



## Board of Directors

### Meeting Minutes

June 26, 2024, at 5:30 p.m.

To be held at HCAR Administration Building  
1707 E. Street, Suite 2, Eureka, CA 95501

**Present and Voting:** Marilyn Cottrell, Board President; Allen Cassidy, Board Secretary; Kerry Walker, Board Member; Cary Frazee, Board Member; Jeannie Smalley, Board Member; Allen “Birdman” Martin, Board Member.

**Zoom Attendance:** KT Livingston, Community Member

**Not in Attendance:** Beth Gin, Board Vice President, Vivian Deniston, Board Member

**Community Members:** Tanya Fugate, Full-Charge Bookkeeper

*Meeting was called to order at 5:37 p.m.*

#### **I. Call to Order**

- a. *The meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on June 26th, 2024, at 5:37 p.m.*

#### **II. Approval/Change of Agenda**

- a. The agenda was approved as submitted.

#### **III. Approval of Minutes from last meeting**

- a. The minutes were approved as submitted.

#### **IV. Community Input (3-minute limit)**

- a. Kim Nash announced the new gallery show on June 1<sup>st</sup> at Arts Alive. It will be called ‘Mystery in the Deep’ and will be in dedication to Chris Johnson who passed away on May 20.

#### **V. Financial Report (Quarterly –August, November, February, May)**

- a. Kim Nash, Executive Director, gave an explanation on how units of service work based on how we are reimbursed based on referrals from RCRC. She shared that this is an important item to note when reviewing our current budget.
- b. Ms. Nash moved on to provide and explain our current organizational budget. This budget is based on last years numbers and include our projected budget for the upcoming year, not actuals. In reviewing the budget, Ms. Nash pointed out that the deficits shown on page 6 is the number that we need to make up each month. Plans for the upcoming year include decreasing expenses and increasing revenue by restructuring

of programs that are struggling. Currently the amount of overtime that is occurring is about half as much as it was last year. The amount saved was able to cover our current liability insurance.

- c. Ms. Nash informed the board that we will need to review and assess our current insurance benefits. Currently, the insurance offered to staff is exceptional but also costly. Questions about this will be included on our staff survey to help inform this decision.
- d. Plans to increase revenue is through increasing billable units and bringing in more client referrals, launching counseling services in August, and growing our pool of artists who want to do art as a career.
- e. Tanya Fugate, Full-Charge Bookkeeper, shared with the board that she has separated out all costs to get a clearer picture of which programs are supporting and sustaining their operating costs. Ms. Nash added that with the Canvas & Clay gallery closing at the end of December, we will continue to serve the same people, but we will be saving over almost \$3,000/month in rental costs. Additionally, a few day programs in our area may be closing due to non-compliance with HCBS which will likely increase client referrals to our Bay Center program.
- f. Cary Frazee, Board Member, requested that a summary of our current insurance options be brought to the next board meeting for the members to review.
- g. Ms. Nash shared that The Studio has about a two year wait to get in, Bay Center also has a waiting list, and referrals for Summit Support has been put on hold while the program is re-stabilized. One of the ways this is being done is through hiring new support workers to reduce overtime, allow for flexibility in schedules, and reduce burn-out and allow for vacations for staff. HCAR working to grow supported living, as well as CCS (Comprehensive Career Services) which will eventually be folded under ILS (Independent Living Services) and will need to grow. Ms. Nash and Ms. Fugate encourage board members to write down or email any questions they may have regarding the budget or current finances. Their emails are [knash@hcarcenter.org](mailto:knash@hcarcenter.org) or [tfugate@hcarcenter.org](mailto:tfugate@hcarcenter.org).

## **VI. Executive Director's Report**

- a. Kim Nash started her Executive Director's report with introducing KT Livingston, who has been working on our newsletter, to present mock-ups of a new HCAR logo. Ms. Livingston presented her proposal and reasonings for rebranding the HCAR logo. Ms. Livingston shared that the hands represent the idea of helping or giving care, the tree represents growth, strength, and evolution, the circle represents wholeness, community, and inclusivity. Members of the board found the triangle aesthetically pleasing and still holds continuity with our current logo. Many members enjoyed the symbolism behind the hands. The board asked the KT to revise a few of the logos and we will bring them back to the July board meeting and decide on the final three for the staff survey.

## **VII. Committee Reports**

- a. Personnel
  - i. No members of the Personnel Committee were present.
- b. Governance
  - i. No new information.
- c. Membership
  - i. No new information.
- d. Fundraising
  - i. Kerry Walker, Board Member, requested clarification on what the top priority for fundraising is. Ms. Walker made it clear that she does not believe that an elevator at HCAR is a priority.
  - ii. Kim Nash recommended that the Board focus on membership tiers, membership meeting ideas, and increasing membership while pushing off fundraising until the following year.
  - iii. Marilyn Cottrell, Board President, had an idea of having a holiday rummage sale with donations from the community that includes an art sale where there may be artists and other staff to talk to people about HCAR. Jeannie Smalley, Board Member, added that we could hold a membership table to encourage people to join the membership.
  - iv. Discussion was held between Ms. Nash and board members about membership tier ideas. Ms. Nash will meet with Allen and Birdman to compile membership tier ideas and bring their ideas for membership tiers back to the board at the July meeting. The Board members agreed to put out a PSA about our new membership tiers after July meeting.
  - v. Ms. Walker presented the idea of using the Fieldbrook Winery as a space for a membership gathering but ultimately decided it was not accessible for the people we support. Board members agreed that the membership meeting should be during the day. At the next meeting, the board will narrow it down to three locations and vote.

## **VIII. Other/Old/New Business**

- a. Employee Handbook review
  - i. Ms. Frazee was pleased with the new employee handbook but wanted to address the lack of a conflict-of-interest policy and the vacation cash-out option. Ms. Nash agreed to review and incorporate language about conflict-of-interest in the new employee handbook. She will review the cash-in-lieu of policy based on legal requirements.

- ii. Ms. Nash and Ms. Fugate will meet to discuss the financial liability of our cash-in-lieu of policy as well as a change recommendation to the next board meeting.
- iii. Ms. Frazee recommended that a line is added to the mandatory overtime to state that it will only be enforced during a medical or health and safety event. Ms. Nash said that she would investigate it and review with the attorney. Ms. Frazee also asked that staff review and ensure that there is information and policy regarding client information confidentiality.
- iv. Ms. Smalley brought up some language changes in the W&I code regarding the Lanterman Act. Ms. Nash agreed to update the language to reflect what is on the state DDS website. Ms. Smalley shared her notes with Pennie Lee, Executive Assistant, to make further grammatical edits to the Employee Handbook.
- v. Ms. Walker brought up the idea of changing HCAR's policy on wage transparency. Ms. Nash shared her concerns regarding privacy and the differences between our agency versus county jobs. Ms. Nash assured the board that any employee may reach out to Human Resources at any time and have access to the salary range for any position. This allows for a conversation to happen about how that employee could work towards a position they are interested in. Ms. Nash stated that she would think about it and bring more information to the next board meeting.
- vi. After closed session, board members requested that the minutes included more information about discussion. Ms. Cottrell will reach out to Sarah LeGar to see if she is still interested in being a board member. The board requested that generic ballot be brought to the July meeting.

## **IX. Adjournment**

- a. *The meeting was adjourned at 8:48 p.m.*