

The Arc of Amador & Calaveras
Board Meeting Minutes
January 27, 2020
The meeting was held at our Jackson Office

BOARD:

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

ABSENT:

Lynn Thompson

MANAGERS:

Karyn Gregorius
Ileshia Knigge
Jamie Sorrell

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

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

Motion to approve the November 18, 2019 Board Meeting Minutes made by Dawn B., seconded by Suzette A. Passed unanimously.

5:35PM Closed Session to discuss Employment Salaries and Benefits.

5:45PM Meeting called back in session. Direction was given to the Executive Director.

Managers Reports:

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

Supported Living Services: Jamie has submitted the satisfaction survey results in her report and appreciates the feedback given by consumers. There were no questions in regard to Jamie's report.

Supported Employment Services: Ileshia shared that there are several new ESA referrals to the Supported Employment program. They were able to place three of them and are awaiting start dates for those individuals. There were no questions in regards to Ileshia's report.

Amador: Monday, January 27th Amador People First Elections were held. Joe B. shared the elected officers for the new year. Great job everyone who ran! There were no questions in regard to Kim's report.

Director of Operations: There were no questions in regard to Lurali's report.

Executive Director: Karyn shared where we are with our fleet to the Board and had them look over the mileage on our vans and vehicles The Arc has to date. The Amador Day Program has one van that has over \$3,000 worth of repairs that needs to be done. Karyn recommended replacing the van. The Arc was awarded both 5310 Caltrans grants that we applied for (one wheelchair van and operating assistance).

Motion to approve a new van purchase of up to \$28,000 made by Dawn B., seconded by Marilyn S. Passed unanimously.

- Prevention of Infectious Disease Policy – We have added Measles to our infectious disease policy as it has become more of a concern over the past year. Motion to approve updated Prevention of Infectious Disease Policy made by Jacquelyn F., seconded by Dawn B. Passed unanimously.
- Harassment, Discrimination and Retaliation Prevention Policy – The Board reviewed this policy and revised to include that the Director of Operations be added to person(s) you can approach in regard to harassment, discrimination or retaliation, in addition to the employee's direct supervisor and the Executive Director. Verbiage was updated as well. Motion to approve the revised Harassment, Discrimination and Retaliation Prevention Policy made by Dawn B., seconded by Graciela H. Passed unanimously.
- Lactation Break Policy – This policy has now been added to the Employee Handbook. It covers making sure mothers who need to express milk have a private, comfortable place to do so during work hours. It will be presented to new hires as well as employees who are expecting mothers. Motion to approve Lactation Break Policy made by Jacquelyn F., seconded by Dawn B. Passed unanimously.
- Employee Handbook – There were updates on the extension of Bone Marrow Leave, New Parent Leave Act, Lactation Policy, Increase in mileage reimbursement, etc. There was a change to our Family Medical Leave where there will be no cap on how long the leave lasts, The Arc would consider extending a leave beyond 12 weeks. Motion to approve the Employee Handbook made by Dawn B., seconded by Suzette A. Passed unanimously.
- Leadership Development/ Succession Plan – The plan was created to provide direction in the absence of the Executive Director and to insure that key responsibilities and business operations continue. Motion to approve Leadership Development and Succession Plan made by Dawn B., seconded by Graciela H. Passed unanimously.
- 2020 – 2023 Strategic Plan – Karyn reviewed the Strategic Plan process which included a S.W.O.T. analysis and incorporated some changes based on feedback. Motion to approve 2020 – 2023 Strategic Plan made by Graciela H., seconded by Dawn B. Passed unanimously.
- Liability Insurance Policy – There were no significant cost changes, our policy premium went down a little. The Arc received a reimbursement dividend which we are thankful for receiving! Motion to approve the Liability Insurance Policy renewal made by Dawn B., seconded by Graciela H. Passed unanimously.
- Workers' Compensation Insurance Policy – The WC policy renewal was discussed. The premium has increased due to an increase in wages. Our Ex-Mod went up from 84 to 85. Motion to approve the Workers' Compensation Insurance Policy renewal made by Dawn B., seconded by Graciela H. Passed unanimously.

Karyn shared the employee turnover rate for 2019 with the Board, and explained the different reasons people have left with the most common one being wages. There were no questions in regard to the report.

Treasurer/Financials: The months of November and December are always less profitable due to the holiday closure days, however YTD is looking good. Motion to approve the November and December financials made by Dawn B., and seconded by Suzette A. Passed unanimously.

- Investment Report – The investment account is looking good and continuing to grow with the current economic conditions. There were no questions in regards to the investment report.

Old Business:

- The lone property's potential buyer fell through. The Board will revisit listing the property sometime in 2021.
- Committee Reports – Suzette A. shared information from The Arc of California meeting she and Karyn attended. Karyn thanked Suzette for her dedication and for being our chapter representative.

Wing It! In Jackson has asked if they can do a fundraiser to benefit The Arc. There were no concerns from Board members...they approve.

New Business: The Arc California Public Policy Conference is scheduled the same day as our April Board Meeting. Karyn and Suzette have attended and assisted with the conference for the past several years. Karyn requested to change the date of the April Board Meeting to Monday April 20th. Motion to approve the change of date for our April Board Meeting made by Dawn B., seconded by Suzette A. Passed unanimously.

Events:

- PUSH – Tuesday June 9th, 2020 at St. Sava Mission.

Public Comment: None to share.

Motion to adjourn the meeting at 6:35 PM made by Dawn B., seconded by Graciela H. Passed unanimously.