

The Arc of Amador & Calaveras

January 25<sup>th</sup>, 2021

**Board Meeting Minutes**

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

**Board:**

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

**Absent:**

Graciella Hurtado

**Managers:**

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

Meeting was called to order by Grant R. at 5:36PM.

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

Motion to approve the November 16<sup>th</sup> meeting minutes made by Jacquelyn F. and seconded by Lynn T. Passed unanimously.

**Managers Reports:**

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

**Supported Living:** Welcome Jerry!! Jerry shared his excitement to be part of the team, and said that he is humbled by how hard everyone works. Four new referrals have come in this month and assessments are scheduled to begin. There were no questions in regards to Jerry's report.

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

**Director of Operations:** We have received our new van from CalTrans!! Lurali shared that she and Jerry have been busy with training and it's been fun working with him. There were no questions in regard to Lurali's report.

**Supported Employment:** We have lost a couple of placements, the Metropolitan closed but a couple restaurants have been in contact with Ileshia stating they were hiring. We are currently low on referrals with only three people looking for jobs. There were no questions in regards to Ileshia's report.

**Executive Director:** Karyn shared with the Board the amount of generous donations we've received throughout the pandemic. We are humbled by how giving folks are during these difficult times. We send our deepest appreciation to everyone that donates to The Arc, thank you so very much!! There were no questions in regards to Karyn's report.

**2021 Employee Handbook:** There was a major update in the California Family Rights Leave. Verbiage relating to harassment and non-discrimination was updated as well. The handbook is compiled using a handbook creator offered through a labor law attorney and our liability insurance. It incorporates the new 2021 labor laws. The new handbook includes an increase in Supported Living pager pay from \$26 to \$30 per day. Language was added to the holiday section that encourages and allows staff to take time off to celebrate cultural holidays. Motion to approve the 2021 Employee Handbook made by Jacquelyn F. and seconded by Lynn T. Passed unanimously.

**Leadership Development and Succession Plan:** This plan is reviewed by the Board annually. Jerrell's name was added as the Director of Supported Living Services. Motion to approve the Leadership Development and Succession Plan made by Jacquelyn F. and seconded by Marilyn S. Passed unanimously.

**Cultural Competency Plan:** This plan is reviewed by the Board annually and revised as needed. Motion to approve the Cultural Competency Plan made by Lynn T. and seconded by Jacquelyn F. Passed unanimously.

**Liability Insurance Policy Package:** The renewal package was brokered by Winton-Ireland; the cost increased slightly over last year's cost. It is offset by a dividend that is received by National Insurance Alliance of California (NIAC). This year The Arc will be receiving approximately \$1,900. Motion to approve the Liability Insurance Policy Package made by Jacquelyn F. and seconded by Lynn T. Passed unanimously.

**Workers' Compensation Insurance Policy:** Our Workers' Compensation policy renews every January 1<sup>st</sup>. There was one larger than usual claim that affected our Ex-Mod which increased our premium by \$6,000 this year. It was recommended to keep the current insurance carrier as we have been happy with Employers. Motion to approve the Workers' Compensation Insurance Policy renewal made by Jacquelyn F. and seconded by Marilyn S. Passed unanimously.

**Treasurer's Report / Financials:** We are halfway through the fiscal year. The new van from CalTrans arrived and was booked earlier than expected. Revenue remains strong due to the ability to bill under Alternative Services during the pandemic. Wages are down due to a couple of job vacancies, the departure of the Director of Supported Living Services, and a two staff that out on leave. Motion to approve the November 2020 and December 2020 financials (subject to audit) made by Jacquelyn F. and seconded by Marilyn S. Passed unanimously.

**Investment Report:** The investment account balance has hit an all-time high! Our strategy of reinvesting dividends is working out well.

**Movement of Fund to Gold Money Market Account:** Funds are accumulating in the general checking account and earning close to no interest. Big building projects are on hold due to uncertainties caused by the pandemic. A proposal was made to transfer \$150,000 from the general checking to the Gold Money Market account. Motion to approve movement of \$150,000 from The Arc's general checking

account to the Gold Money Market Account made by Lynn T. and seconded by Jacquelyn F. Passed unanimously.

**Old Business:**

- **Committee Reports – Personnel Committee:** Dawn was thanked for her time and input during the recruitment, interviewing and hiring of the Director of Supported Living!

**New Business:**

- **Arc California Board Representative:** Each chapter can designate a representative to serve on the Arc California Board. The Board requested that Karyn contact former Board Member, Suzette, to ask if she would like to resume service on the Board of Arc California to represent our chapter. Dawn has volunteered to do it if Suzette declines.
- **CARF Accreditation Renewal:** Our CARF accreditation expires on December 31<sup>st</sup>, 2021. We have received the highest accreditation through CARF for the past 26 years. We typically seek accreditation for both community and employment services. Accreditation in employment services is required to keep our contract with the Department of Rehabilitation. The total cost involved with the re-survey process is approximately \$9,000. Motion to seek re-accreditation by CARF made by Jacquelyn F. and seconded by Lynn T. Passed unanimously.

**Upcoming Events:**

- **Spring ArCreations Art Show and Sale:** *Stay tuned for dates and more information!*

**Public Comment:** There was no public comment.

**There was a closed session at 6:25 PM to discuss Employment Salary and Benefits. The Board meeting resumed at 6:33 PM. Direction was given to the Executive Director.**

Motion to adjourn the Board meeting at 6:35 PM made by Lynn T. and seconded by Joe B. Passed unanimously.