates.

Conversation ensued.

**“Motion to Approve the 2018-2019 SERC Budget”**

Motion: Ms. Brown

Second: Dr. Menzo

Vote on Motion:

In favor: 4 (Brown, Coleman, Menzo, Russell-Tucker)

Opposed: 0

Abstained: 0

b. Authorization to Establish and Fill the Chief Financial Officer Position

A job description for the CFO position was shared with Board Members. Ms. Canady shared the need for a full time Chief Financial Officer. This would be a new position for SERC. It was discussed that outsourcing fiscal services would be too costly. SERC currently has temporary support to help with transitioning and budget work.

Conversation ensued.

**“Motion to Establish and Fill the Chief Financial Officer Position”**

Motion: Dr. Menzo

Second: Ms. Brown

Vote on Motion:

In favor: 4 (Brown, Coleman, Menzo, Russell-Tucker)

Opposed: 0

Abstained: 0

III. **Adjournment**

The Meeting was adjourned at 2:48 p.m.

The next Regular Meeting will be held on September 17, 2018 from 1:00 p.m. to 3:30 p.m., location to be determined. There may be a need for an emergency meeting to discuss the future location of SERC prior to the September meeting.