

**GOODWILL INDUSTRIES OF SOUTH MISSISSIPPI
FULL BOARD MEETING**

MINUTES DRAFT

Tuesday, May 9, 2017 – 4:00 P.M.
Knights Nonprofit, Hancock Room
Gulfport, Mississippi

MEMBERS PRESENT: Carolyn Carson-Collins, Loretta Bridges, Shelby Fox, , Zeleder Barnes, Eric Hurst, Deann Alewine, Greg Payne, Vaughn T. Rex, Angie Juzang, Amelia Tomsic

MEMBERS ABSENT: Jennifer Sutton, Allytra Perryman, Guy Johnson, Patsy Anderson, Dawn Stough, Reed Allison, Jay Huffstatler

STAFF PRESENT: Richmond Vincent, Trish Pinkerton, Sue Rye, Val Ward, Delinda Hanson

OTHERS PRESENT:

I. Call to Order / Proceedings: *provided by Board Chair, Eric Hurst*

After welcoming remarks, Board Chair, Eric Hurst called the meeting to order at 4:00 PM. Prayer was led by Zeleder Barnes. Ten board members were present at the meeting. A round table introduction was made for the benefit of new board members present. On motion properly made, seconded, and unanimously passed, the Minutes of the March 15, 2017 Board Meeting were approved.

II. Mission Moment: *provided by Catherine Harrell*

The first item on the agenda was a Mission Moment. These presentations are intended to be an illustration of how the organization is making an impact in the community. A short video was provided by Goodwill employee, Catherine Harrell. Catherine introduced herself and stated that she began working at Goodwill in 2013 as a donation processor. In four years, Catherine worked her way up to 3rd Key Manager. She is justifiably proud of her accomplishment. She stated that the friendly atmosphere directed towards employees and customers was her favorite part of being a Goodwill employee. Catherine described some of the goals she has been able to achieve during her Goodwill employment. She credited Goodwill for helping her and others to reach those goals.

III. Strategic Planning: *provided by President & CEO, Richmond Vincent*

Vision Statement, Mission Statement - President & CEO, Richmond Vincent provided a progress report on the strategic planning process. An updated mission statement and vision statement was presented in draft form. Richmond underscored the necessity of having one mission statement that is clear and consistent. Board Members provided positive feedback on the proposed statements.

Vision Statement – To eliminate poverty in Mississippi

Mission Statement – Through the goodwill of others, we create the pathway to a better future for all by helping those who desire self-sufficiency.

Balanced Growth – President & CEO, Richmond Vincent then specified that the strategic plan is a three-year plan. At its core, the strategic plan is an all-encompassing plan for the organization as a whole. The four main areas of development are financial, customer & community, operational excellence & team Goodwill. The goal is to sustain balanced growth through financial stewardship and fiscal responsibility. The plan will be broken down into specific departments with measurable metrics and specific ways to segment those metrics. Direction and oversight are the Board of Director's responsibility. Tactics and strategies will be developed and carried out by staff members. Standardized scorecards on the organization as a whole, the Board of Directors, and individual departments will make measurements possible. The board will be presented with a presentation of the final strategic plan at the June 20, 2017 board meeting.

IV. President's Report: *provided by President & CEO, Richmond Vincent*

Goodwill Week - Richmond began by acknowledging that this week is national Goodwill Appreciation Week! Goodwill of South Mississippi is celebrating in a variety of ways. We are running specials in our retail stores throughout the week, and we are ending the week on May 12, with a Job Fair in our training center. We currently have 17 job openings.

Retail Strategy – In the last month, we have formed a partnership with commercial realtor, Kenneth Jones III. Kenneth will ensure that we are maximizing all future new leases and renewals. Currently, new proposed store locations are in the Hardy Court Shopping Center and Edgewater Village. Under Kenneth's advice, Goodwill of South Mississippi was able to negotiate the Edgewater lease to include \$40,000 worth of tenant improvements. A pro forma was provided for both of these new locations. A letter of intent to lease the Edgewater Village store was also provided to board members.

