



Board of Directors Meeting Minutes
September 24th, 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; Vivian Deniston, Board Member; Daniel Kain, Board Member

Zoom Attendance: Tess Ives, Board Member; Pennie Lee, Clinical Services Director

Not in Attendance: Allen Cassidy, Board Member

Community Members: Chris Miller, CCS & Respite Director; Tanya Fugate, Bookkeeper; Leif Kamrud, Director of Human Resources; Sophie Stanfield, Executive Assistant

Zoom Community Members: N/A

Meeting was called to order at 5:30 p.m.

- **Call to Order**
 - *The meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on September 24th, 2025, at 5:30 p.m.*
- **Approval/Change of Agenda**
 - The agenda was approved as presented.
- **Approval of Minutes from last meeting**
 - SHRM – Society of Human Resources Management
 - Approval of minutes as submitted.
 - Daniel motions to approve minutes as presented, Vivian seconds.
- **Community Input (3-minute limit)**
- **Fiscal Report**
 - HCAR ended the year with \$67,146.92. There are many reasons that come into play, some of those being:
 - i. Increased employee healthcare contribution for 2025



- ii. Large overtime savings in Supported Living Services.
 - iii. Tanya Fugate, Senior Bookkeeper, checked the overall admin percentage for the year and HCAR landed at 14.6%, which is right around the 15% that HCAR should be landing around.
 - o The income for this year has been used to pay off the line of credit and to transfer to savings.
 - i. This has left HCAR with \$87k in savings, and the line of credit is fully paid off.
 - ii. HCAR has \$200k in CD's which expire in 2027, so this is when the Board can decide what they'd like to do with that money.
 - o Marilyn Cottrell asks how often HCAR is required to have an audit of this level?
 - 1. Kim Nash notifies that as a 501(c)(3), HCAR needs to have this level of audit every year to be in good standing.
 - **Director Reports**
 - o The Canvas and Clay Studio
 - i. Vivian Deniston asks who takes care of building maintenance.
 - 1. HCAR has to take care of building repairs for The Studio. Kramer fixes various things.
 - 2. HCAR has about 3-4 more years on the Canvas and Clay Studio building
 - 3. It is important for The Studio to stay in Old Town Eureka because it is the art district and enables the artists to be a part of Arts! Alive.
- **Executive Director's Report**
 - o Health Insurance
 - i. Leif Kamrud, Director of Human Resources and Ms. Nash met with George Petersen Insurance Agency
 - 1. George Petersen Insurance Agency can offer HCAR's staff options for various health insurance plans.
 - a. The idea is staff contribution will be less if they choose to go with the lower plan.
 - b. Ms. Nash heard from staff that some of those that chose to go with Covered California had a difficult time with it.
 - ii. Ms. Nash hosted a staff meeting where folks attended either in-person or via zoom.



1. This meeting was successful in bringing in staff opinions and needs for their healthcare.
2. An additional meeting will be held in the second week of October.

○ Surveys

- i. Staff and client surveys have been coming in.
 1. Staff would like to see their directors delegate more, which shows the staff's acknowledgement of how much their directors are putting into their work.
 2. Staff are not looking for many new benefits.
 - a. A floating holiday was the only new potential option people were interested in other than healthcare options.

- Capitalization threshold has been advised by our auditors to raise from \$1k to \$5k.

● **Committee Reports**

○ Audit

- i. The audit is going well. Tanya Fugate has been submitting a large amount of information and working well with the auditors. Evergreen is going to assist HCAR in finding a part-time or consulting Fiscal Director after our audit is finished.

○ Personnel

- i. Leif Kamrud and will be assisting the Board with Ms. Nash's annual evaluation.

○ Governance

- i. No new information.
- ii. No members are in governance.

○ Membership

- i. The Board will try to recruit additional members.
 1. Ms. Cottrell and Ms. Nash will work together on finalizing an interest form for board member recruitment.

● **Other/Old/New Business**

○ New Business

- i. Vote for Vice President:
 1. Allen Cassidy and Marilyn Cottrell are interested in being Vice President.
 2. Motion for Allen Cassidy to become the Vice President, all in favor, motion carries unanimously.



- ii. Re-vote Marilyn Cottrell for an additional 3-year term:
 - 1. Motion for Marilyn Cottrell to serve an additional 3-year term, all in favor, motion carries unanimously.
- iii. Vote for President:
 - 1. Daniel Kain is interested in being president
 - 2. Motion for Daniel Kain to become the President, all in favor, motion carries unanimously.
- iv. Revote a 3-year term for Allen Cassidy:
 - 1. Marilyn motions to revote that Allen Cassidy can serve another 3-year term (2025-2028), Daniel Kain seconds, motion carries.
- o Old Business
 - i. No new information
- **Adjournment**
 - o *The meeting was adjourned at 6:51p.m.*