

Minutes
May 17th, 2023

Commissioner Present:

Kathryn Cobb-Holmes
Valerie Phelps Robinson
Richard Wagner

Commissioner(s) Absent:

Lisa Blount
Stacey Taylor

Staff:

Kimberly Talbot

Guest:

None

The meeting was called to order by Commissioner Cobb-Holmes at 6:15 p.m. The minutes were reviewed. A motion to accept was made by Commissioner Wagner. Commissioner Phelps-Robinson seconded. The minutes were approved.

Executive Director's Report

The E.D. discussed handing in new/updated job descriptions for the clerk and intake specialists positions.

There were two employment intakes and 2 employment case closures as a withdrawal with settlement.

The E. D. presented at a DCED conference on May 1st. The topic of discussion was the eviction prevention program.

The E.D. emailed the I.T. manager about updating the HRC portion of the website.

Old Business

Nilda is now working in the I.T. department as of May 1st but can still assist in the office until her replacement is hired and trained.

New Business

Commissioner Cobb Holmes discussed fundraising activities directed by St. Claire of Assisi.

Good & Welfare

Commissioner Wagner provided information for the Reading Pride parade event scheduled for June 3rd. The parade will go from city hall to City Park.

Commissioner Cobb-Holmes provided information on a Job Fair scheduled for May 23rd from 12-5 at Alvernia University.

Training:

There are no scheduled trainings.

The meeting was adjourned at 7:15 p.m.