

The Arc of Amador & Calaveras

Board Meeting Minutes

October 28, 2019

The meeting was held at the Amador Campus in Sutter Creek

In attendance were:

BOARD:

Graciela Hurtado
Marilyn Sibillia
Forrest Schwabe
Josef Bisagno
Dawn Burcio
Grant Reynolds
Anna Newman
Jacquelyn Fletcher
Suzette Ariza

ABSENT:

Jacquelyn Fletcher
Lynn Thompson

MANAGERS:

Karyn Gregorius
Lurali Moore
Ileshia Knigge

Meeting called to order by Grant R. at 5:33pm.

Karyn asked to amend the Agenda by moving the Closed Session to immediately follow the CPA Presentation. Motion to approve the amended Agenda made by Dawn B., seconded by Suzette A. Passed unanimously.

Motion to approve the September 30, 2019 Board Meeting Minutes made by Suzette A., seconded by Marilyn S. Passed unanimously.

The CPA's from Bowman and Company gave a presentation on the 2018-2019 Audited Financials and 990 Tax Return. Following Generally Accepted Accounting Principles (GAAPs), the CPA's gave a clean opinion of The Arc's financials and stated that the financials are free of material statements. Liabilities were stable. (*The electricity, that was off due to the PSPS Shut Offs, was restored at 5:49pm which caused much excitement in the room*) GAAPs changed some verbiage for nonprofit accounting so this year "looks" a little different than in previous years. Motion to approve the 2018-2019 Audited Financials made by Forrest S. and seconded by Suzette A. Passed Unanimously.

Motion to approve the 2018-2019 Federal Tax Return, the California Exempt Organization Annual Information Return, and the Renewal Report to the Attorney General made by Suzette A. and seconded by Forrest S. Passed unanimously.

6:10pm Closed Session to discuss Employment Salaries and Benefits.

6:35pm Meeting called back in session. Direction was given to the Executive Direction.

Managers Reports:

Calaveras: There were no questions in regards to Ericka's report.

Supported Living Services: Anna said that lone electricity had been restored, the SLS team brought sandwiches during the outage. There were no questions in regards to Jamie's report.

Supported Employment Services: Ileshia shared that the PSPS event made services difficult as some business were open, others weren't, some parents were able to transport while others weren't. There were no questions in regards to Ileshia's report.

Amador: There were no questions in regards to Kim's report

Director of Operations: There were no questions regarding Lurali's report.

Executive Director: Karyn gave kudos to both Day Programs as both had Community Care Licensing visits, on the same day, at the same time. Neither program had deficiencies.

VMRC contracts renewed at the previous rates. Rate increases should take effect in January but will sunset in two years.

PSPS Event- VMRC agreed that programs should be able to bill for average attendance due to the State of Emergency caused by the winds and fires; they are awaiting a memo from DDS authorizing the billing. SEP and SLS programs have been providing support to individuals throughout the event. Karyn is recommending that if DDS approves the State of Emergency and The Arc can bill for average daily attendance that we pay staff who didn't have the option to work and not force staff to use PTO time. Motion to approve to pay staff wages if DDS approves the State of Emergency and The Arc can bill for average daily attendance made by Suzette A. and seconded by Graciela H. Passed unanimously.

Treasurer's report: Karyn pointed out that headings had been corrected on the financials. Motion to approve September financial statements, subject to audit, made by Suzette A. and seconded by Dawn B. Passed unanimously. No question in regards to the Investment at Edward Jones.

Old Business:

lone Property: Karyn met with realtor and buyer, escrow had been set to close October 30, 2019. Buyer is asking for more time or for The Arc to take a deposit and receive a balloon payment in a few months. Karyn will meet with Finance Committee before agreeing to any loan financing arrangement.

Audit Committee: Audit is closed

Personnel Committee: Forrest said they are working on the Executive Director's appraisal and it will be coming shortly.

New Business: None.

Upcoming events:

Calaveras Pay It Forward Luncheon- November 15 at 11am – This year Calaveras Day Program staff and consumers are honoring transportation providers. Board Members are invited.

Amador Thanksgiving Luncheon- November 26, 2019 at 12pm. Forrest offered to make the rolls. Dawn volunteered to serve.

Winter ArCreations Art Show and Sale- December 7, 2019

Public Comment: No public comments.

Board Response to Public Comment: None

7:05pm Closed Session to discuss Employment Salaries and Benefits (continuation from earlier).

7:12pm Meeting called back in session. Informational only. No direction given.

Motion to adjourn at 7:12pm made by Dawn B., and seconded by Graciela H. Passed unanimously.