Richmond shared a new store model concept that refers to store branding. Our stores are based on four different types of models, Goodwill Select, Goodwill Superstore, Traditional Goodwill and Goodwill Last Chance. The Edgewater Village store will be a Goodwill Select and the Hardy Court store will be a traditional Goodwill.

Workforce Development – President and CEO, Richmond Vincent described the service delivery model that Goodwill of South Mississippi will adopt in the Workforce Development department. Pursuing local employers is first and foremost in the process. This part of the process will be ongoing and will transform with the economic environment of the community. The next step is to carry out individual skill assessments on each client. Once that is complete, job counselors will meet with the client to create a career plan that either matches with the client's skills or contains steps necessary to acquire specific skills. The last and most important step is job placement.

Community Partnerships – Richmond discussed several community partner connections being cultivated at this time. One such partner is Climb CDC. There is a good possibility that we will reach an agreement with them where Goodwill of South Mississippi is allowed to provide services, geared towards ending poverty, out of Climb CDC's Family Enrichment Center. In this center, we will be adopting a multi-generational approach. This partnership will be a model that we will use to include Goodwill services in all of our six county areas.

New Contract – The commercial services department has secured the Pass Christian school system custodial contract. Board members were provided with a pro forma for that contract.

V. **Finance Report:** *provided by President & CEO, Richmond Vincent*

Board members were provided with financial statements for February, 2017. President and CEO, Richmond Vincent led discussion on the reports. Goodwill ended February with a \$47,728 profit. Questions and comments on the financial statement were then addressed.

VI. **Chairman's Remarks:** *provided by Board Chair, Eric Hurst*

Board Chair, Eric Hurst stated that he will be polling board members on what board meeting time best fits their schedule.

It was moved by Angie Juzang and seconded by Carolyn Carson-Collins to adjourn the meeting. Meeting was adjourned.

Respectfully submitted,

DeAnn French-Alewine
DeAnn French-Alewine (Jun 19, 2017)

Deann Alewine
Board Secretary
Goodwill of South Mississippi

Eric Hurst
Eric Hurst (Jun 19, 2017)

Eric Hurst
Board Chairman
Goodwill of South Mississippi

**MISSISSIPPI GOODWORKS
FULL BOARD MEETING**

MINUTES DRAFT

Tuesday, May 9, 2017 – 5:15 P.M.
Knights Nonprofit, Hancock Room
Gulfport, Mississippi

MEMBERS PRESENT: Carolyn Carson-Collins, Loretta Bridges, Shelby Fox, , Zeleder Barnes, Eric Hurst, Deann Alewine, Greg Payne, Vaughn T. Rex, Angie Juzang, Amelia Tomsic

MEMBERS ABSENT: Jennifer Sutton, Allytra Perryman, Guy Johnson, Patsy Anderson, Dawn Stough, Reed Allison, Jay Huffstatler

STAFF PRESENT: Richmond Vincent, Trish Pinkerton, Sue Rye, Val Ward, Delinda Hanson

I. Call to Order / Proceedings: *provided by Board Chair, Eric Hurst*

After welcoming remarks, Board Chair, Eric Hurst called the meeting to order at 5:15 PM. Prayer was led by Zeleder Barnes. Ten board members were present at the meeting. A round table introduction was made for the benefit of new board members in attendance. On motion properly made, seconded, and unanimously passed, the Minutes of the March 15, 2017 Board Meeting were approved.

II. Strategic Planning: *provided by President & CEO, Richmond Vincent*

Vision Statement, Mission Statement - President & CEO, Richmond Vincent provided a progress report on the strategic planning process. An updated mission statement and vision statement was presented in draft form. Richmond underscored the necessity of having one mission statement that is clear and consistent. Board Members provided positive feedback on the proposed statements.

Vision Statement – To eliminate poverty in Mississippi

Mission Statement – Through the goodwill of others, we create the pathway to a better future for all by helping those who desire self-sufficiency.

