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**Board of Directors Special Meeting Minutes
January 29, 2024**

Call to Order

Mr. Mauch called the meeting to order at 5:00.

Roll Call

In Attendance:

Les Mauch, Chairman
Steve Shea, Vice-Chairman
Jeff Ramaj, Secretary/Treasurer
Virginia Bodyfelt, Board Member
Dwane Pacheco, Director
Mary Seppie, Director
County Commissioner Taylor Jones

Absent:

Joe Zanetti, Board Member

Current Business

Bookkeeper Position

Mr. Pacheco explained to the Board that he had asked Ms. Seppie to provide him with some idea of pay and hours if STAR were to keep her employed as a part-time bookkeeper. He also checked with an outside accounting agency for the bookkeeping services. That service would all be done remotely for a fee of \$60-\$65 per hour. There was no C.P.A. at the organization, but the accountant over the business did have a Master's Degree in accounting. He told the Board that Ms. Seppie holds a C.P.A. Ms. Seppie agreed to stay with STAR on a part-time basis, working at least 25 hours/week and continue in the Wyoming Retirement System. Her rate of pay would be \$30.00/hour. For this current fiscal year, STAR would end up being short by \$10,504 in the administrative budget if Ms. Seppie stays as the part-time bookkeeper. For the FY2024/2025 budget, STAR would be over the current FY budgeted for the Bookkeeper and Director position by \$26,315 with Ms. Seppie budgeted at this amount. Mr. Pacheco stated that Ms. Seppie could possibly leave STAR for full-time employment at another employer, but his hope is that she might stay on at STAR at least until the end of the current fiscal year. Once budgeting for the next fiscal year begins it will have to be determined whether STAR could afford her beyond the current fiscal year.

Mr. Pacheco said that Ms. Seppie can not only provide the bookkeeping services, but can also help with the administrative services as there is a large amount of paperwork and filing and STAR needs to be working on policies, brochures, etc.

Ms. Seppie addressed the Board and said that Mr. Pacheco is doing an amazing job so far but there is still a lot for him to learn here as he has not been through an entire cycle. She explained that if she can do the administrative side, Mr. Pacheco can stay focused on recruiting drivers, managing employees, and the other important tasks of being the Director, while at the same time still having her here to keep showing him the bookkeeping and administrative side.

Adjourn Regular Session

Mr. Shea made a motion to adjourn the regular meeting at 5:20 p.m. and move into an Executive Session. Mr. Ramaj second. Ms. Seppie, Mr. Pacheco, and Commissioner Jones left the meeting.

Executive Session

An executive session was held to discuss Ms. Seppie staying on as the part-time bookkeeper. Ms. Bodyfelt made a motion to adjourn the executive session and reconvene the regular meeting at 5:25 p.m. Mr. Shea second. All voted in favor. Motion carried.

Re-convene after Executive Session

The regular session was resumed at 5:25 p.m. Ms. Seppie, Mr. Pacheco, and Commissioner Jones returned to the regular meeting. The Board told Ms. Seppie that they would like her to stay on at STAR as the part-time bookkeeper for the terms of hours and pay she offered. The Board told her that this can be the case until the end of the current fiscal year, but that having her stay on as part-time bookkeeper for the next fiscal year will need to be determined by the budget and the funding STAR receives. Mr. Shea made a motion to approve moving Ms. Seppie to the part-time bookkeeper position until the end of the current FY2024. Mr. Ramaj second. All voted in favor. Motion carried. Ms. Seppie thanked the Board and told them that even if she does move on to a full-time position somewhere else she is more than willing to still help Mr. Pacheco with anything he needs.

Adjournment

Mr. Ramaj made a motion to adjourn the meeting. Mr. Shea second. Mr. Mauch adjourned the meeting at 5:30 p.m.

Lester Mauch, Chairperson _____

Jeff Ramaj, Secretary/Treasurer _____

Mary Seppie, Recording Secretary _____