

The Arc of Amador & Calaveras
Board Meeting Minutes
November 29th, 2021

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

BOARD:

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

ABSENT:

Carol Smith

MANAGERS:

Karyn Gregorius, Executive Director
Linda Radcliff, Chief Financial Officer
Kim Vinciguerra, Amador Director
Ericka Beltran, Calaveras Director

Meeting called to order by Jacquelyn F. at 5:31 PM.

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

Motion to approve the October 25th, 2021 meeting minutes made by Dawn B. and seconded by Lynn T. Passed unanimously.

Managers Reports:

Calaveras: Everything is going really well, everyone has fallen into a good routine and pattern now that day program has been up and running for quite a while. Ericka shared that she has not received many complaints and encourages patience for those questioning when certain state, federal and local COVID-19 related restrictions will ease or lift. Everyone is getting in the spirit and ready for the holidays! There were no questions in regards to Ericka's report.

Supported Living: The Arc's contract to provide supported living services expires tomorrow, November 30, 2021. All consumers have transitioned to their new service providers. Jerry was commended for his dedication and hard work in making sure we finished our contract strong and that all consumers received quality care up to their transition dates. Thank you Jerry!

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

Amador: This will be Kim's last Board report; Jerry takes over as Director for Amador beginning in December. She thanked the Board for their years of dedication and support. Kim plans to stay on as a supplemental employee but is retiring from being Director of Amador. She shared how she's loved each job she's been able to do here at The Arc and it's been pleasant training Jerry and Amanda throughout this transition. The board thanked Kim for her hard work and leadership and the wonderful presence she brings to The Arc each and every day. She is wished all the best in her next chapter. 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: Karyn thanked and congratulated Lurali, Kim, Ericka, and Ileshia for a great CARF review, everyone worked really hard to prepare for the survey and we are on track to be approved for a 3-year accreditation with only one recommendation from CARF. Good job to everybody for making The Arc spectacular!! There were no questions in regards to Karyn's report.

COVID-19 Vaccine Mandate Update – Tomorrow is the last day before our Vaccine Mandate goes into effect. We currently have 35 employees plus 2 vacancies, with 26 staff vaccinated and 9 unvaccinated with religious exemptions. We are currently 74% vaccinated. All vaccine accommodation requests have been granted as this does not pose a hardship for The Arc at the moment. The Arc is doing weekly COVID testing of employees who are not vaccinated. We did not lose any staff due to the Vaccine Mandate (yay!!!) and we will look into it monthly to assess if we can continue with testing without hardship. We have been able to not spread COVID-19 within The Arc, all positive COVID-19 cases we have endured have originated off-site and we have followed our protocols which have allowed us to keep it from coming into the building and spreading amongst others.

5310 Grant Application – We would like to start the application process for the 5310 Grant. In the past, we have received grants for wheelchair accessible mini-vans as well as grants for operating assistance. We currently have one 2012 regular van and one 2013 wheelchair accessible van that could be replaced. We are asking for replacement of the one wheelchair van as well as operating assistance. Motion to approve a board resolution that would authorize Karyn to apply for and carry out all conditions of the 5310 Grants made by Lynn T. and seconded by Grant R. Passed unanimously.

Performance Improvement Plan – This plan's purpose is to show different ways of how we're monitoring what we're doing and receiving consumer feedback. We have created a Consumer Exit Survey for those exiting our programs. Motion to approve the Performance Improvement Plan made by Grant R. and seconded by Lynn T. Passed unanimously.

Holiday Closure Schedule – At VMRC meeting last week, it was discussed there is a closure schedule problem. The New Year's holiday falls on a Saturday, federally it will be recognized on the Friday before, December 31st. VMRC is choosing to follow the Lanterman Act recommendation and close on Monday, January 3rd in observance of the New Year's holiday. Our current Holiday schedule shows staff off on Friday, December 31st and program open on Monday, January 3rd. We will not be able to bill for services Monday, January 3rd since it is now a VMRC closure day. Karyn's recommendation is that we follow our current holiday schedule and keep Friday, December 31st off as a staff holiday since there are no consumers onsite due to the COVID modified attendance schedule and staff can work on Monday, January 3rd without consumer's on-site since it is a non-billable day. After some discussion, the board agreed that we should keep the current holiday schedule.

Insurance Renewal – The December 2021 to December 2022 commercial liability and property insurance proposals were reviewed and discussed. Fortunately, we are able to renew most of our insurance package with the Nonprofit Insurance Alliance of California (NIAC) and NIAC can partner with another carrier to offer a separate policy that will cover the property portion that was dropped due to

the wildfire risk. The wildfire risk put us in a different insurance pool making the cost of coverage much higher. There is an option to reject coverage for acts of terrorism that will save some premium costs. NIAC's proposal was the best of the proposals submitted by our broker. There was a discussion on what might be covered under Terrorism Coverage and the board agreed to reject the Terrorism Coverage at this time. Karyn will research information on the Terrorism Coverage portion and bring it back to the Board. Motion to approve to NIAC's commercial liability and property insurance proposals rejecting the Terrorism coverage made by Grant R. and seconded by Dawn B. Passed unanimously.

EMPLOYERS Worker's Comp Insurance – The workers' compensation insurance renewal proposal for the upcoming year was reviewed. We're happy with the current worker's comp carrier and no other carriers applied. Motion to approve the renewal of Worker's Comp Insurance through EMPLOYERS made by Dawn B. and seconded by Lynn T.

Treasurer's Report/Financials: Financials look really good this month. The COVID-19 Relief Grant as well as the 5310 Grant reimbursement were included in this month's financials. The Edward Jones investment account showed a gain. Motion to approve the October 2021 financials subject to audit made by Lynn T. and seconded by Graciela H. Passed unanimously.

Old Business: There was no old business to discuss.

New Business: Our 50th Annual Holiday Raffle is this weekend. We are participating in Giving Tuesday on November 30th.

Public Comment: None.

Motion to adjourn the meeting at 6:17PM made by Dawn B. and seconded by Lynn T. Passed unanimously.