



## Board of Directors

### Meeting Minutes

July 24, 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; Vivian Deniston, Board Member; Kerry Walker, Board Member; Cary Frazee, Board Member; Jeannie Smalley, Board Member; Beth Gin, Board Vice President.

**Zoom Attendance:** None

**Not in Attendance:** Allen “Birdman” Martin, Board Member.

**Community Members:** Nate Hemken, Director of Operations; Sophie Stanfield, Bookkeeper.

*Meeting was called to order at 5:31 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 July 24th, 2024, at 5:32 p.m.*

#### II. Approval/Change of Agenda

- a. The agenda was approved with additions to New Business of membership term limits and hiring discussion.

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

- a. The minutes were approved as submitted.

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

- a. No community input.

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

- a. Kim Nash, Executive Director, began the financial report by an explanation of the budget presented to the Board of Directors at the June 2024 meeting. Ms. Nash hopes to bring July and August cost statements and budgets to the Board of Directors at the August 2024 meeting. All HCAR accounts are now reconciled up to current time. The 2023-24 year ended in the positive. HCAR Administration are continuing to look at updates and changes to increase the revenue and expand that financial cushion, such as rents, insurance options, salary increases, and intaking more clients. In November of 2024, we will be looking at changes to current staff insurance plans. This decision will be based on

answers from our staff survey. The staff survey will go out at the beginning of August and will be back to us by the beginning of September.

## VI. Executive Director's Report

- a. Kim Nash started her Executive Director's report by expanding on the budget from the financial report. Ms. Nash shared that we are folding the Director of Comprehensive Career Services position into another Program Director position. Chris Miller, current Director of Respite Services, will be taking over the management of the Comprehensive Career Services team. Currently, Comprehensive Career Services serves about 18 clients and has 2 staff members. Due to this change, we will save some money in this circumstance.
- b. Ms. Nash explained to the Board of Directors that the Burns Rate Study from DDS plans to fold '055' programs like Comprehensive Career Services under the Independent Living Services so that Comprehensive Career Services will eventually be a part of Ongoing Supportive Services.
- c. The Canvas and Clay Gallery lease will end December 31<sup>st</sup>, 2024, and these services will be folding in under The Studio services. Canvas and Clay Gallery is an unfunded program but will be re-opened at The Studio location. The Studio is creating artist portfolios on the walls of The Studio with a list of work for-sale.
- d. **Additionally, The Board of Directors would like to formally thank Nicole Brown, Director of The Studio & Canvas and Clay Gallery.**
- e. HCAR administration will also be asking staff about other benefits they may be interested in and reviewing the costs vs. benefits.
- f. Ms. Nash reviewed a prospective salary schedule with certain jobs highlighted to show possible breaches in confidentiality that may occur with public salary schedules. Additionally, this same salary schedule is available for all employees via Human Resources at any time. Cary Frazee, Board Member, stated that she feels like this is a good compromise and is okay with this solution. Ms. Frazee stated that her personal vote is to not put it on the website. Kerry Walker would like to advocate for a binder that is available in each department for employees to access a salary schedule. Ms. Nash explained that a binder with job descriptions and salary ranges does exist and is available to all staff. This information will be added to Employee Handbook, so all employees are informed.
- g. Ms. Nash shared that we are currently hiring for three positions: Job Coach, Support Worker, and Executive Assistant. Ms. Frazee brought up concerns about Pennie Lee being offered the Clinician position at HCAR without an open hiring process. Ms. Nash agreed to post the position for open candidacy. Tess Ives shared the idea of starting with one clinician to see if the need for the service is there before adding additional clinicians. Marilyn Cottrell shared the idea of starting with Pennie Lee as the clinician

since it is a start-up position without guaranteed clientele. Ms. Nash and the members of the board agreed to post the position from a start-up position point of view to see how many candidates we receive. This position will be posted until filled. Ms. Nash will bring back the job description to Board Members to view.

