



**Board of Directors Meeting Minutes**  
*July 23rd, 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 “Birdman” Martin, Board Member; Jeannie Smalley, Secretary; Tess Ives, Board Member; Vivian Deniston, Board Member; Daniel Kain, Board Member

**Zoom Attendance:** N/A

**Not in Attendance:** Allen Cassidy, Board Member

**Community Members:** Chris Miller, CCS & Respite Director; Nathan Hemken, Operations Director; Matthew Taylor, Office Manager; 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.
- **Community Input (3-minute limit)**
  - Matthew, HCAR’s Office Manager would like to get a photo of the Board of Director’s for the newsletter.
- **Fiscal Reports**
  - The fiscal year ended with a net income of \$50,653.59.
  - Evergreen Alliance
    - i. Onsite visit the week of August 18<sup>th</sup> to visit programs and go through hard files.
      - 1. This should take a couple of days.



ii. They will begin auditing 2025.

1. This should take a couple weeks unless there are hiccups.

iii. Ms. Nash hopes that we will have an initial proposal for the September BOD meeting

o The next 6 months HCAR hopes to contract a CPA or CFO person to assist with the Fiscal department

- **Director Reports**

- o Chris Miller, Director of CCS & Respite

- i. CCS has been growing and increasing yard crew clientele such as Ming Tree Realty.

- o Pennie Lee, Director of Clinical Services

- i. Ms. Lee has received enough grants to just about cover her salary.

- o Nate Hemken, Director of Operations

- i. Providing support for clients and programs

- ii. The Studio has been taking clients to do plein air art

- iii. Bay Center has been having their summer bbq's

- **Executive Director's Report**

- o Marilyn Cottrell moves that for this upcoming renewal year, given the cost of earthquake insurance, HCAR should not renew the earthquake policy. Motion carried unanimously.

- o New HR Director, Leif Kamrud began today, 7/23/25.

- i. Certified by SHRM

- ii. Master's degree in resource management

- iii. Ms. Nash is excited to enhance HCAR's benefit package.

- o HCAR is non-political but if ICE comes to our door, we follow the Lanterman Act which means we are committed to the health and well-being of individuals.

- o We Are Up is contracting Ms. Nash as a consultant to make a new service design

- o How do we recruit new board members?

- i. HCAR needs 7-14 members

- **Committee Reports**

- o Audit

- i. Evergreen will be onsite at HCAR in mid-August. Any meetings they need to have with HCAR and the Board are to be determined.



- o Personnel
  - i. No new information.
- o Governance
  - i. No new information.
- o Membership
  - i. No new information.
- **Other/Old/New Business**
  - o New Business
    - i. Jeannie Smalley moves to approve Allen Cassidy for a two-year term. Marilyn seconds the motion. Motion was carried unanimously.
      - 1. Allen Cassidy will serve another term from April 2025 to April 2027.
    - ii. Holiday schedule approval
      - 1. HCAR plans to continue all the same holidays for 2026 that were in 2025.
        - a. Marilyn moves to approve the 2025 holiday schedule for 2026.  
Motion carried unanimously.
  - o Old Business
    - i. No new information
- **Adjournment**
  - o *The meeting was adjourned at 7:17 p.m.*