

**Goodwill LEADS, Inc.**  
**Board Meeting Minutes**  
January 18, 2024 at 12:00 p.m. EST

The Goodwill LEADS, Inc. Board of Directors met on January 18, 2024 in the Jude Leighton room in The Academy. Those Present were:

**LEADS, INC. Board:**

Debie Coble, Goodwill President/CEO  
Anthony Allison, LEADS Chair  
Andrea Pearman, Vice Chair, virtually  
Dana Trowbridge, virtually  
Juliann Jankowski  
Ann Carol Nash  
Wally McQuade, virtually  
Jayde Lippert

**Absent:**

Mary Pat Latowski  
Marguerite Taylor

**Staff present:**

Karmen Eash, CFO  
James Wiggins, Accounting Manager  
Dr. Chris Alber, Vice President of Excel Centers  
Mike Gallo, School Director Elkhart  
Melissa LaPlace, School Director South Bend  
Dr. Countance Anderson, School Director Hammond, virtually  
Jenny Gammage, Early Childhood Services Director  
Kimberly Beck, Student Records and Data Reporting Manager

**NOTES ON THE MINUTES**

Roll call and all votes on measures presented to the board are done via a roll call vote that is reflected in the minutes and performed within the approved measures outlined in the bylaws.

**WELCOME**

The meeting began at 12:04 p.m. Those present were announced by roll call.

Roll Call		
Board Member	Y	N
Debie Coble	Present	
Anthony Allison	Present	
Dana Trowbridge	Present, Virtual	
Juliann Jankowski	Present	
Mary Pat Latowski		Not Present
Ann Carol Nash	Present	
Wally McQuade	Present, Virtual	
Andrea Pearman	Present, Virtual	
Jayde Lippert	Present	
Marguerite Taylor		Not Present

**PUBLIC COMMENT**

There being no public present, no comments were made.

**APPROVAL OF THE OCTOBER 19, 2023 MINUTES**

There being no corrections or comments on the minutes, a motion was made to approve the minutes by Ms. Jankowski and seconded by Ms. Nash.

Approval of October Meeting Minutes		
Board Member	Y	N
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge	X	
Juliann Jankowski	X	
Mary Pat Latowski		
Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		

### **FINANCIAL REVIEW**

Mr. Wiggins reviewed the accounts payable with those present. There were no major changes, although he made note of a reimbursement for a laptop purchases that was given for the slightly higher amount in October. There being no questions, a motion was made to approve the accounts payable by Ms. Nash and seconded by Ms. Jankowski.

Approval of Accounts Payable		
Board Member	Y	N
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge	X	
Juliann Jankowski	X	
Mary Pat Latowski		
Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		

Mr. Wiggins then reviewed the financial statements with those present. Wages were down compared to the original budget due to staff turnover, and operating expenses were in line with what was budgeted. Due to an increased student count in October, the net loss of 180,000 was now down to 35,000. Mr. Wiggins reviewed payments made to Goodwill Industries in the past three months, noting that progress was being made on paying back the debt to Goodwill Industries.

Ms. Eash informed those present that LEADS should be able to maintain the pace of the payments, focusing on paying off the oldest loans first. She noted that in the last quarter around 120,000 of the debt to Goodwill had been paid off.

A motion was made to approve the financials by Mr. Trowbridge, and seconded by Ms. Nash.

Approval of Financials		
Board Member	Y	N
Debie Coble	X	
Anthony Allison	X	
Dana Trowbridge	X	
Juliann Jankowski	X	
Mary Pat Latowski		

Ann Carol Nash	X	
Wally McQuade	X	
Andrea Pearman	X	
Jayde Lippert	X	
Marguerite Taylor		

Ms. Eash then informed the board of the current status of the SBOA audit. The audit was in the process of completion, and all is on track to notify the SBOA of the upcoming meeting and have Mr. Allison and Ms. Coble present. The preliminary status of the audit is that there were five incorrect students from the fall count of the 2022-2023 School year, all in Fall and none in Spring, which shows that our procedures are working. We may have to review other items during the review process, but we will aim to be more efficient in the future. A draft should be available soon for review.

### **SEARS BUILDING UPDATE**

Ms. Coble informed the board of the current status of the project to purchase the Sears building which will house various Goodwill programs, including the Elkhart Excel Center. Goodwill now owns the building, and it will house CTW, Goodwill Mission, and Excel Center programs. The current rough estimate is six million to renovate, and Goodwill is sending out bids for the construction work. There is a consideration for requesting any materials or time to be donated to help cut down cost, however three million has been approved to work on the completion of the Excel Center portion of the project already, due to high need.

The timeline for the Excel Center is that it will definitely be open by Fall of 2024, but it may be able to open earlier.

### **SUPERINTENDENT REPORT**

Dr. Alber thanked Mr. Lippert for attending, and then introduced Ms. Lewis and Ms. Gammage to those present.

He then reviewed the current ADM Count status with those present. He noted how our count had increased to 721 in October, and that currently our engagement was 533, as we expect to see drops over winter time. He reviewed the current processes the schools had in place to increase enrollment, and that we were hopeful for an increase still as there were many students still being activated and starting classes.

Dr. Alber then reviewed our current graduation projection, which was 117. It was down from last year, but he noted that it was anticipated that the adoption of new curriculum may affect graduation rates.

Dr. Alber then announced the intention for LEADS to adopt or modify the Indianapolis Excel Centers' engagement policy. He noted the current changes made to our policy in hopes to get more flexibility in engagement due to our less than traditional student populations. There was no policy draft for review at this time, but he wished for the Board to be notified.

The current goal was for this new policy as well as the 2024-2025 Calendar would be available for approval by April's board meeting.

At this point there were no further questions by those present, and the next meeting was scheduled for April 18, 2024, location still to be determined. The meeting closed at 12:57 p.m.

Kimberly Beck  
Student Records and Data  
Reporting Manager