



Board of Directors

Meeting Minutes

December 4th, 2024, at 5:30 p.m.

Held at HCAR Administration Building

1707 E. Street, Suite 2, Eureka, CA 95501

Present and Voting: Marilyn Cottrell, Board President; Allen Cassidy, Board Member; Beth Gin, Board Member; Allen “Birdman” Martin, Board Member; Tess Ives, Board Member; Kerry Walker, Board Member; Vivian Deniston, Board Member; Jeannie Smalley, Secretary

Zoom Attendance: Cary Frazee, Board Vice President

Not in Attendance: N/A

Community Members: Chris Miller, Director of Respite and CCS; Sophie Stanfield, Executive Assistant; Tanya Fugate, Senior Bookkeeper

Meeting was called to order at 5:53 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 December 4th, 2024, at 5:53 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. No community input.

V. Fiscal Report

- a. October budget review
 - i. Estimated (-\$25k per month). Actual was (-\$12k for October).
 - 1. Reason being; HCAR’s income went up about \$30k for October. Support took on a lot of new clients and we had an outstanding

month of service. October was the 3rd largest month of Support service since the pandemic.

- ii. Admin wages, general overhead, utilities add to about \$60k/month
- iii. Support has a NET income of about \$50k which essentially supports all of admin.
- iv. RCRC admin reimbursement rate is 15% and HCAR's admin stays lean at a rate of 12%.
- v. Program cost summary
 - 1. Nylex, Adobe, Costco, etc. Are all split up between departments so directors can have an accurate program cost summary.
- vi. Blue Shield changes come into effect in December. HCAR will save about \$8,500.00 going forward.
- vii. The fiscal report was approved as presented and written.

VI. Executive Director's Report

- a. HCAR's property manager, Bindel has agreed to increase one tenant's rent 8.8% come February
 - i. 2 bedroom, right on market.
 - ii. 2 bedroom, close to market.
 - iii. 3 bedroom, will get an increase of about 8.8% come February 1st.
 - iv. Board motions to approve the rent increase for the lowest tenant.
- b. Rate Increases
 - i. HCAR received rate increase lump sum in November to reflect 2024 minimum wage cost.
 - ii. HCAR will receive another rate increase for 2025 minimum wage increase.
 - iii. Last 10% rate increase from the Burns rate study.
- c. Survey Results
 - i. Healthcare outcome
 - 1. Staff seemed to not quite understand their healthcare benefits.
 - 2. People are generally satisfied with the benefits that are provided.
 - ii. The board motions for HCAR to shop around for insurance brokers for the 2026 healthcare year.
- d. Logo
 - i. The Board motions to approve the new HCAR logo so it can be integrated into the business

- e. Clinical Department press release shared
- f. Ms. Nash was approved for a crisis prevention and intervention grant.

VII. Committee Reports

- a. Personnel
 - i. The personnel committee would like to look at the HR job description and Ms. Nash will look at the Operations Manual. This motion is approved by the board.
- b. Governance
 - i. No new information.
- c. Membership
 - i. No new information.
- d. Fundraising
 - i. Tea party in the spring is still a go!
 - 1. The Board motions to approve a Tea Party Fundraiser for Spring or Summer 2025.
 - 2. Should artists create tea towel designs? Should the Studio sell art at the event?

VIII. Other/Old/New Business

- a. New Business
- b. Old Business
 - i. Boundaries between the staff and the board
 - 1. Board members are welcome to talk to staff and to visit the sites for a tour. The only boundary is when the discussion turns into a personnel issue.

IX. Adjournment

- a. *The meeting was adjourned at 7:00 p.m.*