



Board of Directors Meeting Minutes

March 26th, 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; Allen “Birdman” Martin, Board Member; Jeannie Smalley, Secretary; Vivian Deniston, Board Member

Zoom Attendance: N/A

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

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

Meeting was called to order at 5:31 p.m.

- **Call to Order**
 - *The meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on March 26th, 2025, at 5:31p.m.*
- **Approval/Change of Agenda**
 - The agenda was approved as presented.
- **Approval of Minutes from last meeting**
 - Approval of minutes as submitted.
 - i. Allen Cassidy moves to approve minutes, Allen Martin seconds, motion carries.
- **Community Input (3-minute limit)**
 - Allen Martin would like to consider having a BBQ around July 4th.
 - i. Action item: Check with Wes on the dates of the bay center bbq’s (Sophie)
 - April 5th is the Studio’s open house for Arts Alive. First time they’ve been at that location in a long time!
- **Fiscal Reports**
 - 2024 HCAR borrowed &75,000.00 on the line of credit
 - i. During the year we paid \$10k towards principal, \$7k towards interest so at the end of 2024 (December) we had \$65k balance on the line of credit.



- ii. January & February that was paid that down by \$20k.
 - 1. Reasons for being able to do this: medical insurance adjustment, reductions in overtime
- o Overtime has gone from: Jan. \$16k, Feb. \$12k to the 1st pay period in March has gone down to \$4,100.00. Moving in a great direction!
 - i. This helps cover the minimum wage increase and to adjust the rest of the direct support staff 3%.
 - 1. Allen Cassidy motions to approve 3% increase for all direct support staff (people who spend 90% of day with a client) effective April 16th, Jeannie Smalley seconds and the motion carries.
- o The plan is to continue saving on overtime so direct staff can receive wage adjustments.
- o How can we make the agency as profitable as possible while providing the best services we can to our clients?
- o Evergreen Alliance is going to be our new auditors.
 - i. They plan to put a proposal together that can be brought to the Board
 - ii. Evergreen recommended creating an audit committee on the Board to help with the audit and present those findings too.
 - iii. We plan to have an audit every spring.
- o Kim Nash would like to have an audit committee that can meet in between board meetings during the day to discuss how things are going or if something comes up.
- **Executive Director's Report**
 - o Rate Reform: January 1st, 2025, HCAR will receive \$1.20 more per hour for Supported Living Services. This will be a final rate instead of a transitional rate.
 - o DDS is creating the "master plan" by making sure everyone in the system is using person-centered terms and so that the people we support are getting equitable services and know that they oversee the type of services they want and need.
 - o Toyota Sienna had a vehicle recall with the rear entry.
 - o Admin building had the gutters cleaned.
 - o The HCAR Garden planning began with Sophie as the project manager and help from clients and staff.
 - o The Studio is jumping back into Arts Alive, and the building is getting a nice facelift.
 - o Clinical Services received a \$20,000.00 grant for training.
- **Committee Reports**



- o Personnel
 - i. No new information.
- o Governance
 - i. No new information.
- o Membership
 - i. No new information.
- o Fundraising
 - i. Jeannie and Marilyn have been able to meet and would like to focus on being able to raffle in 2026.
 - 1. Marilyn has a friend, Bill Clausen, that may be willing to come to a board meeting to consult on raffle legalities.
 - ii. A tea party as a fundraiser is hard for board members to conceptualize how it will raise money. The fundraising committee has decided to move from a tea party fundraiser to having a goodie and beverage cart as staff appreciation.
 - iii. A bbq in the summer could be a nice way to fundraise or to increase our number of members
 - 1. Everyone at the board meeting recalls Nathan Hemken wanting to volunteer for the dunk tank.
- **Other/Old/New Business**
 - o New Business
 - i. No new information
 - o Old Business
 - i. No new information
 - o Closed Session
- **Adjournment**
 - o *The meeting was adjourned at 7:17p.m.*