

The Arc of Amador and Calaveras

Board Meeting Minutes

March 28th, 2022

This meeting was held remotely due to the Pandemic.

BOARD:

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

ABSENT:

MANAGERS:

Karyn Gregorius, Executive Director
Lurali Moore, Director of Operations
Ileshia Knigge, Director of SEP

Meeting called to order at 5:33PM.

Motion to approve the Agenda made by Lynn T. and seconded by Carol S. Passed unanimously.

Motion to approve the February 28th Board Meeting Minutes made by Lynn T. and seconded by Graciela H. Passed unanimously.

Managers Reports:

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

Supported Employment: It's been a busy month for the Supported Employment program. Ileshia and her team have finished going through consumer wages to make sure everyone is making the correct minimum wage. They were approved with a VMRC job coach purchase of 160 hours, so Ileshia has been spending more time in the field. There is a new consumer who has been hired at K9 Excel in Jackson, which is a store that makes and sells its own dog food. There were no questions in regard to Ileshia's report.

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

Director of Operations: Lurali shared that we went 14 days without a positive COVID result from anyone so we are no longer required to report to CCL weekly. The Ram 1500 was damaged this month, we have a repair quote and are waiting for the parts to arrive to get it fixed. Also, a van driver jackknifed the trailer into the van but damage was minimal and was able to be fixed during quarterly maintenance. Lurali explained to the Board that when submitting a CalTrans Grant you have to include everything into your application and if you forget something or answer something incorrectly they will not consider your application and you will not get another chance to apply. She shared how proud she is that the applications she and Karyn worked on were acknowledged as being complete. There were no questions in regard to Lurali's report.

Executive Director: It has been a good Spring cleaning month! We have been moving files and cabinets from the Supported Living office over to the administrative storage unit. While the truck is awaiting repair, a bed liner was installed on the truck and mats and seat covers were installed in it as well. We had one Community Specialist leave the Calaveras Community Services program, and are actively hiring for that position. The number of applicants has picked up this round. Interviews are scheduled to begin this Friday. There were no questions in regard to Karyn's report.

Accident/Incident Reporting Policy- There was one addition to this policy that was suggested by CARF. It is the reporting of use of unauthorized possession of weapons, wandering and elopement, unauthorized use and possession of illegal substances, overdose and other sentinel events. Motion to approve the revised Accident/Incident Reporting Policy made by Grant R. and seconded by Dawn B. Passed unanimously.

COVID-19 Update- There are no new developments. The COVID positive numbers in the county are way down. We are hopeful that restrictions will begin to lift and we are expecting Alternative Services to be extended for at least another month.

Notice of Privacy Practices- The Notice of Privacy Practices policy was reviewed and discussed. No revisions were recommended at this time; we will continue to review the policy annually. The purpose of the policy is to show how we use and disclose service and health information. Motion to approve the Notice of Privacy Practices made by Lynn T. and seconded by Dawn B. Passed unanimously.

Strategic Technology Plan- The Board reviewed and discussed the Strategic Technology Plan and reviewed the summary of action from the previous year. Motion to approve the Strategic Technology Plan made by Dawn B. and seconded by Jonathan Z. Passed unanimously.

Treasurer's Report/Financials- We received the CalTrans grant check in February which made our financials very positive. We are having a healthy financial year, operating costs are still down due to modified operations in response to COVID-19 related restrictions. Motion to approve the February financials subject to audit made by Grant R. and seconded by Lynn T. Passed unanimously.

Investment Report- There was small change in value to the positive.

Movement of Funds from the General Checking Account- Large deposits have been made to general checking account in the past couple of months (Caltrans grant, etc.). A recommendation was made to transfer \$200,000 from the general checking account into The Arc's Gold Money Market Account at El Dorado Savings Bank (reserve account). Motion to approve moving \$200,000 from The Arc's general checking account into The Arc's Gold Money Market Account made by Lynn T. and seconded by Jonathan Z. Passed unanimously.

Re-Investment of CD: The Arc's 12-month term investment CD at Umpqua Bank will mature on April 8, 2022. Discussion took place regarding current interest rates. Interest rates are rising very slowly. A recommendation was made to renew for 12 months to give more time to observe the direction rates are going. The Finance Committee will meet with a financial planner in July or August to review the overall performance of The Arc's investments. Motion to approve renewing the 12-month CD term made by Grant R. and seconded by Lynn T. Passed unanimously.

Old Business:

Committee Reports- Nothing to report.

New Business:

Membership Dues- It was discussed that the Membership Dues for 2022.2023 would stay the same, with a Self-Advocate being \$6, Family being \$40, Individual being \$35 and an Organization being \$45. Motion to approve the 2022.2023 Membership Dues made by Lynn T. and seconded by Graciela H. Passed unanimously.

Bringing AT&T Fiber to the Sutter Creek location- AT&T is having a promotion on fiber line installation and service to our Sutter Creek location is finally close enough to be an option. Our Sutter Creek location has been in a "dead spot" for internet service the past several years and we only are only receiving 12MB of service per router. We have three different routers trying to meet the needs of the administrative office and day program and experience issues with the

internet often. With this promotional opportunity we'll be able to get a dedicated line to our building. We were advised by a phone technician that the fiber lines can also be used to upgrade the antiquated phone service that is now costing upwards of \$700 per month. The AT&T proposal was reviewed. The best option seems to be 50MB for \$591 a month. If the 50MB is not enough we can always upgrade to 100MB. Motion to approve bringing AT&T Fiber to the Sutter Creek location and starting with the 50MB per month plan made by Graciela H. and seconded by Dawn B. Passed unanimously.

Upcoming Events:

Running Mule 5K April 6th- Karyn, Lurali, Jessica, Jonathan and Joe B are volunteering at the water station and handing out medals to the runners at the end. Karyn will also be speaking about The Arc. Eric F. volunteered to come and help at the event. If anyone else would like to volunteer, please contact Karyn.

ArCreations! Art Show & Sale May 21st- Will be in person this year, yay!! It will be located in the outside parking lot at the Amador Campus.

The Ability Experience June 14th- Karyn has no updates for this event.

Membership Meeting June 27th- Possibly held remotely.

Giving Tuesday November 29th- Details TBD.

17th Annual ArCreations! Art Show & Sale/51st Annual Holiday Raffle December 3rd- Will be held at the Amador Campus. More details to come.

Public Comment: None.

Motion to adjourn the meeting at 6:27PM made by Lynn T. and seconded by Graciela H. Passed unanimously.