

The Arc of Amador and Calaveras

**Board Meeting Minutes**

**September 26<sup>th</sup>, 2022**

This meeting was held remotely due to the Pandemic.

**BOARD:**

Jonathan Zahodne

Lynn Thompson

Kimo Kamakaalohaamaikalani

Lottie Tone

Graciela Hurtado

Josef Bisagno

Dawn Burcio

**ABSENT:**

Jacquelyn Fletcher

Grant Reynolds

Carol Smith

**MANAGERS:**

Karyn Gregorius, Executive Director

Linda Radcliff, CFO

Jerry Blake, Director of Amador

Ericka Beltran, Director of Calaveras

Meeting called to order by Lynn T. at 5:40PM.

Motion to approve the agenda made by Dawn B. and seconded by Kimo K. Passed unanimously.

Motion to approve the July 25<sup>th</sup> meeting minutes made by Kimo K. and seconded by Dawn B. Passed unanimously.

**Managers Reports:**

**Calaveras:** Ericka shared with the Board that day program is running smoothly and finding new ways to make Recreation fun! There's a Wii bowling tournament event from now until December 5<sup>th</sup>, in which the Calaveras Day Program folks were super eager to join and nearly everyone participated. There were no questions in regards to Ericka's report.

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

**Amador:** Jerry thanked the board for their service. He reported that Amador day program has been pretty busy with consumers completing about 16,000 mailers for the Amador Child Abuse Prevention, getting back into the community and consumers have been spending time at the park and the library. Jerry's been working with Independence High School down the road to see if we can utilize their baseball field and partner with their adult education to get consumers out into the community for some new classes and events. Work crews are going well and consumers have been working on art for our next ArCreations show. Some consumer art is displayed in Jackson at the Heart of Hope event. There were no questions in regards to Jerry's report.

**Director of Operations:** There were no questions in regards to Lurali's report.

**Executive Director:** Karyn congratulated Supported Employment for receiving a \$5,000 grant from Bank of America for the tenth year. There were no questions in regards to Karyn's report.

**Day Program Re-Opening:** Karyn consulted with Amador County Public Health, Valley Mountain Regional Center and Licensing in regard to increasing capacity to facilitate a full return to in-person services. Now that COVID activity has decreased in our counties, the new COVID vaccine and updated flu shots are available, and capacity/distancing restrictions have changed to “shared air” and “to the extent possible” our funders and public health representatives are comfortable with us taking this next step on December 5th. The COVID-19 State of Emergency is still in effect. In order maintain compliance, we will monitor COVID-19 activity in our programs, follow all applicable guidance including masking, hand washing, sanitation, response testing of staff, etc. and maintain the ability to revert to a more restrictive or hybrid model (while Alternative Services are authorized).

The time between now and December 5th can be used to onboard new staff members, finalize daily schedules and allow consumers the opportunity to work with their Valley Mountain Regional Center Service Coordinators to set up transportation.

Remote (Zoom classes) and alternative services would be reduced due to the need to staff in-person services but will continue to be offered Monday through Friday with some remote weekend participation opportunities until the end of funding of Alternative Services. Alternative Services are currently set to end December 31, 2022. Motion to the proposal to increase capacity to facilitate a full return to in-person day program services beginning on December 5<sup>th</sup>, 2022 made by Dawn B. and seconded by Kimo K. Passed unanimously.

**Change of FSA broker to Cal Nonprofits:** Discussed and pre-approved at the Board Orientation/Executive Committee Meeting in August. Motion to approve the change of our FSA broker from BRI to Cal Nonprofits made by Dawn B. and seconded by Lottie T. Passed unanimously.

**Signal Service Revised Contracts:** The new contracts will include upgraded equipment at our Sutter Creek and San Andreas locations. The monthly service will increase to reflect the equipment upgrades. Motion to approve the revised contracts made by Dawn B. and seconded by Lottie T. Passed unanimously.

**Bid to Replace Multi-Function Machine at Sutter Creek Location:** The Ray Morgan Sales Representative provided a bid to purchase a new multi-function machine outright or we can lease to own (the rates are high). The maintenance agreement is the same with both options. Our current multi-function machine has been having a lot of issues and with it being an older model it is difficult and expensive to find parts when there’s a problem. Motion to approve the purchase (no lease) of the multi-function machine at the Sutter Creek location including the maintenance agreement made by Dawn B. and seconded by Kimo K. Passed unanimously.

**CD Renewal Terms and Increase in Line of Credit Amount:** Discussed and pre-approved at the Board Orientation/Executive Committee Meeting in August. We can have a larger amount of credit line, increasing from \$80,000 to \$100,000. The new CD term is a 13-month CD @ 2.75%. Motion to approve the CD renewal terms and increase in line of credit limit to \$100,00 (Dawn B. Jacque F. and Karyn will be signers) made by Dawn B. and seconded by Kimo K. Passed unanimously.

**Transfer of Funds from the General Checking Account to the Edward Jones Investment Account:**

Discussed and pre-approved at the Board Orientation/Executive Committee Meeting in August. The Finance Committee recommended moving \$150,000 from the general checking account to the Edward Jones investment account. Motion to approve the transfer of funds made by Dawn B. and seconded by Lynn T. Passed unanimously.

**Treasurer's Report/Financials:** Linda shared that the audit is wrapping up. She was thanked for all of her work on the audit and throughout the year. Motion to approve the July and August financials (subject to audit) made by Josef B. and seconded by Dawn B. Passed unanimously.

**Old Business:**

**Audit Committee:** The auditors will present to the Board at the next Board meeting on October 24<sup>th</sup>.  
**Finance Committee:** The finance committee met with Danelle from Edward Jones on August 23, 2022.  
**Personnel Committee:** The Personnel Committee will complete the Executive Director's Performance Evaluation this month.

**New Business:**

**Dignity Health Grant Application:** Karyn has been in contact with Common Ground Senior Services and HorseSpeak Center for Personal Development in regard to partnering up to apply for the Dignity Health Grant. The grant funds would be used to get consumers out in the community post-COVID. Motion to approve The Arc acting as the lead organization on the Dignity Health Grant made by Dawn B. and seconded by Jonathan Z. Passed unanimously.

**Amador CHP 5K Fundraising Event – April 2023:** The Amador County CHP wants to designate The Arc as the beneficiary of their 5K fundraiser. The goal of the fundraiser is to raise funds for a new computer lab at the Amador Day Program. Motion to approve The Arc as the beneficiary of the CHP 5K Fundraising Event made by Dawn B. and seconded by Kimo K. Passed unanimously.

**Upcoming Events:**

Board/Staff Appreciation Banquet - Postponed due to the Pandemic.  
ArCreations Art Show and Sale -- Postponed due to the Pandemic  
Giving Tuesday – Tuesday November 29<sup>th</sup>  
Annual Holiday Raffle – December 3<sup>rd</sup>

**Public Comment:** There was no public comment.

Motion to adjourn the meeting at 6:15PM by Dawn B. and seconded by Kimo K. Passed unanimously.

