

Humboldt Community Access and Resource Center Board Meeting

HCAR Board Meeting minutes

June 22, 2022

In-person attendance: Vivian Deniston; Board President, Sarah LeGar; Board Secretary, Cary Frazee; Board Member, Allen Cassidy; Board Member, Marilyn Cottrell; Board Member, Kim Nash; Executive Director

Zoom attendance: Rachel Griffith; Board Member

Not in attendance: Beth Gin; Board Vice President, Kerry Walker; Board Member

Next meeting: July 27, 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 June 22, 2022 at 5:30 PM.

2. Approval of Agenda.

Sarah Legar motioned to approve the agenda. Cary Frazee approved the agenda as submitted.

3. Approval of Minutes.

Vivian Deniston asked for clarification on Allen Cassidy's attendance to previous board meeting as it was unclear. Allen Cassidy was not present at May board meeting and minutes were amended to reflect that.

Cary Frazee motioned to approve the minutes with the changes. The board approved the minutes as corrected.

4. Community Input. Kim shared that she has received no input from the community. The HCAR parent that Kim spoke about at the last meeting is pleased that their concerns have been shared with the board and that commission rates are set to increase.

5. Financial Report. Jennie Randolph, HCAR Fiscal Director, was absent. Kim Nash reported on the year-to-date financial report prepared by Jennie. HCAR has about \$125,000 in savings that is separate from revolving revenues. "Rainy day fund" of \$400,000 was put aside in a Coast Central Account to cover organizational expenses in the case of an emergency. There is an additional amount of \$325,000 that has been saved over the last year in US Bank accounts. This amount will be used to assist in pay increases for direct support staff.

6. Executive Director's Report.

Kim reviewed her written Executive Director's report with the members of the board. HCAR is working on compiling previous survey questions and revise to be sent out by the end of July.

This will be used to create the HCAR Annual report for board members to review by end of August.

Board members reviewed the actual program rate increases for the current year and how these will affect HCAR programs in the future. Bay Center has received an increase of \$2.64/day; Comprehensive Career Services received an increase of \$4.10/hr.; Tutor Services received an approximate increase of \$1.71/hr.; Personal Attendant Services received an approximate \$2.02/hr.; OGS received an approximate \$2.06/hr.; Respite Plus received an approximate increase \$1.39 hr.; Transportation for in-program received an approximate increase \$0.09/mile. The Studio and Supported Living Services received no funding increase.

Bay Center, Comprehensive Career Services, and The Studio are all in periods of staff transitioning. HCAR is continuing to grow its team to accept more referrals to all HCAR programs.

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.

HCAR Administration sign votes were counted. Chris Johnson was chosen as first place, Rachelle Aubrey was second place, Holly Sepulda was third place, Liz and David tied for fourth place.

7. Committee Reports.

- a. Executive Committee
- b. Financial Committee
- c. Personnel Committee
- d. Membership Committee
 - i. Kim shared the new donation envelopes with the committee. The committee met and reviewed the membership list and plan on reaching out and sending donation envelopes to the mailing list. Rachel reached out to the Eureka Women's Club regarding renting the space for the membership dinner in October. The rate is \$225.00 for the hall and the kitchen, as well as a \$250.00 check for deposit on cleaning. Rachel will email the rental contract to Kim and Pennie to secure the date. Kim can assist with memo to staff about assisting with the membership dinner. The tentative date and time are the 22nd of October from 6:00 p.m. to 10:00 p.m.

Ideas for membership dinner discussed include:

1. Spaghetti Dinner with vegetarian options
2. Director presentations for each HCAR program during dinner

3. Dinner will be open to current members and anyone who wants to be a member
 4. Dinner will be a \$5-10 sliding scale or based on donation
 5. Raffle with gift baskets
 - a. Humboldt Gift baskets
 6. Donations of wine and cider
 7. Merchandise from C&C Gallery
 8. Display art for purchase at dinner
- 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 discussed the structure of future board committees. This board members will review and come back to next month.

Cary Frazee moved to accept Marilyn Cottrell to the HCAR board. The motion passed and Marilyn Cottrell was accepted the HCAR Board of Directors.

Kim updated the Board of Directors on a new Personnel policy that is being explored. It has been recommended by a contracted attorney to include an arbitration policy in the Personnel handbook. Once it is created and received, Kim will bring it to the board to review.

Sarah Legar will step down as chair of the Personnel committee and Cary Frazee will be chair of the Personnel committee.

9. Adjournment. The meeting was adjourned at 7:50 PM.