

Executive Committee Meeting
March 19, 2025
25 Elm Street, Suite 203 with Zoom option
Meeting Minutes

Attendance: Margarita Graham, Duarte Sylvia, Yvonne Tobey, Lisa Lemieux, John Fernandes, Ron Melbourne, Jeff Pelletier, Carl Taber,

Workforce Board Staff: Michael Santos, Wil Edmond, Lynn Connor, Bob Diehl

Meeting called to order – by Michael Santos, to open the meeting at 12:13 PM

Duarte Sylvia introduced Wil Edmond as the Chief Operating Officer of the Board. Wil addressed the Board and gave a brief description of his past experience.

Meeting Minutes of December 11, 2024 – approved by Lisa Lemieux and seconded by Margarita Graham, all in favor and motion carried.

New Director and Committee Nominations

Margarita discussed nominations for the Executive Committee. Bonnie Mello is approved to join the Executive Committee, motion made by Jeff Pelletier and seconded by Yvonne Tobey all in favor and motion carried.

Duarte mentioned that he is interim chair based on by-laws only and appointment of chair has to be put in place for the next few months before June meeting. Yvonne Tobey nominated Duarte Sylvia and Lisa Lemieux has seconded the motion, all in favor and motion carried. Motion made to approve the Standard Operating Procedures (SOP) for the nomination process of new members and VSTAG Support Services. Motion to approve made by Lisa Lemieux and seconded by Jeff Pelletier all in favor, motion passes.

Executive Director/CEO Report/Updates – Michael Santos

Mike discussed the challenges faced during the transition period in the organization, including power and control issues, staff unrest, and vendor concerns. He proposed restructuring the organization, focusing on policy procedures, job descriptions, and minimizing burnout. He mentioned the need to change the organizational chart to separate operations and fiscal roles, and to focus on in-house and community engagement. He highlighted the success of bringing a major function in-house and the potential for future collaborations with other organizations. He discussed the organizational chart and the need for contingency plans in case of staff departures. He proposed the creation of a deputy executive director and additional fiscal agent roles to ensure continuity. Ron expressed concerns about the frequent staff transitions and the need for stability. The team agreed to further discuss the proposed changes before making any decisions. He also expressed concerns about the organizational chart, regarding the reporting structure of the CFO and felt that Mike was removing himself from the day-to-day operations. Ron suggested that Mike should be more involved and consolidate some roles under him. Mike clarified that he was still actively engaged in the day-to-day operations and the organizational chart was designed to allow him to be more freely involved in the community. The team discussed the restructuring of their organization, focusing on the roles of the CFO and the Deputy Executive Director. The team discussed the need for a finance person, not necessarily a CFO. The motion to accept Wil as the Deputy Executive Director was passed. The organization's

Financial challenges were discussed, including the need for a fiscal agent due to a lack of access to accounting systems. The fiscal agent is assisting with getting into bank accounts and understanding the organization's financial situation and have hired a fiscal agent for the next 90 days to help with this process. Michael is to send out an updated org chart with explanations for each reporting line. He will provide a detailed job description for the Deputy Executive Director role and obtain the remaining signatures needed to access bank accounts. He will work with the bank to explain the situation and attempt to move forward without all signatures if possible. Mike and Wil are to continue restructuring security measures in the building and work with the contracted fiscal agent to review financial records and systems. Mike is to address the issue of limited access to various administrative systems. The Board is to ratify the appointments of Angela Johnson, David Barak, and Stephanie Chase at the next meeting. The board will review the composition to ensure compliance with bylaws and requirements

Motion to go into executive session made by Lisa Lemieux and seconded by Margarita Graham, all in favor, the meeting was adjourned at 1:20 PM.

Upcoming Meeting

- **FY26 Ex Comm Meeting**
 - **September 17, 2025, at 12:00 PM**