



Board of Directors Meeting Minutes

May 28th, 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; Cary Frazee, Board Vice President

Zoom Attendance: N/A

Not in Attendance: Tess Ives, Board Member; Vivian Deniston, Board Member

Community Members: Chris Miller, CCS & Respite Director; Nathan Hemken, Operations Director; Sophie Stanfield, Executive Assistant

Zoom Community Members: Pennie Lee, Clinical Director

Meeting was called to order at 5:33 p.m.

- **Call to Order**
 - *The meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on May 28th, 2025, at 5:33 p.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)**
 - Daniel Kain has applied to be on HCAR’s Board of Directors
 - i. Allen Martin motions to approve Daniel Kain for the HCAR Board of Director’s, Allen Cassidy seconds, unanimous vote for motion to carry.
- **Fiscal Reports**
 - Evergreen Alliance has yet to send an estimate for the audit; however, they plan to send us one by the end of May.



- o Earthquake renewal is up and HCAR has yet to receive a quote, however, last year the earthquake insurance alone cost around \$44,000.00.
 - i. Is this something we want to renew? What is the deductible?
 - ii. The board is still on the fence whether or not they'd like to renew the earthquake insurance.
 - 1. Ms. Nash will send out the estimate once it is sent over.
- o Cary Frazee brings up the question of whether it makes sense for HCAR to own this large building or to own all together.

- **Director Reports**

- o CCS Report
 - i. Marilyn asks: Dog agility trials need videos for submission. Is this something the client with a videography PIP, or The Studio would be interested in?
- o Clinical Services Report
 - i. Request for proposal through RCRC was granted; Pennie has received a grant for training that amounts to around \$22k.
 - ii. Clients are typically long-term, but there have been a few that needed more short-term support.

- **Executive Director's Report**

- o We Are Up is a non-profit that pairs affordable housing for the senior community with people with disabilities. They are interested in involving HCAR in the vision of the community.
- o Debi Hatfield has resigned after many years of service
 - i. HCAR is looking to hire an HR Director that is up to date on employment and the various benefits out there.
 - 1. Ms. Nash is very interested in the benefit of giving staff a set amount of hours to volunteer elsewhere.
- o Conflict of Interest
 - i. DDS has a more specific conflict of interest, and it may be in our best interest to begin adopting a more similar conflict of interest policy for HCAR
 - ii. Ms. Frazee would like something about supervising family members in the HCAR conflict of interest policy.
- o Sick and Vacation Accrual
 - i. How much sick and vacation time is accrued, and should this be capped?



- **Committee Reports**

- HCAR needs an audit committee
 - i. Daniel Kain and Tess Ives nominate themselves for the Audit Committee
 - 1. Jeannie Smalley volunteered to be a sub.
- Personnel
 - i. No new information.
- Governance
 - i. No new information.
- Membership
 - i. Matthew Taylor, HCAR's Office Manager, would like to attend the next board meeting.
- Fundraising
 - i. After the audit is completed, the fundraising committee can look at applying to become a state approved raffle.

- **Other/Old/New Business**

- New Business
 - i. Cary Frazee is resigning from the board of directors.
 - ii. Allen Cassidy will need to be voted in while attending meeting in July as a community member
 - iii. Marilyn Cottrell will need to be voted in at the September meeting
- Old Business
 - i. No new information

- **Adjournment**

- *The meeting was adjourned at 7:25 p.m.*