

Humboldt Community Access and Resource Center Board Meeting

HCAR Board Meeting minutes

April 27, 2022

In-person attendance: Kim Nash; Executive Director, Vivian Deniston; Board President, Beth Gin; Board Vice President, Sarah LeGar; Board Secretary, Rachel Griffith; Board Member, Cary Frazee; Board Member,

Zoom attendance:

Not in attendance: Kerry Walker; Board Member, Stephanie Witzel; Fiscal Director

Next meeting: May 25, 2022, 5:30 p.m., HCAR Admin 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 April 27, 2022 at 5:30 PM.

2. Approval of Agenda.

Beth Gin motioned to approve the agenda. The board approved the agenda as submitted.

3. Approval of Minutes.

Beth Gin motioned to approve the agenda. The board approved the agenda as submitted.

4. Community Input. None was found.

5. Financial Report. Per last meeting, Stephanie Witzel, Fiscal Director, will be doing her updates quarterly. Kim shared that HCAR is actively recruiting using online sites and social media to recruit for a new Fiscal Director. HCAR is continuing to make money every month. The new rate increases are coming in and will continue to make a difference for the bottom line.

6. Executive Director's Report. PPE Giveaway collaboration with Regional Center was a success with an incredible turnout. Kim shared that there will not be a roll back of masks, vaccinations, or booster requirements for any agency under the Community Care Licensing umbrella. COVID sick time, up to two weeks, is available to staff who show proof of a positive test to limit exposure. HCAR has many referrals pending, but we are focusing on increasing our staffing to fulfill these needs. We are focusing on quality of service we are providing rather than the quantity. HCBS grant was awarded to HCAR's Bay Center for \$367,000 dollars. This is the largest award that RCRC has received for the Redwood Coast. HCAR was the only provider awarded funds in the Redwood Coast region from the state of California. With this grant, we will be hiring a few certified person-centered trainers to provide all HCAR staff person-centered thinking training, technology and communication systems for the Studio and Bay center, as well

as a personal care vehicle. Kim shared that her goal of budget stabilization and wage increases for employees are completed. Next, she will be focusing on the person-centered training for work service and administration staff; followed by Bay Center and Studio staff. Chris Miller, Director of Training and Advocacy, is beginning his twice monthly staff trainings with, "A Day in the Life". We are continuing to use and update College of Direct support trainings. Kim explained that HCAR is continuing to make progress with updates to their information technology systems and equipment. All HCAR staff is continuing to learn how to utilize their uniform HCAR e-mail and office suite. There is more progress being made with the new HCAR website. We are also continuing to hold meetings and investigate companies to assist with digital payroll systems. Kim and Debi are continuing to review and update performance reviews and evaluations to include step increases. Kim shared that a satisfaction survey for the people we serve, and their families will be coming out in the future but must be revised. Program design revisions are moving forward to include Comprehensive Career Services and Canvas and Clay Gallery immersion. The service design is being revised for Supported Living Services and Independent Living with a focus on the electronic visit verification.

7. Committee Reports.

- a. Executive Committee
- b. Financial Committee
- c. Personnel Committee
 - i. The board reviewed the definition of the Personnel committee.
- d. Membership Committee
 - i. The committee met and discussed the idea of adding an example of what a member donation could buy to donation request materials. The committee also requested a list of current members and status of ordered donation envelopes. A discussion began on the membership dinner that typically takes place in October. Kim will come back with recommendations on amounts for donation letter and ideas on steps for an evening Membership Dinner in October. Sarah will contact Heather at the Times Standard for a spot in the "Know your Nonprofit" section of the paper.
- e. Fundraising Committee
 - i. An idea was brought up about partnering with the Eureka Theatre to have movie nights 2-3 times a year to showcase movies made at the Studio as well as fundraise for HCAR programs. The committee looked into Seeds for Change but applications will not be reviewed until October.
- f. Governance Committee
 - i. Committee is continuing to review the bylaws and will bring more information to the next meeting.

8. Other/Old/New Business.

Alan Cassidy was welcomed as a new HCAR board member. Alan introduced himself and his goals for HCAR.

9. Adjournment. The meeting was adjourned at 7:30 PM.