

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

**MINUTES DRAFT**

Tuesday, February 14, 2017 – 4:00 P.M.  
LeRoy Modenbach Training Center  
Gulfport, Mississippi

MEMBERS PRESENT: Dawn Stough, Reed Allison, Carolyn Carson-Collins, Loretta Bridges, Shelby Fox, Guy Johnson, Patsy Anderson, Zeleder Barnes

MEMBERS ABSENT: Jennifer Sutton, Eric Hurst, Deann Alewine, Michelle Evans, Allytra Perryman

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

OTHERS PRESENT:

**I. Call to Order / Proceedings:** *provided by 1<sup>st</sup> Vice Chair, Carolyn Carson-Collins*

After welcoming remarks, 1<sup>st</sup> Vice Chair, Carolyn Carson-Collins called the meeting to order at 4:00. Prayer was led by Guy Johnson. Eight board members were present at the meeting. On motion properly made, seconded, and unanimously passed, the Minutes of the January 17, 2017 Board Meeting were approved.

**II. Mission Moment:** *provided by Forest Eubank*

Forest Eubank was introduced and asked to give a short testimony of his experience at Goodwill of South Mississippi. Forest was referred to Goodwill by the Senior Community Service Employment Program (SCSEP). This program promotes economic self-sufficiency through useful, part-time opportunities in community service assignments. It is geared towards unemployed people with barriers that create poor employment prospects. Due to a series of misfortunes, Forest found himself needing to reconstruct his life. He returned to college and graduated with a 3.95 GPA. After being placed at Goodwill, Forest worked to receive his certification as an adult literacy instructor. After his program at SCSEP ended, he was hired at Goodwill to teach literacy classes three times a week. His current job title at Goodwill is Training Instructor I. Forest finds his job challenging and rewarding. He thanked Goodwill for the opportunity to work in the training center.

**III. New Board Members:** *provided by 1<sup>st</sup> Vice Chair, Carolyn Carson-Collins*

Carolyn Carson-Collins began by stating that she is Chair of the newly formed Board Development Committee. One of the initiatives of this committee is to recruit new board members. We currently have thirteen board members. The bylaws call for a minimum of fifteen board members. At this time, the Board Development Committee would like to nominate five potential new board members. Board members were provided with the candidate names and resumes. Carolyn also provided a summary of their qualifications. She stated that each of these candidates will play a vital role on the board of directors.

Board members were encouraged to send in additional nominees at this time. The importance of all board members attending meetings on a regular basis was stressed. New members will be voted in either by electronic vote or during the next full board meeting.

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

**Board Scorecard:** Richmond Vincent discussed the subject of board member committees. He explained that we are still in the beginning stages of formalizing new committees. The idea to communicate specific objectives and formulate scorecards for each committee was determined at the last executive committee meeting. These guidelines will assist us in assuring that all committees are working towards objectives that advance and strengthen Goodwill of South Mississippi's overall goals. Following discussion on the scorecards, it was clarified that these scorecards are in preliminary draft form. The committee chairperson will be responsible for finalize the scorecard for their committee.

**Month in Review:** Richmond then gave a report on efforts to reassign job responsibilities to appropriate departments in accordance with the 2016 Goodwill International assessment. Progress is being made as we continue to refine departmental roles and provide training support as needed. We should have this process completed by mid-year. We are also expanding Workforce Development by adding several additional training classes.

**Community Engagement:** Richmond updated the board on community engagement activities during his first six weeks as President and CEO. He stated that he has visited with Mississippi Goodwill's CEO, Dave Hollingsworth in Jackson. They discussed best practices and possible brand enhancement partnerships in Mississippi. Richmond also visited every Goodwill of South Mississippi retail location. He was pleased to meet many of the wonderful and dedicated Goodwill employees. Richmond then gave a list of other community businesses, city government officials and nonprofit organizations where he has been able to share the mission statement of Goodwill of South Mississippi.

**Core Values:** Discussion has begun on solidifying Goodwill of South Mississippi's core values. These are guiding principles that never change and are a vital part of our strategic foundation. This organization will be committed to its core values. They are nonnegotiable and vital for sustaining success over the long term. One of the ways to share these values across the entire workforce will be the rollout of a core value concept called PRIDE. Pride stands for **P**assion, **R**espect, **I**ntegrity, **D**etermination, **E**xcellence.

**Town Hall:** A Town Hall meeting has been scheduled for March 15, 2017 at Climb CDC. This meeting will be in place of our annual awards ceremony. All Goodwill employees will be coming together along with the board of directors, other community leaders, partners and officials. We will introduce the Board of Directors to all of our employees. An organizational update will be presented. Everyone in attendance will receive a Goodwill t-shirt. We will not only meet as a team, but we will also look like a team!

**Conference of Executives:** Richmond stated that he will be attending the Goodwill Conference of Executives starting February 18, in Columbus, Georgia. At this conference all Goodwill Chief Executive Officers come together to learn from one another and share the various undertakings of their Goodwill operations.

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

Board members were provided unaudited financial statements for the twelve months ending on December 31, 2016. CFO, Pam Tomasovsky, led discussion on the financial reports. Goodwill revenue for the month was \$521,184 and YTD revenue was \$6,234,513. Salvage revenue was down \$66,513 YTD due to a drop in the per pound rate. Expenses for the month were \$501,760 and YTD expenses were \$5,577,278, a savings of \$408,628 from prior year. YTD Net Income was \$316,056, an increase of \$268,437 over prior year. We are proud of our entire team for the concerted effort to control expenses. Questions and comments were addressed. A motion was made by Loretta Bridges to file the December financial report for future audit. Shelby Fox seconded the motion. Motion was approved.

