

PVS Executive Committee
Thursday, April 14, 2022
Meeting notes

Members: Tom Slick, Board Chair; Rachel Osborn, Virginia Rinella, Dan Struble.
Invited Director: Molly Clifford.

Chair Tom Slick called the meeting to order at 11:04 am ET. All were present. Reviewing the previously distributed agenda, one item was added.

A. Update from Training team. Dan reported Lexington FMC visitors Ken and Jan Cottrell have agreed to be on the Training team; Gary Wolff has had to step off. (His wife has cancer.) Gary will be missed with his training and AV skills.

1. Visitor communication issue. Molly reported the situation in which a PVS visitor at Otisville and Canaan had drafted an article about his PVS visiting for a publication called Dirt, had reviewed the draft with Molly who shared it with staff in November, 2021. He had changed the names of prisoners in the draft but further changed it before it was printed without further staff review. The article as published came to the attention of the BOP, which rescinded his visiting privileges via letter on March 13, 2022; he has appealed. Concerns were that, given his descriptions, the identities of prisoners could easily be established, and it also contained comments that could be perceived as critical of the BOP. Dan as Otisville visitor coordinator has spoken with the visitor and noted it was a learning experience for him. Molly said it was also a learning experience for her - to have review/approval from PVS before visitors publish articles. Rachel stated PVS staff must preapprove articles up to and including what the publishing entity might edit. Virginia also added interviews with the press. Tom would like a team review of any draft articles and also suggested doing a training with the visitors. Dan noted some revisions to the visitor handbook and code of conduct need to be made regarding this topic; it also needs updating as it refers to national trainers, etc. (We did not determine, if the visitor's appeal to the BOP is successful, whether we want to take him back as a PVS visitor. Dan noted he is a good visitor. But he also noted the denial came from BOP at the national level so the visitor's reinstatement may be questionable). **Next steps:** 1) take the issue regarding the code of conduct for visitors to the Governance and Nominating Committee; 2) have the Board review, then 3) go to the Training team for any necessary document revisions.

2. Staffing update. Molly reported that the visitor coordinator position was posted on Indeed in the week of March 28. In that one week 130 resumes were received, and she identified five decent candidates. These were sent to Virginia as chair of the Personnel Committee to review, after which interviews will start with Virginia, Eileen, and Emily the week of April 25. Molly will do the final round with the top two candidates in the week of May 2. The goal is to have a new staff person on board in the first week in June. This is a busy time for PVS with prisons reopening, so this is important. We appreciated Molly's verbal summary as well as the brief summary in the personnel committee report that was sent for this meeting.

3. Review of committee work. Tom Slick asked for any questions or comments based on the committee reports received for this meeting.

a. Personnel. Molly will not have the vacation/accrual policy ready for the May Board meeting. Virginia also noted that the HSA is another important policy to be determined. The vacation accrual refers to what people are owed and the timeframe (if any) for carrying over vacation days. Dan asked if this would be clarified by the time of the new hire and Molly said likely not. Tom cited other organizations' policies that start this accrual on a calendar year basis and have it prorated for new employees. Should we have 'vacation and sick days' as we currently do, or 'PTO days'? Seek Carl Pope's wisdom as part of the Personnel Committee.

b. Finance and Development. Tom asked Dan and Rachel for an update. Dan reported that he had begun to investigate potential brokerage services for stock donations with his financial advisor who recommended that Dan call Charles Schwab to see what kind of account could be set up and if the fees for stock transfers could be waived. Molly noted that PVS had received a \$5,000 stock donation via PNC without donor identification; she is awaiting further information.

Next steps from the joint Finance and Development meeting: 1) Molly emailed Rachel the thoughts for the one page document for the Board meeting; she will email it again so that can be created with Molly and Rachel. 2) Dave, Erika, and Molly will meet regarding the excel spreadsheet this Friday. 3) The financial policies and procedures draft will be ready for the May Board meeting.

c. Development. Rachel reported the first draft of the PVS gift acceptance policy had been completed, based on the Morrison gift acceptance policy and several others. A second draft is underway, and will be reviewed by Tom, Marc Levin, Rachel and Molly on April 19. Rachel suggested a verbal report about the policy would be presented at the May Board meeting and then a document completed such that it could be voted on at the September Board meeting.

d. Governance and Nominating. Molly has the current Board assessment from Susannah Rose ready for the May Board meeting.

4. May Board meeting agenda and dates. Moving through the proposed Board agenda in order as outlined on today's agenda, Tom Slick would like to start the meeting 15 minutes early for chatting and socializing. After the vote on Scott Sussman's appointment, ask him to join the meeting, go around with introductions ending with Scott. Old business - Friends Center lease. Molly has not received yet an update from Chris Mohr; she has asked for a new draft of a lease contract. She would like to have the Executive Committee review it if we get it in time before the Board meeting. Chris had indicated to Molly that it might be a 3 to 4% increase. Record retention plan - Molly will email Rachel what she has from another organization and Molly and Rachel will work on this as per the minutes of the last Board meeting. New business - the new 10 minute video by David Sollenberger is almost done. Molly noted the format is outdated in terms of length. We would like to have this on our website and on DVDs. We agreed we would like to have the Board approve the video. Molly will send it out to the Board members beforehand and the topic will be on the Board agenda for review. We decided the visitor communication issue would not be a separate item but would be incorporated in the staff report which would then be 30 minutes rather than 15. Molly will put together a one-pager for the Board portal for the meeting referring to that item.

Executive Committee report - a brief verbal report highlighting dates we've met and topics we've discussed. In terms of standing committee reports, we agreed each report should follow the template that Tom had provided previously in an email. Molly will send a template to the committee chairs asking each to follow it and to get their reports to her by May 4 for posting on the portal for the May Board meeting. In terms of Governance and Nominating it was suggested the term 'orientation' rather than 'onboarding' be used; Tom would like to consider having a seasoned Board member mentor a new Board member for perhaps six months. Training team - Molly noted that an in-person training conference would not be until 2023; a virtual training for the fall of 2022. To accomplish this, given the current 'narrow bandwidth,' PVS staff will likely have a hiatus in the structured monthly visitor training Zooms, instead using them for a more informal visitor check ins so that they will have time to focus on the fall 2022 training session.

NB – after the meeting we realized we had forgotten to schedule executive sessions so this will be added to the agenda.

We agreed the times for the May 13 and 14, 2022 Board sessions would be as follows:

Friday, May 13: 4:45 PM Eastern, optional social time, 5:00 PM to 6:30 PM Session I.

Saturday, May 14: 10:45 AM Eastern, social time, 11:00 AM to 12:30 PM Session II. Then, give the group the option of a break from 12:30 to 1:30. If that, then a shortened Session III from 1:30 to 2:30 PM. Or, if the Board elects, Session II could go a little longer than 12:30 PM.

The meeting concluded promptly at 12:30 PM. **Our next Executive Committee meeting as scheduled will be Thursday, August 11, 2022 at 11:00 AM Eastern.**

Rachel Osborn, Board Secretary