

Humboldt Community Access and Resource Center Board Meeting

HCAR Board Meeting minutes

February 23, 2022

In-person attendance: Beth Gin; Board Vice President, Kerry Walker; Board Member, Kim Nash; Executive Director, Kimiko McNeill; Board Member; Pennie Lee; Executive Assistant

Zoom attendance: Vivian Deniston ; Board President, Sarah LeGar; Board Secretary, Cary Frazee; Board Member, Nicole Kita, Ronda Dias

Not in attendance: Rachel Engleman; Board Member, Rachel Griffith; Board Member

Next meeting: March 23, 2022, 5:30 p.m., Location HCAR Administration Building

1. Call to Order

The regularly scheduled meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on February 23, 2022 at 5:30 PM.

Board members and others present introduced themselves.

2. Approval of Agenda.

Beth Gin motioned to approve. Kimiko McNeill seconded. The board voted to approve the agenda as submitted.

3. Approval of Minutes.

Beth Gin motioned to approve. Kimiko McNeill seconded. The board voted to accept the meeting minutes as submitted.

4. Community Input. No community input was heard.

5. Financial Report. Board members reviewed the audit report and were pleased with the findings. Kim reviewed the audit report with the board. She also reviewed the Accounting Policies and Procedures with the board regarding the fiscal efficacy of the organization. **Cary motioned to approve the audit report. No discussion heard. The board voted to approve the audit report.**

The board reviewed the tax return.

6. Executive Director's Report. Kim started her Executive Director's report to share with the board that she has extended a job offer to a new Fiscal Director to take interim Fiscal Director, Stephanie Witzel's place. Kim continued with her report by sharing with the board that program staff will be beginning to participate in trainings on person-centered thinking principles. There was some explanation by Kim on hiring processes and some future revisions to hire documentation that may take place. With February being Black History Month, Kim shared

with the board some information on Lois Curtis, a woman with an intellectual disability who had been forced to live in an institution who learned to fully care for herself and live independently, and the Olmstead Act, an act opening the right to live in the community as a person with a disability. Kim's goals were shared with the board members, as well as updates on technology for all sites. Kim reviewed the California Public Health Directive from September 29th regarding COVID prevention and vaccination requirements. HCAR has purchased another batch of rapid COVID tests for individuals who need to test weekly due to exemptions and for any individuals who may have been exposed or experiencing symptoms. HCAR staff has been encouraged to fill out the form online to receive the free COVID tests or to go to public health testing sites. Kim is working on development of procedures to meet EVV (Electronic Visit Verification) requirements. We may need to investigate staff getting tablets to meet these requirements. Kim shared that Chris Miller has begun working an individual who is interested in participating in the Self-Determination program. Staff trainings using Open Futures Learning are beginning in April.

7. Committee Reports.

- a. Membership/Fundraising Report was given by Sarah LeGar. Sarah asked for clarification on what items are needed per program and/or what are our fundraising goals. Kim explained that the biggest needs for fundraising are Canvas and Clay Gallery and Bay Center. We are still waiting on funding approvals for grants that were submitted in December for \$400,000 for Bay Center and \$300,000 for Canvas and Clay Gallery. One item that was specifically noted by Kim that would be useful is a generator for each site due to power outages that could affect programs running effectively. Another item that could be important to The Studio would be a kiln for ceramics which can be very expensive and time consuming for staff. Sarah asked a question about what the membership committee should be focusing on. Kim reminded the committee that the membership donation was a small fee that gave members a stake in making certain decisions, they were given a vote in certain situations, and a pool in which to find board members. In past years, there was also a membership dinner or luncheon that has held as a benefit of being a member of HCAR. The board has some discussion about recruiting a client as a board member.

8. Other/Old/New Business.

- a. Beth Gin brought up the idea of a Press Release regarding the changes at HCAR and the new Executive Director, Kim Nash. Chris Miller, Nicole Brown, and Beth Gin will work on the press release together.

9. Adjournment.

The meeting was adjourned at 7:30 PM.