**VI. Departmental Highlights:**

Finance: – The finance department is in the process of taking over payroll processing responsibilities. In order to fulfil this duty, an additional person has been added to the finance department. We have moved Darlene Paschell from Human Resources to Finance. We hope to have the 2016 financial audit completed by the end of July.

Retail: –Val Ward stated that she has selected two regional managers for the retail department. Rita Ferguson will be assigned to retail locations in the west and Portia Taylor will be assigned to locations in the east. Both of these staff members are experienced Goodwill store managers and are skilled in the Kaizen training process. Also, we are currently looking at two potential new store locations. More details will be shared on these locations if they develop.

Information Technology: – A representative from a point-of sale company called Gold Tech will be visiting us this week to allow us to do a live demo on this product. We like this particular system due to its ability to track donations. Gold Tech is currently being used by eight other Goodwills.

We are getting prepared for our first Town Hall meeting. We will be including our annual awards ceremony during this event. Therefore, it is time to schedule the Employee of the Quarter interviews with the board interview committee. Trish will be reaching out to Carolyn Carson-Collins on this topic later this week.

Workforce Development: – The workforce development department will be adding a financial literacy class and a basic computer skills class in the training center. We have plans to do a slight renovation in the training center. Two new walls will be added. The main classroom will be slightly smaller, but two additional areas will be available for use. One area will be dedicated to adding additional workforce development staff. The other area will be used for a career center. This center will be used to serve people in the community seeking jobs. They will be able to use our center to do job searches and prepare resumes. We are very excited about the increase in services that these changes will allow us to provide.

Human Resources: – The human resources department has participated in a demo of several applicant tracking software packages over the last several weeks. We anticipate that our online application process will be in use by the end of this month.

In 2017, we will be looking at various training programs for our employee and management teams.

Commercial Services - The contracts department continues to seek new contracts. We have been added to the bid list in several businesses along the coast. Please, refer any possibilities for construction clean-up, housekeeping, shelf stocking or janitorial services to us.

**VII. Chairman's Remarks:** *provided by 1<sup>st</sup> Vice Chair, Carolyn Carson-Collins*

1<sup>st</sup> Vice Chair, Carolyn Carson-Collins thanked everyone for attending and urged them to attend the Town Hall meeting on March 15.

It was moved by Guy Johnson and seconded by Dawn Stough to adjourn the meeting. Meeting was adjourned.

Respectfully submitted,

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Deann Alewine  
Board Secretary  
Goodwill of South Mississippi

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Eric Hurst  
Board Chairman  
Goodwill of South Mississippi

**MISSISSIPPI GOODWORKS  
FULL BOARD MEETING**

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**II. New Board Members:** *provided by 1<sup>st</sup> Vice Chair, Carolyn Carson-Collins*

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

Community Engagement: President and CEO, Richmond Vincent updated board members on Mississippi Goodwork's employee meeting and community engagement opportunities he has participated in since joining Mississippi Goodworks. Over the last six weeks, he has visited all of the Ability One contract locations and met many of the Goodworks employees including the night shift at Keesler Air Force Base. He was pleased to meet many of the wonderful and dedicated employees. Richmond then gave a list of other community businesses, city government officials and nonprofit organizations where he has been able to share the mission statement of Mississippi Goodworks.

**Core Values:** Discussion has begun on solidifying Mississippi Goodworks core values.

These are guiding principles that never change and are a vital part of our strategic foundation. This organization will be committed to its core values. They are nonnegotiable and vital for sustaining success over the long term. One of the ways to share these values across the entire workforce will be the rollout of a core value concept called PRIDE. Pride stands for **P**assion, **R**espect, **I**ntegrity, **D**etermination, **E**xcellence.

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**Workforce Development:** – The workforce development department will be adding a financial literacy class and a basic computer skills class in the training center. We have plans to do a slight renovation in the training center. Two new walls will be added. The main classroom will be marginally smaller, but two additional areas will be available for use. One area will be dedicated to adding additional workforce development staff. The other area will be used for a career center. This center will be used to serve people in the community seeking jobs. They will be able to use our computers to do job searches and prepare resumes. We are very excited about the increase in services that these changes will allow us to provide.

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

Board members were provided unaudited financial statements for the twelve months ending on December 31, 2016. CFO, Pam Tomasovsky, led discussion on the financial reports. Goodworks revenue for the month was \$310,090 and YTD revenue was \$3,724,815. Expenses for the month were \$329,375 and YTD expenses were \$3,577,752, a savings of \$58,532 from prior year. YTD Net Income was \$118,578, a reduction of \$60,581 over prior year due to contract cuts. The contracts team did a great job and made up for the contract reductions. Questions and comments were addressed. Shelby Fox made a motion that the financial statements be filed for future audit. Loretta Bridges seconded the motion. Motion was approved.

**V. Chairman's Remarks** *provided by 1<sup>st</sup> Vice Chair, Carolyn Carson-Collins*

1<sup>st</sup> Vice Chair, Carolyn Carson-Collins thanked everyone for attending and urged them to attend the Town Hall meeting on March 15.

It was moved by Guy Johnson and seconded by Dawn Stough to adjourn the meeting. Meeting was adjourned.

Respectfully submitted,

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Deann Alewine

Board Secretary,  
Mississippi Goodworks

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Board Chairman,  
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