

The Arc of Amador & Calaveras

Board Meeting Minutes

March 30, 2020

The meeting was held remotely by call-in.

BOARD:

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

ABSENT:

Graciela Hurtado
Anna Newman

MANAGERS:

Karyn Gregorius
Lurali Moore

Meeting called to order by Grant R. at 5:47 PM.

Motion to approve the Agenda made by Dawn B., and seconded by Lynn T. Passed unanimously.

Motion to approve the February 24, 2020 Board Meeting Minutes made by Dawn B., and seconded by Jacque F. Passed unanimously.

Managers Reports:

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

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

Supported Employment Services: There were no questions in regards to Ileshia's report.

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

Director of Operations: Jacque asked about ALICE training and Lurali explained how it is a new type of Active Shooter training program that the Amador County Sheriff's office is teaching to the schools and would like to offer to organizations such as The Arc. No other questions in regards to Lurali's report.

Executive Director: Jacque asked for clarification on what the Crew Leader position did. Karyn explained the Crew Leader responsibilities and how the position contributed to day program staffing ratios. No other questions in regards to Karyn's report.

Infectious Disease and Outbreak Plan: Karyn recommended revisions to verbiage on Page 2. Motion to approve the Infectious Disease and Outbreak Plan with revisions made by Forrest S., and seconded by Suzette A. Passed unanimously. Karyn shared how The Arc has already put the plan into use and was pleased that it needed very little amending.

Employee Wages and Benefits: The Board discussed the financial position of The Arc. Karyn shared that if The Arc is able to bill for Day Program average attendance during the COVID-19 State of Emergency, The Arc is in a position to continue to pay employee wages and benefits. Motion to approve the paying of employee wages and benefits, contingent on if Day Programs are able to bill for average attendance during the COVID-19 State of Emergency, made by Jacque F., and seconded by Dawn B. Passed unanimously.

Auditor Agreement: The Board reviewed the proposal for audit and state and federal informational filing preparation from CPA Bowman & Company for fiscal years ending June 30, 2020, 2021, and 2022. Their rate has increased as new regulations mean that there are more forms to complete. Motion to approve agreement with Bowman and Company for conducting audits and for preparing the state and federal informational filings for the fiscal years ending June 30, 2020, 2021, and 2022 made by Suzette A., and seconded by Forrest S. Passed unanimously.

Membership Dues: It was recommended to not change the Membership Dues at this time. Motion to keep Membership Dues the same as last year made by Jacque F., and seconded by Lynn T. Passed unanimously.

Company Cell Phone / Personal Cell Phone and Internet Reimbursement Agreement: The Cell Phone Agreement has been revised to reflect the need for staff to work remotely by adding Internet Reimbursement. Motion to approve the revised Company Cell Phone / Personal Cell Phone and Internet Reimbursement Agreement made by Suzette A., and seconded by Lynn T. Passed unanimously.

Treasurers Report: The Arc is in a good financial position. Department of Rehabilitation paid over \$7,000 this month, chipping away at their balance. Motion to approve February 2020 financials, subject to audit, made by Suzette A., and seconded by Lynn T. Passed unanimously.

Investment Report: Our investment account dropped last month.

Old Business: Nothing to report.

Committee Reports: Nothing to report.

New Business: No new business to report.

Upcoming Events: PUSH 2020 – June 9th, 2020, is uncertain at this time.

Public Comment: No public comment.

Board Response to Public Comment: None

Motion to adjourn the meeting at 6:13 PM made by Lynn T., and seconded by Dawn B. Passed unanimously.