

The Arc of Amador & Calaveras
Board Meeting Minutes
July 26th, 2021

This meeting was held at the Amador Campus in Sutter Creek and remotely.

BOARD:

Jonathan Zahodne
Lynn Thompson
Eric Figel
Jacquelyn Fletcher
Carol Smith
Grant Reynolds
Dawn Burcio
Graciela Hurtado
Josef Bisagno

ABSENT:

MANAGERS:

Karyn Gregorius, ED
Lurali Moore, DoO
Linda Radcliff, CFO
Kim Vinciguerra, Director of Amador

Meeting called to order by Jacquelyn F. at 5:39 PM.

Board member applicant, Carol Smith introduced herself. Motion to approve Carol S. as a Board member made by Dawn B. and seconded by Graciela H. Passed unanimously.

Motion to approve the Agenda made by Grant R. and seconded by Lynn T. Passed unanimously.

Motion to approve the June 28th, 2021 Board meeting and Annual Membership Meeting minutes made by Lynn T. and seconded by Grant R. Passed unanimously.

Managers Reports:

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

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

Supported Living: Karyn gave an update on Supported Living Services. All but 6 consumers have transitioned to other Supported Living Service providers. Delisia, the Supported Living Coordinator has accepted a Community Specialist position at the Calaveras Day program and will be officially transferring there beginning August 16th. Jerrell can reasonably manage the remaining 6 consumers until they transition out and Delisia will be available as a resource, if needed.

Amador: Kim shared that things are going smoothly as the second week of Day Program being open begins! It is great to see everyone once again. Consumers are currently coming two days a week for a half day, and starting next week consumers will be coming two days a week for a full day. Staff are practicing protocol and assisting in temperature checks and COVID-19 symptom questionnaire's daily as consumers enter the building. Everyone is cooperating and wearing masks and happy to be back! There were no questions in regards to Kim's report.

Director of Operations: Lurali gave a few updates, we have hired two new staff members as well as transitioned two staff to different positions. We have had two resignations (retirement and moving out of state) and will be hiring. Re-opening Day Program in Calaveras was a little challenging as we had our first COVID-19 positive case in a staff member just prior to opening. All staff were tested immediately and came back negative. There are 40% of staff vaccinated in Calaveras, 81% vaccinated staff in Amador. We have received a couple of grants, one from Bank of America and one from PG&E. We had a great month overall. There were no questions in regards to Lurali's report.

Executive Director: Karyn shared that we had a big Zoom meeting prior to opening in which we had 84 attendees!! VMRC staff, transportation providers, consumers and their family members, and Arc staff were present. It is so good to have consumers back in the building. We are following our COVID Prevention/Mitigation plan: practicing social distancing, staggered days, and masking guidelines, etc. as we re-open. We are busy preparing for CARE, they are doing a virtual accreditation using Microsoft Teams. Karyn shared news that Amador Director of Services – Kim V. will be retiring from her position as Director of Services towards the end of year. She would like to stay with The Arc as a supplemental employee. Karyn thanked Kim for her dedication and leadership of the Amador team over the past 15 plus years. There were no questions in regards to Karyn's report.

Treasurer's Report: Linda shared that our revenue is close to projections. Payroll costs are down and maintenance costs are up due to our quarterly vehicle inspections/maintenance that occurred last month. Our Edward Jones investment fund is up. Motion to approve the June 2021 Financials subject to audit made by Grant R. and seconded by Lynn T. Passed unanimously.

Renewal of CD – We have a secured line of credit tied to a 5-year CD that is set to mature in October. Karyn consulted with the board about renewing the line of credit of \$80,000. We are unlikely to use it, but it is good to have a secured line of credit available for emergencies. Motion to renew the CD secured line of credit made by Dawn B. and seconded by Lynn T. Passed unanimously.

Old Business:

Committee Renewal –

- **Audit Committee:** Grant R. and Dawn B. have volunteered to be part of this Committee.
- **Finance Committee:** Jacquelyn F. and Grant R. have volunteered to be part of this Committee.
- **Personnel Committee:** Dawn B., Jacquelyn F. have volunteered to be part of this Committee with Grant R. and Josef B. volunteering to be alternates.

New Business: Language of the Proposed By-Law Revision was reviewed: This revision clarifies that the Board wishes to offer remote or phone-in options for Board meeting attendance. We have more options now with Zoom to allow us to be able to do this. We can purchase a bigger monitor for the computer or other technology, if necessary. Motion to approve the language of the Proposed By-Law Revision made by Lynn T. and seconded by Dawn B. Passed unanimously. The by-law revision proposal will be mailed to all Arc members with a ballot to vote for or against it. Two-thirds of the members will need to accept the revision for it to be adopted.

The Board agreed to have the Board Orientation via Zoom set on August 30th, 2021 at 5:30 PM. Board Orientation packets will be mailed to the Board Members.

Upcoming Events:

Board, Staff, Volunteer Appreciation Banquet – TBD, Karyn will talk with Bart and Mara at Mel's.
Annual Winter ArCreations Art Show & Sale / 50th Holiday Raffle – December 4th, 2021 (The art show may be cancelled if COVID-19 cases are still very active in our communities).

Public Comment: None.

Motion to adjourn the meeting at 6:20 PM made by Lynn T. and seconded by Dawn B. Passed unanimously.

