



**Board of Directors  
Meeting Minutes**

*October 23rd, 2024, at 5:30 p.m.  
To be held at HCAR Administration Building  
1707 E. Street, Suite 2, Eureka, CA 95501*

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**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; Kerry Walker, Board Member; Vivian Deniston, Board Member

**Zoom Attendance:** Jeannie Smalley, Board Member

**Not in Attendance:** N/A

**Community Members:** Chris Miller, Director of Respite and CCS; Sophie Stanfield, Executive Assistant

*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 October 23rd, 2024, at 5:34 p.m.*

**II. Approval/Change of Agenda**

- a. The agenda was approved as presented.
  - i. Prior to the minutes and agenda being approved, Beth Gin asked questions about the Director Reports.

**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. Director Reports**

- a. Tip: The board would like less acronyms in Director Reports.

- b. Chris Miller-CCS
  - i. HCAR will soon be able to help teenagers get jobs through RCRC referrals.
  - ii. Beth Gin asks about regular community outreach and what that means for CCS.
    - 1. Job coaches or Job Specialist go businesses to see if they have jobs available, what their needs are and to see if we have a fitting client that could apply for that job.
- c. Pennie Lee-Clinical Services
  - i. Beth Gin asks how Pennie Lee is going about finding additional clients.
    - 1. Ms. Lee has become a part of NCAMP (counselor discussion group for referrals). Networking meetings and events have been a priority for Pennie along with becoming vendorized with RCRC.
- d. Nathan Hemken-Director of Operations
- e. Chris Miller-Respite
- f. Wes Patterson-Bay Center
  - i. How does Bay Center decide what activities to do?
    - 1. Clients can suggest outings and sign up for activities.

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

- a. Kim starts the ED Report with a review of the most recent financials from the end of September.
  - i. HCAR continues to work towards bringing in more income. We plan to receive some back funds this month.
  - ii. 2025 brings an upwards rate adjustment along with a 10% adjustment for provider incentive payments.
  - iii. Throughout the year HCAR receives state legislator approved rate adjustments to preserve vendors that are older and not as competitive with new vendors.
  - iv. Ms. Nash plans to meet with one of our apartment tenants to raise their rent. They are well below market value and HCAR plans to raise their rent as much as legally possible.
- b. Ericka Everhart has been hired as our Support Director and her start date is Dec. 1<sup>st</sup>, 2024.

- i. Ericka worked at Chance for Change for 15 years and has experience working with all types of people.
- c. Emma Miller is our new Employment Specialist for CCS.
  - i. Emma worked at Regional Center and is coming to HCAR to help better fit our clients with employment opportunities.
- d. Regional Center is releasing more grants, one of which is for social rec which HCAR will be applying for. The other grant we will look at is for housing.
  - i. A housing grant would help jump start the open lot project for affordable housing.
- e. The health insurance renewal letter went out to staff. The employee contribution went from \$150/month to \$300/month.
- f. The minimum wage goes up in January, so HCAR is looking at being able to give staff that make \$16.21 an increase into the \$17 range.
- g. New HCAR brochures have been made by HCAR's Office Manager, Matthew.
- h. The Staff surveys have been collected and will be brought in next meeting.

## **VII. Committee Reports**

- a. Personnel
  - i. No new information.
- b. Governance
  - i. No new information.
- c. Membership
  - i. HCAR has received membership renewals and thank you letters are going out.
- d. Fundraising
  - i. Tea party in the spring is still a go!
    - 1. Should this turn into a fundraiser?
    - 2. Should artists create tea towel designs?

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

- a. New Business
  - i. Motion to move Board meetings to every other month starting in January. This would enable Board training and education to happen along with Board meetings.
- b. Closed Session

## **IX. Adjournment**

- a. *The meeting was adjourned at 7:43 p.m.*