



Board of Directors Meeting Minutes
March 25th, 2026, at 5:30 p.m.
Held at HCAR Administration Building
1707 E. Street, Suite 2, Eureka, CA 95501

Present and Voting: Allen Cassidy, Vice President; Jeannie Smalley, Secretary; Vivian Deniston, Board Member; Allen “Birdman” Martin, Board Member; Marilyn Cottrell, Board Member

Zoom Attendance: Tess Ives, Board Member

Not in Attendance: Daniel Kain, Board President

Community Members: Leif Kamrud, HR Director; Heather Roche-Waldo, Rock Rise Consultant; Tanya Fugate, Full-Charge Bookkeeper; Pennie Lee, Clinical Services Director; Sophie Stanfield, Executive Assistant

Zoom Community Members: N/A

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

- **Call to Order**

- a. *The meeting of the Humboldt Community Access and Resource Center Board of Directors was called to order on March 25th, 2026, at 5:30 p.m.*

- **Approval/Change of Agenda**

- a. The agenda was approved as presented.
 - i. Jeannie Smalley motions to approve minutes as presented, Allen Martin seconds, motion carries.

- **Approval of Minutes from last meeting**

- a. The minutes were approved as submitted.
 - i. Allen Cassidy motions to approve minutes as presented, Allen Martin seconds, motion carries.

- **Community Input (3-minute limit)**

- a. N/A

- **Fiscal Report**

- a. HCAR has paid Evergreen \$45,000.00 all out of the checking account.
 - b. Bay Center new heating system has been paid all out of the checking account.
 - c. Audit is continuing with hopes of being finished submitting information by the end of May.
 - d. Every program has been taking client referrals consistently.
 - e. Starting wages have been creeping up.
 - f. Welcome Heather Roche-Waldo from Rock Rise!



- i. Heather has found that the fiscal data HCAR has from 2022 and on is fine, however in 2022 a large chunk of business costs were not entered into the system. There is one large journal entry that was made to make up for that. Heather is going into the system and breaking down the large entry because it is not sufficient for the audit.
- ii. Another finding is that HCAR's accounting software is not very up to date, however it is not broken. Newer systems are able to track more data and become more flexible.
- iii. HCAR is on Sage 50 for accounting software but in the future could potentially look into making the transition to Sage Intacct which is a very updated system. This could cost around \$20k annually with roughly double your annual cost for implementation. Pricing also depends on which modulars the company decides to go with.
- iv. An area of improvement would be to create a summarized report that would be suitable for the board of directors with critical numbers versus too much detail.
- v. Marilyn Cottrell asked for clarification on restricted funds;
 1. Restricted funds have nothing to do with the cash balance; it is essentially your equity.
 2. On the balance sheet, there are assets and liabilities; the equity is the difference. For a not-for-profit, this is called Net assets.
 3. Accounting rules for when to recognize revenue in a non-profit are very complicated. Sometimes there is a need to recognize revenue even when the donor specifies exactly what you can use the funds for, no matter how long it takes the business to use. In this situation, the company needs to recognize these funds the day the donor commits to the transaction. This is why Heather recommends that boards need to look at the balance sheet as well as the income statement because the first year there will be this large profit, however over the following years while the company completes the specified project, there will be that same amount of loss. This is because the company already earned the money and now it is sitting in the restricted net assets.

● Director Reports

- a. Clinical Services
 - i. Pennie Lee has submitted paperwork to get HCAR credentialed with Medi-Cal, Carelon and Partnership.
 - ii. A new Associate Therapist has been hired for roughly 10-15 hours.
 - iii. Clinical Services is interested in eventually hiring administrative support.
 - iv. Pennie Lee is also working on the Adaptive Skills service design.
- b. Supported Living Services
 - i. Ericka Everhart and James Lovejoy have been busy meeting and really getting to know all clients and fine tuning each client's team.
 - ii. Support will also begin entering staff schedules into the EVV system, so they can begin implementing EVV.
- c. Comprehensive Career Services



- i. Chris Miller went down to Sacramento for a conference to talk with legislators.
 - ii. The Cal-trans contract is in the middle of being negotiated. HCAR has communicated with Lincoln Center and now Lincoln is negotiating with Cal-trans. This is the rest stop service contract.
 - d. Bay Center
 - i. A grant for 10 iPads has been submitted, and Bay Center is waiting to hear back.
 - ii. Staff have been cross-training with tutors.
 - e. Canvas & Clay Studio
 - i. A tile contact from Daniel Kain came by the Studio to take measurements. Nate Hemken is hoping to tackle the small area that needs retiling over time.
- **Operations Director Report**
 - a. Nate Hemken and Ericka Everhart have been working to have all Support schedules entered the EVV system so HCAR can begin implementing EVV.
 - b. HCAR is in good standing with the state's EVV process requirements.
 - c. Nate has been filling in with programs and administration where he is needed.
 - d. Nate also hosted a large CPI training session. He particularly enjoyed this round because there were staff from almost every program that joined. This created an experience with so many variations of experiences.
 - e. The pantry has been successful. We consistently have clients shopping in the pantry after job coaching. There is a potential client that is interested in assisting and eventually taking over the tracking and stocking of the pantry.
- **Committee Reports**
 - a. Audit
 - i. The audit continues.
 - b. Personnel
 - i. No new information.
 - c. Governance
 - i. No new information.
 - ii. No members are in governance.
 - d. Membership
 - i. The Board will try to recruit additional members.
- **Other/Old/New Business**
 - a. New Business
 - i. No new information
 - b. Old Business
 - i. No new information
- **Adjournment**
 - a. *The meeting was adjourned at 6:45p.m.*