Balanced Growth – President & CEO, Richmond Vincent then specified that the strategic plan is a three-year plan. At its core, the strategic plan is an all-encompassing plan for the organization as a whole. The four main areas of development are financial, customer & community, operational excellence & team Goodwill. The goal is to sustain balanced growth through financial stewardship and fiscal responsibility. The plan will be broken down into specific departments with measurable metrics and specific ways to segment those metrics. Direction and oversight are the Board of Director's responsibility. Tactics and strategies will be developed and carried out by staff members. Standardized scorecards on the organization as a whole, the Board of Directors, and individual departments will make measurements possible. The board will be presented with a presentation of the final strategic plan at the June 20, 2017 board meeting.

III. President's Report: *provided by President & CEO, Richmond Vincent*

Department of Labor Audit – Over the last month, Mississippi Goodworks has been undergoing a Department of Labor audit. The investigation is specifically concerned with Mississippi Goodwork's use of the 14c Minimum Wage Certificate. Section 14(c) of the FLSA allows employers to pay wages below the federal minimum to employees who have disabilities that directly affect their job performance. All employees, at all times, were paid more than the Mississippi state and federal minimum wage of \$7.25.

As a result of this audit, it has been determined that there were some Mississippi Goodworks' employees who received wages under the 14c Minimum wage certificate who did not qualify as having a disability that prevented them from working at full capacity. Specifically, hearing impaired individuals that stocked shelves at Keesler and CB Commissaries who were earning less than minimum wage for that contract. Consequently, we will be back paying certain individuals from April of 2015 to March of 2017. The total back pay comes to approximately \$60,000. Our objective going forward is to no longer use the 14c Minimum Wage certificate. We will make the board of directors aware of the final back pay amount.

IV. Finance Report: *provided by President & CEO, Richmond Vincent*

Board members were provided with financial statements for February, 2017. President and CEO, Richmond Vincent led discussion on the reports. Goodwill ended February with a \$27,502 profit. Questions and comments on the financial statement were then addressed.

V. Chairman's Remarks: *provided by Board Chair, Eric Hurst*

Board Chair, Eric Hurst stated that he will be polling board members on what board meeting time best fits their schedule.

Meeting was adjourned to special session.

Respectfully submitted,

DeAnn French-Alewine

DeAnn French-Alewine (Jun 19, 2017)

Deann Alewine

Board Secretary,
Mississippi Goodworks

Eric Hurst

Eric Hurst (Jun 19, 2017)

Eric Hurst

Board Chairman,
Mississippi Goodworks

**GOODWILL INDUSTRIES OF SOUTH MISSISSIPPI
FULL BOARD MEETING**

MINUTES DRAFT

Tuesday, January 17, 2017 . 4:00 P.M.
LeRoy Modenbach Training Center
Gulfport, Mississippi

MEMBERS PRESENT: Eric Hurst, Deann Alewine, Dawn Stough, Michelle Evans, Reed Allison, Carolyn Carson-Collins, Loretta Bridges, Allytra Perryman, Shelby Fox

MEMBERS ABSENT: Guy Johnson, Jennifer Sutton, Patsy Anderson, Zeleder Barnes

STAFF PRESENT: Pam Tomasovsky, Trish Pinkerton, Mitch Bauman, Sue Rye, Val Ward, Delinda Hanson

OTHERS PRESENT:

I. Call to Order / Proceedings: *provided by Board Chairman, Eric Hurst*

After welcoming remarks, Board Chairman, Eric Hurst called the meeting to order at 4:00. Prayer was led by Reed Allison. Nine board members were present at the meeting. A round-table introduction was conducted for the benefit of new President and Chief Executive Officer, Richmond Vincent. On motion properly made, seconded, and unanimously passed, the Minutes of the December 17, 2017 Board Meeting were approved.

