

The Arc of Amador & Calaveras  
**Board Meeting Minutes**  
**March 29<sup>th</sup>, 2021**

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

**BOARD:**

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

**ABSENT:**

**MANAGERS:**

Karyn Gregorius, ED  
Kim Vinciguerra, Director

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

Motion to approve the Agenda made by Jacque F. and seconded by Lynn T. Passed unanimously.

Motion to approve the February 22, 2021 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:** There were no questions in regards to Jerry's report.

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

**Amador:** Kim shared excitement over the new butterfly garden at the Amador Day Program, as well as the goodie bags that are being sent out to homes during visits. Jacquelyn F. asks if someone makes the masks that are included in the monthly goodie bags, Kim said she orders them from Amazon. There were no questions in regards to Kim's reports.

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

**Executive Director:** There were no questions in regards to Karyn's report.

- **Notice of Privacy Practices** – The document about how we use people's information and their protected information rights was reviewed and discussed. We're considered a business associate. Motion to approve the Notice of Privacy Practices for Protected Health Information made by Dawn B. and seconded by Jacquelyn F. Passed unanimously.

- **HIPAA Policy** –The revised HIPAA policy which includes a reference to the Notice of Privacy Practices was reviewed and discussed. Motion to approve the revised HIPAA Policy made by Lynn T. and seconded by Dawn B. Passed unanimously.
- **Strategic Technology Plan** – The 2021 Strategic Technology plan and 2020 Technology Plan Summary were reviewed and discussed. It was noted that the use of technology and the purchase of devices increased greatly this past year due to the pandemic. Motion to approve the 2021 Strategic Technology Plan made by Jacquelyn F. and seconded by Lynn T. Passed unanimously.
- **Therap Software Policy** –The process of setting up Therap has begun in some programs in order to be prepared for electronic visit verification which includes some electronic documentation and use of \ electronic signatures for documentation. The Therap Software policy was reviewed and discussed. Motion to approve the Therap Software Policy made by Dawn B. and seconded by Jacquelyn F. Passed unanimously.
- **COVID-19 Protection Plan** – Discussion took place regarding surveillance or response testing employees for COVID 19. The revised COVID 19 Protection (Mitigation) Plan includes response testing (testing in response to COVID exposure). Fifty percent of staff have chosen to get vaccinated, we are assisting some consumers in getting vaccinated if they choose to do so, and we are unsure at this time what role vaccinations will play in day program facility re-opening. Motion to approve the revised COVID-19 Protection Plan made by Graciela H. and seconded by Jacquelyn F. Passed unanimously.
- **Medication Monitoring Policy** – This policy relates to our Supported Living Program. We assist with management of medications. We are here to help monitor medications, however, we do not administer medication. There have been a lot of medication errors (consumer self-administration) and pharmacy errors which we have to file a number of Serious Incident Report (SIR) for in the past few months. We have worked with Valley Mountain Regional Center to revise this policy to address these types of errors. Motion to approve the Medication Monitoring Policy made by Lynn T. and seconded by Jacquelyn F. Passed unanimously.

**Treasurer's Report/ Financials:** There were no questions in regards to the Treasurer's report. Motion to approve the February 2021 financials, subject to audit, made by Jacquelyn F. and seconded by Lynn T. Passed unanimously.

- **Investment Report** – Investment balance is going up!
- **Re-Investment of CD** – Our CD at Umpqua is set to mature on April 8<sup>th</sup>, 2021. Interest rates are very low right now. Discussion on options took place. Motion to roll the CD into a 1-year CD at Umpqua Bank made by Jacquelyn F. and seconded by Lynn T. Passed unanimously.

**Committee Reports:** Nothing to report.

**Re-Roofing at the Calaveras Building:** Bids for the replacement of the roofs at the San Andreas location were received and reviewed. All Sierra Roofing was selected as the contractor. Motion to approve the roofing projects at the Calaveras building made by Lynn T. and seconded by Jacquelyn F. Passed unanimously.

**New Business:**

2021-2022 Membership Dues were reviewed and discussed. Motion to keep the membership dues the same as last year for the 2021-2022 Membership year made by Jacquelyn F. and seconded by Lynn T. Passed unanimously.

**Upcoming Events:**

**The Ability Experience (PUSH)** – June 15<sup>th</sup>, 2021: Hard to tell if we'll be able to have that big of a gathering due to the Pandemic. The riders don't have a place to stay overnight and Karyn has been assisting them in trying to figure a plan out.

**Public Comment:** None.

Motion to adjourn the meeting at 6:18PM made by Lynn T. and seconded by Dawn B. Passed unanimously.

