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**Board of Directors
Meeting Minutes**

*September 25th, 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; Beth Gin, Board Vice President; Allen “Birdman” Martin, Board Member; Cary Frazee, Board Member; Tess Ives, Board Member

Zoom Attendance: Kerry Walker, Board Member

Not in Attendance: Jeannie Smalley, Board Member; Vivian Deniston, Board Member

Community Members: Nate Hemken, Director of Operations; Chris Miller, Director of Respite and CCS; Sophie Stanfield, Executive Assistant; Tanya Fugate, Bookkeeper (Zoom)

Meeting was called to order at 5:34 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 August 28th, 2024, at 5:34 p.m.*

II. Approval/Change of Agenda

a. The agenda was approved as presented.

III. Approval of Minutes from last meeting

a. The minutes were approved as submitted.

IV. Community Input (3-minute limit)

a. a. No community input.

V. Financial Report (Quarterly –September, January, March, June)

a. Ms. Nash begins the financial report with a review of healthcare insurance:

i. 12% increase for this coming year’s insurance for current policy which will bring HCAR’s monthly cost above \$40k/month (unaffordable)

1. Options from Terry Patterson:

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- a. Blue Shield Gold Plan (Roughly \$38k/month
 - b. Self-Funded Account (Roughly \$32k/month & too complicated for staff)
2. Staff need to pay more per paycheck for their insurance. This will increase from \$50/paycheck to \$150/paycheck.
 3. IF they do not choose to carry on with the new insurance offered, staff will receive a \$100 healthcare stipend per month.
 4. HCAR will also provide staff with assistance to sign up for Covered California if need be.
 5. The Director's Team met, and all agreed that the Blue Shield Gold Plan 500/30 is the best option for everyone while also raising the cost per month for employees to \$300.
- b. Earthquake Insurance is \$40k/year. Does HCAR want to continue this?
 - i. HCAR is set up to be able to function fully remote.
 - ii. The cost per year goes up every year for earthquake insurance.
 - c. Summit Support exceeded revenue budget in August. The variance between the August Budget vs the August Actual is \$28,383.30.
 - d. The Director's Team identified a list of possible ways to reduce expenses.
 - i. Reducing holidays, wage freezes, look at positions and see if they're necessary, combine The Studio website with HCAR's, work on graphic design in-house, raising tenant rent
 - e. Increasing clients will bring in more money. The Directors are working hard to do so.
 - i. CCS is now approved to bring 14 and up as referrals for the program.
 - ii. The Studio artists can now be referred to CCS as well to help their art sales and business get on its feet.
 - iii. Support has increased clients and employees
 - iv. Support is interviewing for a director with 3 very experienced candidates.

VI. Executive Director's Report

- a. Ms. Nash begins her report with a review of HCAR's plan to bring teenage clients into CCS
 - i. HCAR will give them job opportunities, skills and internship experience.
- b. Ms. Nash applied for a grant that will help with payment for staff training.

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- c. CCS is hiring a new Employment Specialist who is starting next month.
 - d. The minimum wage is increasing so Ms. Nash will be applying for funds to offset the increase in wage costs.
 - e. In January, programs related to the Burns Rate Study will receive an increase in reimbursement.

VII. Committee Reports

- a. Personnel
 - i. No new information.
- b. Governance
 - i. No new information.
- c. Membership
 - i. Membership letters are getting sent out with the Autumn Newsletter in October.
- d. Fundraising
 - i. Membership tea party in the spring could possibly turn into a fundraiser.
- e. HCAR is going to apply to the North Coast Coop's Seeds for Change program

VIII. Other/Old/New Business

- a. New Business
 - i. Vote to bring Carey Frazee back onto the board
 - 1. Cary Frazee will serve another term on the Board 2024-2027.
 - ii. Holiday season meeting days
 - 1. Nov. 27th meeting is moved to Nov. 20th
 - 2. Dec. 25th meeting cancelled
 - 3. January will have 2 meetings, Board meeting on Jan. 22nd & Strategic Plan meeting Jan. 29th
- b. Closed Session

IX. Adjournment

- a. *The meeting was adjourned at 7:19 p.m.*