II. Mission Moments: *provided by President / CEO, Richmond Vincent and Kevin Windham*

Goodwill employee, Kevin Windham was introduced and asked to give a short testimony of his experience at Goodwill of South Mississippi. Kevin shared how Goodwill has made a positive impact on his life. He began work at Goodwill in 2008, following an on-the-job accident at a former job. This accident left him unable to work for over a year. Eventually, he was told that he would not be allowed to return to his former job. Although, he was receiving workman's compensation benefits, Kevin still wanted to return to work. He stated that staying home long-term was not for him. He was referred to Goodwill through the Mississippi State Department of Vocational Rehabilitation. Kevin stated that he started working part-time, but was quickly promoted to full-time employment. His current job title at Goodwill is Plant Operational Manager. Kevin enjoys the work he does at Goodwill. He appreciates that he is able to earn a living doing something productive.

III. President's Report: *provided by President & CEO, Richmond Vincent*

Richmond Vincent began by thanking board members for allowing him the opportunity to lead and serve Goodwill of South Mississippi. Richmond then stated that one of the top priorities during his first two weeks at Goodwill of South Mississippi was to reassign job responsibilities to appropriate departments. This will streamline activity and allow for a greater focus on individual departmental goals and objectives while providing greater stability for the organization. Security issues are also being addressed. We will be adding doors with keypads to the administrative building. The security alarm will be activated. All of these changes are in accordance with the organizational assessment provided by Goodwill International.

Richmond then shared his vision for Goodwill of South Mississippi. He would like to transform Workforce Development operations to become a regional leader in Mississippi. His vision calls for the elimination of poverty in Mississippi beginning on the Gulf Coast. The elimination of poverty starts with jobs and job training. These services are needed and can be provided by Goodwill of South Mississippi. Richmond also stated that he would like to instill a culture of pride throughout the organization. A team instilled with a sense of pride will excel and make the impossible possible. Unmistakably, Workforce Development programs need revenue to run. Increasing revenue in a fiscally responsible manner will be ongoing.

IV. 2017 Departmental Priority Summary:

Retail . The retail department will continue to implement Kaizen in all stores. Val Ward stated that retail team members have really embraced the Kaizen process. This has increased productivity and efficiency. It has also been a team building experience. Other retail department priorities for 2017 include opening two new stores and expanding e-commerce. We also anticipate converting from cash registers to a point of sale system this year. Two regional managers will be added in the near future to facilitate retail operations.

Information Technology . The information technology department will be implementing new technology that will assist Goodwill with expanding business outcomes and mission services. Human Resources, Workforce Development and Contract services will be receiving up-to-date data management software. The retail department will be converting to a point of sale cash register system. This will not only potentially increase revenue; it will also serve as a way to engage with our customers.

Workforce Development . The workforce development department will conduct a community needs assessment. We will then be able to narrow our focus and deliver services most needed in the community. We will ensure that all workforce development services are delivered in an exceptional manner. We will also identify and secure key community partnerships within the community.

Human Resources . The human resources department will concentrate on building Goodwill's reputation as an employer. We would like to become an employer of choice on the Mississippi coast. Efforts will be made to develop a more competitive wage scale and benefits package for our employees. We will also be working on employee training programs.

Finance . The finance department will work to ensure the financial health of the organization by supervising all financial functions of the organization. We will evaluate the profitability of revenue operations and provide recommendations to the CEO. We will conduct a financial analysis of all prospective store openings and commercial service contract procurements. Safety and loss prevention will also be managed by the finance department. Other finance department priorities in 2017 include ensuring an unqualified opinion audit for 2016.

Commercial Services - The contracts department will be aggressive in the expansion of contract services in 2017. These contracts may be local or county government, churches, schools, or businesses. We will be a source of revenue growth for workforce development services.

