

The Arc of Amador and Calaveras

Board Meeting Minutes

January 31st, 2022

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

BOARD:

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

ABSENT:

Carol Smith

MANAGERS:

Karyn Gregorius, ED
Lurali Moore, DoO
Ileshia Knigge, Director of SEP

Meeting called to order at 5:34 PM.

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

Motion to approve the November 29th, 2021 Board 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: Ileshia shared that her team is back on track with two folks transitioning out of high school as well as four people currently looking for work and filling out online applications. There were no questions in regards to Ileshia's report.

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

Director of Operations: Lurali shared that we raised just shy of our goal of \$5,000 with raffle ticket sales in December. We've received some good grants recently and she shared a photo of our Celebration Tree we have in the Admin office. Jonathan Z. had a question in regards to the Annual Vehicle Incident Report and gave suggestions of proper tie downs for bins in the back of the recycling truck. There were no other questions in regards to Lurali's report.

Executive Director: We are going to be recruiting a new staff member in March for the Calaveras Day Program due to an employee who will be going on a leave. One of our potential new hires for the Amador Day Program didn't pass the background check but we have a couple new potential employees going through the pre-employment process at this time. Karyn shared some updates from the past couple of months such as much appreciated grants and donations as well as a 3-year CARF Accreditation. The Arc currently has a lot of at-home COVID-19 test kits to give out if anyone is interested or needs any. We are giving out one kit per person in a household. Jonathan Z. asked Karyn

how to get more COVID-19 tests. She informed him of the process. There were no questions in regards to Karyn's report.

Leadership Development and Succession Plan: There were no significant changes to this plan, just some updates in regards to signatures. Motion to approve the Leadership Development and Succession Plan made by Grant R. and seconded by Dawn B. Passed unanimously.

Cultural Competency Plan: One addition to be made, Lurali participates in the Voting Language and Accessibility Advisory Committees in both Amador and Calaveras Counties. Motion to approve the Cultural Competency Plan made by Dawn B. and seconded by Lynn T. Passed unanimously.

Vaccination, Testing and Face Covering Policy: This is a new Cal/OSHA requirement. It gives us as much flexibility as possible and is in accordance with current health orders and guidance. Jonathan Z. asked how testing is going and Karyn explains how our testing policies work. Jonathan Z. asked how the temperature checks are going and Karyn explained the screening policy that everyone goes through before entering the building. Karyn announces she is aware of the possibility of the COVID-19 Sick Pay returning and has been keeping an eye on the legislation. Motion to approve the Vaccination, Testing and Face Covering Policy made by Dawn B. and seconded by Graciela H. Passed unanimously.

Treasurer's Report/Financials: Financials are looking good, general operating expenses are higher this month due to the CARF Survey. Vehicle expenses were also higher due to our quarterly maintenance. Edward Jones looks great. Motion to approve the November 2021 and December 2021 financials subject to audit made by Dawn B. and seconded by Lynn T. Passed unanimously.

Old Business:

Personnel Committee – We average eight employee separations annually. This year we were above average with 10 employee separations due to the Supported Living Services shutting down, four staff retirements, and one person who didn't make it past their introductory period.

New Business:

Replacement of Pickup Truck - The work truck is used for the recycling crews and to transport larger items between The Arc's facilities. Our current truck is a 2004 Dodge Ram that has 161,000 miles on it. The interior is in disrepair. A proposal was made to replace the truck with a new truck. Lurali and Karyn have been researching newer Dodge Rams that are the same type as what we currently have. Jonathan Z. suggest some dealerships to Karyn and Lurali. Grant R. asked about funding and financials. The Arc has adequate financial resources to support the purchases. Jacquelyn F. asked if the work crews are still going out. Due to COVID-19, only one consumer and one staff are allowed per vehicle due to social distancing but we have continued to do the work crews all throughout the Pandemic. Motion to authorize Karyn to spend up to \$45,000 on the purchase of a new pickup truck made by Lynn T. and seconded by Grant R. Passed unanimously.

Journey of Hope – Our friends at The Ability Experience reached out to see if we would sponsor their lodging and friendship visit again this year. The team is scheduled to arrive in Jackson on June 14, 2022. Last year we sponsored the team's stay at St. Sava where the event is held and we provided a catered

lunch. It was close to \$2,000. This year might be a bit more expensive if we are able to host the traditional BBQ for 100 people. Motion to approve sponsoring the Ability Experience to lodge at St. Sava for Journey of Hope 2022 and to sponsor the friendship visit lunch made by Grant R. and seconded by Lynn T. Passed unanimously.

There was a closed session at 6:15PM to discuss Employment Salaries and Benefits. The Executive Director was given direction and the meeting rejoined at 6:35PM.

Public Comment: There was no public comment.

Motion to adjourn the meeting at 6:37PM made by Lynn T. and seconded by Dawn B. Passed unanimously.