

Humboldt Community Access and Resource Center Board Meeting

HCAR Board Meeting minutes

May 25, 2022

In-person attendance: Beth Gin; Board Vice President, Sarah LeGar; Board Secretary, Rachel Griffith; Board Member, Cary Frazee; Board Member, Kerry Walker; Board Member, Allen Cassidy, Board Member, Kim Nash; Executive Director, Jenny Randolph; Fiscal Director

Zoom attendance:

Not in attendance: Vivian Deniston; Board President, Allen Cassidy, Board Member

Next meeting: June 22, 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 May 25, 2022 at 5:30 PM.

2. Approval of Agenda.

Cary Frazee added hiring policy to the agenda under New Business. Sarah LeGar motioned to approve the agenda. The board approved the agenda with additions.

3. Approval of Minutes.

Beth Gin motioned an addition to the minutes to include a vote to accept Allen Cassidy's application to the board. The board voted and approved Allen Cassidy's application to become a member of HCAR's Board of Directors. Rachel Griffith motioned to approve the agenda with the addition. The board approved the agenda as corrected.

4. Community Input. Kim shared with the board that a parent of a person we serve was going to reach out regarding the commission fee at The Studio. The board discussed possible changes to the commission, but the ultimate decision will be made at a later date.

Kim shared that Marilyn Cottrell had shown interest in being a board member and will be submitting an application to be voted on for next meeting.

5. Financial Report. Introduction to HCAR's new Fiscal Director, Jennie Randolph. Quarterly report will be available in June.

6. Executive Director's Report.

Kim gave an overview of her Executive Director's report. COVID-19 cases have been rising in the community so the protocols for masking have not changed within HCAR administration and facilities. Kim made the board aware that Humboldt Transit does not require masks due to

lifting of state mandate which means that the people we serve are not required to wear masks while riding on transit.

Kim moved on to share information on the budget. The rates for programs are going to increase in steps over the next four years. Rates for health and safety for Supported Living will also be increasing to help support overtime and double-time. Kim explained that she will begin to review staff wages and working on increases for direct support staff.

Starting July 1st, performance evaluations will begin, and satisfactory staff will receive a step increase. There will be an added element to current evaluations to include a questionnaire for family or person serviced as a portion of direct support staff evaluation.

The contract for HCBS was signed and we will be receiving the \$350,000. These funds will be used to help fold The Studio into Bay Center operations. We are also looking into other buildings for The Studio and Gallery to expand and grow.

7. Committee Reports.

- a. Executive Committee
- b. Financial Committee
- c. Personnel Committee
- d. Membership Committee
 - i. The committee met and discussed about getting a membership list for HCAR and the donation envelopes. The committee will begin planning for the Membership dinner in October.
- e. Fundraising Committee
- f. Governance Committee
 - i. Committee met and reviewed the current bylaws and are coming up with ideas for items to add. The committee is going to bring their suggestions to review with the board. Board members can bring their own suggestions as well.

8. Other/Old/New Business.

The board voted on a resolution to add Jennie Randolph and remove Stephanie Witzel from Coast Central and US Bank accounts. The board approved the motions to add Jennie Randolph and remove Stephanie Witzel from Coast Central and US Bank accounts.

Beth Gin would like to add committee review for next Board Meeting.

Beth Gin would like to discuss at next Board meeting whether the board elections happen in July or January.

Cary Frazee suggested developing a hiring protocol to add to personnel policies.

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