

The Arc of Amador & Calaveras

Board Meeting Minutes

September 30, 2019

The meeting was held at the Calaveras Campus in San Andreas

In attendance were:

BOARD:

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

ABSENT:

Jacquelyn Fletcher

MANAGERS:

Karyn Gregorius
Lurali Moore
Ericka Beltran

Meeting called to order by Grant R. at 5:30pm.

Motion to approve the agenda made by Dawn B., seconded by Suzette A. Passed unanimously.

Motion to approve the July 29, 2019 Board Meeting minutes made by Dawn B., seconded by Graciela H. Passed unanimously.

Managers Reports:

Calaveras: Ericka shared that Cindy is fitting in great and staff are excited about Tracy starting at The Arc today. Calaveras is gearing up for ArCreations and have several creative art projects displayed throughout the building.

Supported Living Services: There were no questions in regards to Jamie's report.

Supported Employment Services: Karyn emphasized the excitement in having seven new placements this month in SEP. There were no questions in regards to Ileshia's report.

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

Director of Operations: Lurali gave the Board an update on the CalTrans 5310 grants and on staffing changes. There were no questions regarding Lurali's report.

Executive Director: Karyn thanked the Board for attending the Orientation in August. The Strategic Plan is coming together nicely. The VMRC Program Self-Evaluation is done. Karyn discussed how the Dashboard, Director Reports and Outcome Measurements are all used to complete the evaluation. The evaluation assesses whether The Arc's programs hit certain goals, such as community integration goals, attendance targets, success in inviting the Community to participate in program activities and more.

Karyn presented an opportunity for The Arc to contract with Benefit Resources Inc. to administer COBRA benefits. Discussion took place regarding the pros and cons. Motion to sign a COBRA Administration Agreement with BRI made by Suzette A. and seconded by Lynn T. Passed unanimously.

Treasurer's report: There were no surprises in July and August Financials except that August billing was better than expected. Grant pointed out that dates were incorrect on the Summary Comparison, Karyn made note to have those corrected. Motion to approve both the July and August financial statements (with corrected dates), subject to audit, made by Forrest. and seconded by Suzette A. Passed unanimously.

The Investment at Edward Jones did well in July but dropped some in August, the investment is still doing well.

Old Business:

Audit Committee: The auditors came on August 28th and 29th. Karyn gave kudos to Linda, she did an amazing job with her first Arc audit. The auditors didn't anticipate any major adjustments at the time of their departure. The final audit results and tax returns will be ready for the October Board Meeting (in time for the November 15th filing deadline).

Finance Committee: Grant R. shared that the Finance Committee met with Danelle Dix at Edward Jones and a few adjustments were made, the investment changes can be seen on the statement.

Personnel Committee: Forrest, Marilyn and possibly Jackie have volunteered to serve on the Personnel Committee. Karyn reminded the Board that the Executive Director's annual appraisal is due.

New Business:

Grant stated that The Arc chose to proxy its vote for The Arc's National Convention to Jordan at Arc California.

Upcoming events:

Staff, Board and Volunteer Appreciation Banquet- October 17th

Calaveras Pay It Forward Luncheon- November 15 at 11am – This year Calaveras Day Program
and clients are honoring transportation providers

Amador Thanksgiving Luncheon- November 26, 2019 at 12pm

Winter ArCreations Art Show and Sale- December 7, 2019

Public comment: No public comments.

Board Response to Public comment: None

Motion to adjourn at 6:04pm made by Dawn B., and seconded by Lynn T. Passed unanimously.