

The Arc of Amador & Calaveras

Board Meeting Minutes

September 27th, 2021

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

BOARD:

Jacquelyn Fletcher
Eric Figel
Grant Reynolds
Carol Smith
Josef Bisagno

ABSENT:

Jonathan Zahodne
Lynn Thompson
Dawn Burcio
Graciela Hurtado

MANAGERS:

Karyn Gregorius, ED
Linda Radcliff, CFO
Ileshia Knigge, Director of SEP
Ericka Beltran, Director of Calaveras

Meeting called to order by Jacquelyn F. at 5:34PM.

Motion to approve the Agenda made by Grant R. and seconded by Josef B. Passed unanimously.

Motion to approve the July 26th, 2021 meeting minutes made by Grant R. and seconded by Carol S. Passed unanimously.

Managers Reports:

Calaveras: We are in the third week of day program being reopened. Groups of staff and clients are split into A and B groups. A group comes in Mondays and Tuesdays, B group comes in Wednesdays and Thursdays, with staff alternating every other Friday (no consumers on-site on Fridays). Consumers are working on Diamond art and hopeful for a Spring ArCreations! Art Show and Sale. There were no questions in regards to Ericka's report.

Supported Living: There was no Supported Living Report this month. After September 30, 2021, only two Supported Living consumers will be left to transition.

Supported Employment: The SEP staff have been busy the past couple of months. Ileshia shared that there are currently 11 job postings with 2 consumers looking for work. Five consumers have chosen to transfer/change to new jobs. At the end of this month there will be no more consumers receiving alternative services thru Supported Employment. There were no questions in regards to Ileshia's report.

Amador: 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: The Arc's received a notice of non-renewal from NIAC for the business property insurance due to the facilities being located in wildfire areas. Winton-Ireland, Strom and Green (WISG) Insurance is exploring options including the California Fair Plan and will have available options to us 30 days prior to renewal. Our policy is up for renewal on December 11th, 2021. There were no questions in regards to Karyn's report.

MOU for Antigen Testing: We have been offered the opportunity to partner with the California Department of Public Health in providing BinaxNow Antigen COVID-19 Tests. The partnership will assist The Arc day programs in compliance with the requirement for weekly testing of unvaccinated staff and

response testing. A MOU needs to be signed. Karyn, Lurali and Jessica are designated as the primary staff to be trained to conduct the testing. Other personnel can be trained later. Motion to give Karyn the authority to sign the MOU for Antigen COVID-19 testing made by Grant R. and seconded by Carol S. Passed unanimously.

Umbrella Insurance Policy: The board reviewed options to add an Umbrella Insurance Policy. Motion to approve a 6-million-dollar Umbrella Insurance Policy (without the Terrorism Coverage option) made by Grant R. and seconded by Carol S. Passed unanimously.

California Relief Grant Application: The Arc qualifies to apply to the California Relief Grant program. It would cover the reimbursement of utility costs, medical coverage and other COVID related costs up to \$25,000. Motion to authorize Karyn to complete the application for the California Relief Grant made by Grant R. and seconded by Carol S. Passed unanimously.

2020-2023 Strategic Plan Revision: One small revision to The Arc's 3-year strategic plan was recommended regarding the language on the sale of the lone property. "The sale of the property will be reviewed annually". Motion to approve the revision in the 2020-2023 Strategic Plan made by Grant R. and seconded by Carol S. Passed unanimously.

AC Surge Protector Bid: Aire Serv came out to do routine maintenance on our air conditioning units and they recommended we put a power surge protector on the six units in case of a power outage or power surge. Motion to approve the AC surge protector bid made by Grant R. and seconded by Carol S. Passed unanimously.

Treasurer's Report: Regional Center revenue was down this month partially due to the Supported Living program phasing out. Expenses are also down but our investment is doing better. Motion to approve the July 2021 and August 2021 financials subject to audit made by Grant R. and Carol S. Passed unanimously.

Update to Account Signers on El Dorado Savings, Umpqua and Edward Jones Accounts (checking, savings, CD line of credit, CDs and investment): Marilyn S. will be removed as a signer on the accounts. Dawn B. will be added as a signer on the accounts. Motion to approve the replacement of Marilyn S. with Dawn B. on The Arc's El Dorado Savings, Umpqua (including line of credit) and Edward Jones accounts made by Grant R. and seconded by Carol S. Passed unanimously.

Investment Report: The investment portfolio posted an increase in July and August.

Old Business:

Umpqua CD and Line of Credit Renewal: The interest rate of a 1-year CD at Umpqua Bank is 0.15% right now. Renewing for a short period of time (1 yr. vs 5 yrs.) will allow The Arc to keep the CD secured line of credit while waiting for interest rates to increase. Motion to approve a 12 month term renewal of the Umpqua CD and Line of Credit made by Grant R. and seconded by Carol S. Passed unanimously.

Bylaws Revision: We needed 57 votes from our members and we received 58 back which is enough to pass the Bylaws revision. Jacque F. and Joe B. verified the votes. Motion to approve the Bylaws revision made by Grant R. and seconded by Carol S. Passed unanimously.

Committee Reports:

Audit Committee – The on-site portion of the audit is tomorrow, September 28th. Dawn B. and Grant R. are on the Audit Committee.

Finance Committee – The Finance Committee members met with the Edward Jones Financial Advisor for the annual portfolio review. An adjustment was made to move \$7500 from stocks to bonds to improve performance. The portfolio is performing well overall and is within the scope of The Arc's Investment Policy.

Personnel Committee – The Personnel Committee met and completed Karyn's performance evaluation. Thank you Karyn for your initiative and your creativity! You put a lot of time and effort in keeping people safe, keeping services running and keeping the finances on track during the ongoing Pandemic. We are thankful and appreciative of all you do Karyn, thank you!!

Upcoming Events:

All in-person events have been postponed due to the Pandemic. We will keep everyone updated as things change.

Public Comment: No public comment.

Motion to adjourn the meeting at 6:30pm made by Grant R. and seconded by Josef B. Passed unanimously.