V. Finance Report: *provided by Chief Financial Officer, Pam Tomasovsky*

Board members were provided with financial statements for November. Chief Financial Officer, Pam Tomasovsky led discussion on the reports. Goodwill ended the month of November with a \$39,327 profit before depreciation. Year to date profit before depreciation is \$637,812. Profit is up significantly compared to prior year. Questions and comments on the financial statement were then addressed. A motion was made by Deann Alewine to file November financial reports for future audit. Shelby Fox seconded the motion. Motion was approved.

VI. Chairman's Remarks: *provided by Board Chairman, Eric Hurst*

Board Chair, Eric Hurst stated that he is enthusiastic about the course the organization intends to follow and is optimistic about the growth projected in 2017.

It was moved by Reed Allison and seconded by Carolyn Carson Collins to adjourn the meeting. Meeting was adjourned.

Respectfully submitted,

Deann Alewine
Board Secretary
Goodwill of South Mississippi

Eric Hurst
Board Chairman
Goodwill of South Mississippi

DeAnn French-Alewine
DeAnn French-Alewine (Jun 19, 2017)

Eric Hurst
Eric Hurst (Jun 19, 2017)

**MISSISSIPPI GOODWORKS
FULL BOARD MEETING**

MINUTES DRAFT

Tuesday, January 17, 2017 . 4:45 P.M.
LeRoy Modenbach Training Center
Gulfport, Mississippi

MEMBERS PRESENT: Eric Hurst, Deann Alewine, Dawn Stough, Michelle Evans, Reed Allison, Carolyn Carson-Collins, Loretta Bridges, Allytra Perryman, Shelby Fox

MEMBERS ABSENT: Guy Johnson, Jennifer Sutton, Patsy Anderson, Zeleder Barnes

STAFF PRESENT: Pam Tomasovsky, Trish Pinkerton, Mitch Bauman, Sue Rye, Val Ward, Delinda Hanson

I. Call to Order / Proceedings: *provided by Board Chairman, Eric Hurst*

After welcoming remarks, Board Chairman, Eric Hurst called the meeting to order at 4:45. Prayer was led by Reed Allison. Nine board members were present at the meeting. A round-table introduction was conducted for the benefit of new President and Chief Executive Officer, Richmond Vincent. On motion properly made, seconded, and unanimously passed, the Minutes of the December 17, 2017 Board Meeting were approved with a correction to the call to order time.

II. President's Report: *provided by President & CEO, Richmond Vincent*

Richmond Vincent began by thanking board members for allowing him the opportunity to lead and serve Mississippi Goodworks. Richmond commented that Mississippi Goodworks is a Gulf Coast leader in assisting people with significant disabilities find meaningful work. These high quality and dedicated team members represent our workforce development program. We will continue to operate these government contracts and produce remarkable results.

Security Clearance . The postal service contract requires that the Chairman, 1st Vice Chairman and President/CEO receive a Secret Security Clearance. Paperwork for this process is well underway. Chief Financial Officer, Pam Tomasovsky will also have a clearance in reserve.

III. Finance Report: *provided by Chief Financial Officer, Pam Tomasovsky*

Finance Report - Board members were provided with financial statements for November. Chief Financial Officer, Pam Tomasovsky led discussion on the reports. Mississippi Goodworks ended the month of November with a \$19,624 profit before depreciation. Year to date profit before depreciation is \$166,353. Questions and comments on the financial statement were then addressed.

Shelby Fox made a motion that Financial Statements be filed for future audit. Loretta Bridges seconded the motion. Motion passed unanimously.

IV. Chairman's Remarks *provided by Board Chair, Eric Hurst*

Board Chair, Eric Hurst stated that he is enthusiastic about the course the organization intends to follow and is optimistic about the growth projected in 2017.

It was moved by Allytra Perryman and seconded by Loretta Bridges to adjourn the meeting. Meeting was adjourned.

Respectfully submitted,

DeAnn French-Alewine
DeAnn French-Alewine (Jun 19, 2017)

Deann Alewine
Board Secretary
Mississippi Goodworks

Eric Hurst
Eric Hurst (Jun 19, 2017)

Eric Hurst
Board Chairman
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