

The Arc of Amador and Calaveras

Board Meeting Minutes

January 30, 2023

This meeting was held remotely due to the Pandemic.

Board:

Kimo Kamakaalohaamaikalani
Jonathan Zahodne
Jacquelyn Fletcher
Lottie Tone
Carol Smith
Grant Reynolds
Dawn Burcio
Josef Bisagno
Graciela Hurtado

Absent:

Lynn Thompson

Directors:

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

This meeting was called to order at 5:32pm by Jackie F.

Motion to approve Agenda made Dawn B. /seconded by Kimo K./ Passed unanimously.

Motion to approve the November 28, 2022 board meeting minutes made by Dawn B./seconded by Kimo K./Passed unanimously.

Managers reports:

Calaveras: There were no questions on Ericka's report.

Supported Employment: Ileshia talked about Supported Employment services and how proud she is of Brett A. for graduating from Supported Employment. Jackie F. then asked about the requirements for graduation, and Ileshia explained that any Consumer can graduate at any time. They set their own goals, and can graduate from services once that goal has been reached. The Board was appreciative of Ileshia taking the time to explain the steps required for graduation, as well as her taking the time to share who graduated recently.

Amador: There were no questions on Jerry's report.

Director of Operations: Lurali spoke to the board about our new hires, and about the 5K Run Fundraiser being put on by CHP, benefiting The Arc. She expressed lots of excitement over the event and our *winning* team, "The Arc Striders". The event will take place on April 30th, at Rombauer Vineyard in Plymouth. She also shared the wonderful news of raising \$4,280 on our 51st Annual Raffle, back in December.

Executive Director: Karyn welcomed everyone to the First Board Meeting of the year and spoke about the following;

- Workers Compensation Insurance renewed (January). Liability and property insurance renewed. (December).
- Facilities weathered the storms really well.
- Grant/donation came in from the Enterprise Foundation.
- Kimo K. asked Karyn about the continued practice of masking for COVID at the day programs. Karyn gave an update on the current licensing, OSHA and public health orders relating to the ongoing COVID 19 Pandemic.
- **Review/approve Leadership Development and Succession Plan:** Motion to approve Leadership Development and Succession Plan made by Jackie F. and second by Dawn B. Passed Unanimously.

- **Review/approve Cultural Competency Plan:** Motion to approve Review/approve Cultural Competency Plan made by Kimo K. second by Carol S. Passed Unanimously.
- **Review/approve revised Cell Phone Policy:** Motion to approve the revised Cell Phone Policy made by Kimo K. and second by Jonathan. Passed Unanimously.

Treasurer's Report:

- **Review/approve Arc November 2022 and December 2022** financials (approve subject to audit). Motion to approve made by Dawn B., second by Graciela H. Passed unanimously.

Old Business:

- **Personnel Committee – Review Annual Staff Turnover Report.** Karyn went over the report with the board, including trends and comparisons to previous years. There was average turnover this year. Board had no further questions regarding the report.

New Business:

- **Review/approve Journey of Hope lodging & friendship visit sponsorship.** The Annual Journey of Hope cycling event and friendship visit is scheduled to take place on Tuesday, June 13, 2023. The team asked if The Arc could sponsor the friendship visit and lodging again this year. Karyn reviewed the previous sponsorship costs and grants received from The Ability Experience. Motion to sponsor the Journey of Hope Friendship Visit and the lodging if the same lodging arrangements are available at St. Sava made by Joe B., seconded by Kimo K. Passed unanimously.

6:05pm – 6:23 Closed Session Employment Salaries and Benefits

The Executive Director was given direction on employment salaries and benefits. The 2023 Employee Handbook was approved. Motion to approve to the proposed 2023 Employee Handbook made by Dawn B. Seconded by Kimo K. Passed unanimously.

Public Comment: There were no public comments.

Adjournment: Motion to adjourn the meeting made by Dawn B. at 6:25pm. Seconded by Josef B. Passed unanimously.