

The Arc of Amador and Calaveras

Board Meeting Minutes

September 28th, 2020

This meeting was held remotely due to the COVID-19 Pandemic.

BOARD:

Lynn Thompson
Josef Bisagno
Eric Figel
Dawn Burcio
Jacquelyn Fletcher
Grant Reynolds
Graciella Hurtado

ABSENT:

Marilyn Sibillia
Anna Newman

MANAGERS:

Karyn Gregorius, E.D.
Ileshia Knigge, Director
Lurali Moore, DoO

Meeting called to order by Grant R. at 5:37 PM.

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

Motion to approve the July 27th Meeting Minutes made by Dawn B. and seconded by Jacquelyn F. Passed unanimously.

Managers:

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

Supported Living: Lurali is filling-in as the acting Director of Supported Living Services while the regular director is on leave. There was a question about Therap, Karyn explained that it is an electronic documentation service that is cloud based and will assist The Arc in complying with the state Electronic Visit Verification requirement. There were no other questions in regards to the Supported Living Services report.

Supported Employment: Ileshia welcomed Adriana to our Supported Employment team! Adriana is bi-lingual and is assisting one of our Spanish speaking consumers. Ileshia shared that one of our consumers has been working for Burger King for 20 years, way to go Patrick! There were no questions in regards to Ileshia's report.

Director of Operations: It is a time of year for operations. All of our buildings are being scheduled for annual inspections by the Fire Marshall. The Sutter Creek building will be inspected this week. We have decided to postpone our Winter Art Show until Spring, however we are still having our Annual Holiday Raffle. Mailings with Raffle tickets are going out this week with the grand prize being a brand new iPad! There were no questions in regards to Lurali's report.

Executive Director: It's been quite a busy month with lots of trainings and meetings. We are able to begin absence billing for day programs in September with alternative service rates beginning in November for non-traditional services. We are still awaiting guidelines from Community Care Licensing

in regard to re-opening our facility based day programs, as our population is among the most vulnerable. There were no questions in regards to Karyn's report.

Treasurer's Report/Financials: We had a positive financial month. The annual financial audit is in process. Karyn, Lurali, Linda and Jessica met with the auditor via Zoom last week to answer some questions and give some clarity. There was a boost in the Edward Jones account. Motion to approve the July and August monthly financials (subject to audit) made by Jacquelyn F. and seconded by Lynn T. Passed unanimously.

Karyn recommended that the signers on The Arc's bank accounts be updated. The past vice president has been removed as a signer. Jacquelyn F., the current Arc Board Vice President, was nominated to be a signer on the accounts in addition to the existing signers. The bank accounts include: El Dorado Savings (checking accounts and money market account), Umpqua (CDs and checking account), Edward Jones (investment account). Motion to approve Jacquelyn F. to be added as a signer on these accounts made by Dawn B. and seconded by Lynn T. Passed unanimously. There were no questions in regards to Linda's report.

Old Business:

PPP Loan: We applied for forgiveness of the loan; the bank has 60 days to respond to our application.

Vehicle Replacement: Two vehicles we have talked about replacing at previous board meetings have officially "died" (one wheelchair van and one regular van). The wheelchair van is going to be replaced with a new wheelchair van through the Caltrans grant, however it could take up to one year to be delivered. The regular van that needs to be replaced is from the Calaveras campus. It is one of the primary vehicles used for the recycling crew. Karyn recommended immediate replacement of the non-wheelchair van. Motion to purchase a new van with a budget of \$33,000 made by Lynn T. and seconded by Dawn B. Passed unanimously.

Committee Reports:

Audit Committee – The audit is being done virtually due to the pandemic. The audit is still in process and is expected to be completed by the October board meeting.

Finance Committee – Karyn G., Grant R., and Jacquelyn F. met with our advisor at Edward Jones. Grant R. reported that a conservative adjustment was made to move about 2% out of equities.

Personnel Committee – The Executive Director's annual performance evaluation is due. The evaluation packet will be sent to the HR Committee (Grant R., Jacquelyn F., and Dawn B.) for completion.

New Business: None.

Upcoming Events:

Due to the COVID-19 Pandemic, the following events are to be postponed until 2021:

- Board and Staff Appreciation Banquet
- Calaveras Pay It Forward Luncheon

- Amador Thanksgiving Luncheon
- Winter ArCreations Art Show and Sale

We will still be hosting our Annual Holiday Raffle on Friday December 4th 2020.

Public Comments: None.

Motion to adjourn the meeting at 6:10 PM made by Lynn T. and seconded by Graciella H. Passed unanimously.