Board of Directors Meeting Minutes

January 22nd, 2025, 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; Kerry Walker, Board Member; Jeannie Smalley, Secretary

Zoom Attendance: Vivian Deniston, Board Member;

Not in Attendance: Tess Ives, Board Member, Cary Frazee, Board Vice President

Community Members: Nate Hemken, Director of Operations; Sophie Stanfield, Executive Assistant

Meeting was called to order at 5:34 p.m.

- **Call to Order**
  - *The meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on January 22nd, 2025, at 5:34 p.m.*
- **Approval/Change of Agenda**
  - The agenda was approved as presented.
- **Approval of Minutes from last meeting**
  - Approval of minutes as submitted.
  - Kerry moves to approve minutes, Marilyn seconds, motion carries.
- **Community Input (3-minute limit)**
  - A client found a grammatical error in our vision statement. They would like to put something together for the March meeting.
  - A staff member approached Ms. Nash for a client-specific job, some sort of gallery attendant position.
    i. This would be a part-time position with a job description.
- **Director Reports**
  - Nate Hemken reports that The Studio is using the vans more often to go to museums and to do plein air art. Bay Center has been able to encourage clients to go out into the community more.

- CCS has been working on gaining new yard work clients and building those relationships back up. As well as getting settled with their new clients.
- Pennie Lee needs to hire her own supervisor to approve her clinical hours. Abbigail (new clinical supervisor) will help enable Ms. Lee to take insurance.

- **Executive Director's Report**
  - Ericka Everhart has completed her first month as the Director of Support Services. This brings relief to Ms. Nash because this enables her to focus on other things. Ms. Everhart leads by example, so she has spent time doing direct support and learning how each house and team works together.
  - There has been a rate reform for developmental services. The goal is to bring all services with like descriptions to a similar rate. CCS and Bay Center are being converted to day service programs with a new description and a new rate. It is anticipated that daily rates turn to hourly rates June 2026.
  - HCAR coded very well for Workman's Comp, we will be getting a $3,900.00 rebate, yay!
  - Ms. Nash provided various article resources such as:
    i. Personnel File Audit Checklist
    ii. Nolo: "What to Keep in Employee Personnel Files"
    iii. "What should, and should not, be included in the personnel file?"
    iv. State of California, Labor Code, Section 1198.5
    v. "Board-Staff Interaction"
    vi. RCRC board packet
        1. For the board to view and see what our funding source is up to and see if they'd like to see HCAR involved in anything.
    vii. January 2025 salary schedule
    viii. Ericka Everhart's Resume
    ix. Shaw Group rate increase
  - Staff received a minimum wage increase if they were below $16.50 up to $16.50. March this will be reassessed to see if the rest of direct staff can also receive an increase. Ms. Nash's goal is to have new hires start with a payrate of at least $18/hr.
- **Committee Reports**
  - Personnel
    i. No new information.
  - Governance

i. No new information.

- Membership
  i. RUI founder had HCAR in their will and HCAR received an unrestricted donation.
  ii. $2k donation from Leon and family will be kept separate from ongoing operations and at a later date, what to do will be determined.
    1. Beth Gin moves to approve setting aside $2k donation for further discussion, unanimously approved, motion carries.
- Fundraising
  i. Marilyn Cottrell, Jeannie Smalley and Vivian Deniston will be on the fundraising committee.
  ii. Tea party planning will begin in March.
    1. Tea, sandwiches, cookies
    2. Admission fee, permitting
    3. Potential months: June/July
  iii. If any committees would like staff to join, they are welcome to hold a meeting during office hours so staff can attend.

- **Other/Old/New Business**
  - New Business
    i. Allen Martin would like to look into getting some sort of bar for one of the gates so it can't get pushed open.
      1. Beth Gin moves to approve looking into the cost of securing gates around the property, Marilyn seconds, unanimously approved, motion carries.
  - Old Business
  - Closed Session
- **Adjournment**
  - *The meeting was adjourned at 8:25 p.m.*