

The Arc of Amador & Calaveras  
**Board Meeting Minutes**  
**July 27<sup>th</sup>, 2020**

This meeting was held on a video conference call via Zoom due to the COVID 19 Pandemic.

**BOARD:**

Anna Newman  
Josef Bisagno  
Grant Reynolds  
Dawn Burcio  
Marilyn Sibillia  
Lynn Thompson  
Eric Figel  
Jacquelyn Fletcher

**ABSENT:**

Graciella Hurtado

**MANAGERS:**

Karyn Gregorius, E.D.  
Linda Radcliff, CFO  
Kim Vinciguerra, Director

Meeting called to order by Grant R. at 5:43 PM.

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

Motion to approve June 29<sup>th</sup> Board Meeting Minutes made by Jacquelyn F. and seconded by Dawn B. Passed unanimously.

Motion to approve June 29<sup>th</sup> Annual Membership Meeting Minutes made by Dawn B. and seconded by Jacquelyn F. Passed unanimously.

**Managers Reports:**

**Calaveras:** Eric F. shares that things are going good in Calaveras. He has been doing a couple of Zoom classes a week and it's going great! No questions in regards to Ericka's report.

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

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

**Amador:** Kim is working on a plan to prepare for a reopening of day programs (whenever we are told that it is safe to do so). She has been working on who comes in on what days, transportation needs, and setting up classes. There have been two new classes added on Zoom for distance learning this week. She thanks the board once again for everything they've helped us accomplish, and a warm welcome to Eric on his first year serving on the board! There were no questions in regards to Kim's report.

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

**Executive Director:** It has been quite a busy month with lots of trainings and making adjustments to try to come up with a plan to reopen the day program facilities. There was a directive to continue emergency funding through the end of August which has given us more time to figure out a plan. There

is a Department of Developmental Services (DDS) meeting scheduled for July 30<sup>th</sup> to go over guidelines to reopening. We could possibly be open part-time with some consumers coming in a few days a week which may include some Saturday classes.

Screening Policy – Employee Covid-19 Screening Policy was reviewed and discussed. Motion to approve the Employee COVID-19 Screening Policy made by Jacquelyn F. and seconded by Dawn B. Passed unanimously.

COVID-19 Protection Plan – The COVID-19 Protection Plan was reviewed and discussed. Motion to approve the COVID-19 Protection Plan made by Lynn T. and seconded by Dawn B. Passed unanimously.

Therap Services – This is an electronic documentation of service that Supported Living will use for electronic visit verification and improved efficiency. Supported Employment will also be using the service. iPads for all Supported Living staff were purchased last fiscal year to use with Therap program. It is HIPAA compliant. Motion to approve Therap Services made by Jacquelyn F. and seconded by Lynn T. Passed unanimously.

**Treasurer's Report/Financials:** We ended the fiscal year at a loss but ahead of our budget. We were fortunate enough to continue to receive Regional Center revenue and have the PPP Loan through these challenging times. We were over on our employee wage due to the pandemic (hazard) pay. There were no questions in regard to the financial report. Motion to approve the June financials subject to audit made by Dawn B. and seconded by Lynn T. Passed unanimously.

**Old Business:**

The following 2020-2021 committee members were appointed:

- Audit Committee – Marilyn Sibillia and Dawn Burcio.
- Finance Committee – Grant Reynolds and Jacquelyn Fletcher.
- Personnel Committee – Dawn Burcio, Jacquelyn Fletcher, and Grant Reynolds.

**New Business:**

2020-2021 Meeting and Event Schedule was reviewed. Motion to approve made by Lynn T. and seconded by Jacquelyn F. Passed unanimously.

Board Orientation: Scheduled for August 31<sup>st</sup> at 5:30 PM via Zoom (due to the ongoing COVID-19 pandemic).

**Upcoming Events:**

- Board/Staff/Volunteer Appreciation Banquet – October 15<sup>th</sup>, 2020
- Winter ArCreations Art Show & Sale – December 5<sup>th</sup>, 2020

**Public Comment:** None.

Motion to adjourn the meeting at 6:21 PM made by Dawn B. and seconded by Jacquelyn F. Passed unanimously.