- h. Ms. Nash thanked the members of the board who provided very detailed suggestions and corrections for the Employee Handbook. The team made many small spelling, grammatical, and stylistic changes but the main content changes happened in the client confidentiality and the conflict-of-interest policy sections. The cellphone stipend policy is one that staff are excited about coming to fruition.
- i. Ms. Nash also explained to the members of the Board that California employment law states that we must pay out vacation to employees when they leave their active employment status. In the future, HCAR administration may have to review and revise the amount of vacation accrued or the amount allowed for roll-over as this is a large organizational liability. This will also encourage employees to use their vacation leave and endure less burnout. Ms. Nash will investigate the laws and options surrounding vacation roll-over and return with the information to the next meeting.
- j. Ms. Nash announced that Bay Center will be having their rummage sale on August 1<sup>st</sup> and 2<sup>nd</sup>. Everyone is encouraged to come. Artists from The Studio will be going to the Humboldt County Fair, and some are submitting their art for display and judging. The fee has increased, so HCAR is assisting with submission fees, but the artists are covering their own judging fees. The Eureka Symphony will be moving from the Admin side of the building to the mezzanine and their rent will increase for \$450/month.

## **VII. Committee Reports**

- a. Personnel
  - i. Cary Frazee will take month off due to her term ending. She plans to return the following month.
  - ii. Vivian Deniston took her month off in June 2024. Her new term will begin July 2024.
  - iii. Ms. Nash and Allen Cassidy, Board Secretary, will give Sarah LeGar a call to see if they are interested in continuing the HCAR Board.
- b. Governance
  - i. No new information.
- c. Membership
  - i. Ms. Nash, Mr. Cassidy, and Birdman met to discuss membership tiers. Their proposal was as follows:
    - 1. For a donation of \$50, a member would get a piece of art on paper.
    - 2. For a donation of \$100, a member would get a piece of art on canvas.
    - 3. For a donation of \$200, a member would get a piece of ceramic art.

4. For a donation of \$300 or above, a member would get all three.
  5. The names for the tiers were agreed as:
    - a. Basic Membership – (\$10)
    - b. Tier 1 – ‘Friends of HCAR’ (\$50)
    - c. Tier 2 – ‘Bronze’ (\$100)
    - d. Tier 3 – ‘Silver’ (\$200)
    - e. Tier 4 – ‘Gold’ (\$300)
  6. The members of the board agreed with this proposal and agreed. Ms. Nash will write it up and present at the next meeting.
- ii. A discussion was held about this years HCAR Membership meeting.
    1. Some ideas were thrown around about a more modest event during the day at the Women’s Club, Wharfinger Building, Elk’s Club, Village Pantry, Café Marina, Freshwater Grange, and Unitarian Church in Bayside.
    2. Another idea was changing the time of year and picking a month other than October for a membership meeting.
    3. Board members decided to postpone our October Membership meeting until the Spring of 2025. The annual meeting will be held with the Board members at the HCAR Administration building.
- d. Fundraising
    - i. No new information.

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

- a. Vivian Deniston brought up the idea of putting time limits on each item on the agenda to help with time management of the meeting. Board members agreed and Mr. Cassidy agreed to be timekeeper of the meetings.
- b. Board Officer voting
  - i. Beth Gin nominated Cary Frazee for President. Ms. Frazee declined.
  - ii. Beth Gin nominated Cary Frazee for Vice-President and Ms. Frazee accepted.
  - iii. Beth Gin nominated Jeannie Smalley for Secretary and Ms. Smalley accepted.
  - iv. Beth Gin nominated Marilyn Cottrell for President and Ms. Cottrell accepted.
  - v. Marilyn Cottrell nominated Allen Cassidy for President and Mr. Cassidy accepted.
    1. Voting commenced. Ballots were read by Pennie Lee, Executive Assistant, and the results were as follows:
      - a. For President, Marilyn Cottrell.
      - b. For Vice President, Cary Frazee.
      - c. For Secretary, Jeannie Smalley.
      - d. For Timekeeper, Allen Cassidy.
- c. Closed Session was held.

- d. HCAR Board members reviewed the three possible logos put together by KT Livingston. After discussion, agreement was made between the two logos to go in the annual survey.
- e. Empty lot ideas were shared with Tanya Fugate by Kim Nash to investigate what is feasible and what benefits the clients most. Ms. Frazee would like other board members to think about other ideas they have for the empty lot. A popular idea was the low-income housing.
- f. Board members decided to postpone Bay Center fencing ideas until later.
- g. Board members decided to review the strategic plan at the next meeting in August.

**IX. Adjournment**

- a. *The meeting was adjourned at 7:45 p.m.*