

The Arc of Sedgwick County
Board of Directors Meeting
January 28, 2008

ATTENDEES: Marge Zakoura-Vaughan, Linda McCurry, Jana Bleakley, Darcy Eads, , Shakila Saifullah, Ronda Maass, Steve Fisher, Marlene Sanders, Tim Reimer, Ken Dannenberg, Julie Wittich, Dave McGuire, Deborah Gdisis

ABSENT: Colette Deeds-Conner, Curtis Tatum

PRESIDING: Steve Fisher

STAFF: Kevin Fish, Kristen Phillips, Stacey Evans, Marty Rothwell, Matthew Fullerton

GUESTS: Shawna and Sandy Fielder

I. Call to order

The January 28, 2008 meeting was called to order at 6:02 p.m.

II. Self Advocate Report

Shawna Fielder read the Self Advocate Report. It was passed out to board members. At their annual holiday dinner they also took a party bus tour to see Christmas lights. Seven families and 47 individuals were adopted for the holidays. They volunteered over 700 hours for the Lights on St. Paul. Self Advocates wore Frosty and Rudolph costumes to greet kids getting photos with Santa. Their holiday garage sale raised over \$2000. They are now working on preparing for the Celebrity Auction coming up on April 26. She listed their line items for their 2008 budget.

III. Nominating Committee Report

Charissa JarboeGale shared how the nominating committee got an early start and hopes to have a slate for review in the February board packet. She reviewed how the nominating committee is supporting the board of directors facilitate the selection of officers. She reviewed responsibilities of the officers on the board. A form was passed out to the board to find out who is interested in an officer position and why. The form listed all board members who will be serving for 2008-2009 and have served a year on the board. Charissa will contact the new board members to find out their interests in serving in officer positions. Charissa asked everyone to complete the form and return it to her tonight. Time was taken to allow everyone time to complete the form and hand in to Charissa.

IV. Agenda Modifications

None

V. Consent Agenda

It was moved by Jana Bleakley and seconded by Ken Dannenberg to adopt the consent agenda as presented. Motion carried unanimously.

VI. Discussion Agenda

A. Quarterly Treasurer Report

Tim noted areas where we did not do well in 2007. Tim met with Kevin and Stacey to try to forecast better but it is difficult to do with this new TCM billing structure. Depreciation and non-cash items contribute to the loss figures. There is cash flow to cover operations. We need to focus on cost controls.

Case managers can now round up which will help with monthly meetings. We will be having a stakeholders meeting on Feb. 6th to learn more about case management billing.

When did we learn about the lower receipts of public funding? We did not know until we received the check that there would be a reduction in funding for Supported Home Care (SHC) hours. Because they prorate SHC funds, our funding was reduced because there is a new provider now that we were not aware about reducing the pot of money available.

Over-site is needed to catch issues early to keep on track.

B. Case Management Update

The state budget allows for 2% increases for direct care staff wages. The Governor's recommendations uses language from the ACT bill that was submitted last year, which it good to see. The state will be funding 200 individuals off the waiting list. They are looking at eliminating the waiting list in 2-3 years. The state is looking at cutting funds for case management because not much of the funds have been spent for billings, which is due to their change in the billing method. Vonda has addressed with her staff billing an additional 8 hours monthly to meet budget. Our case management license has been approved. The biggest complaint on surveys is the shifting of case managers and caseloads. We continue to receive referrals.

Tim Reimer: How much is left budget because of the billing change. Kevin was not sure of the exact amount but knew it was in the millions.

C. Strategic Initiatives Update

1. Program Evaluations – We have had a poor return on surveys. Vonda has received 1/3 back. Marty had three returned. At the membership meeting Feb 18 we'll discuss the future of programs.
2. Facility, Transportation and technology – We hope to have a meeting soon. We will be having our door frames painted throughout the building and our floors will be stripped and buffed in February.
3. Arc Awareness and Development – The next meeting is next week right after the Ladies' Luncheon Committee meeting. Invitations were available to the board. Board participation made the last VIP Breakfast a success. We hope the board steps up again. There will be no golf tournament this year. There will be to mini car shows at Exploration Place on May 22 and in July to benefit The Arc. Carl Fry was approached on these car shows because it helps draw people into the Exploration Place. Frank Seitz is interested in us being involved volunteering and earning a portion of the proceeds with his golf tournament he puts on in behalf of his son Clint, a former Arc participant and YESS student, for Special Olympics.
4. Board Governance – Changes will be made in bylaws to reflect committee structure and take out the "dead wood". Passed out summary of recommended changes for the board to review. They plan to have something to present at the next board meeting.
5. Staff Productivity and continuity (Personnel Committee): working on a "Restricted Use of Arc Equipment" policy. It is recommended to get something developed. Marlene has great concern of liability to The Arc, for example, using our inflatables at a child's

birthday party. We will no longer be offering our building for outside community usage, limiting it to just members. Kevin and Stacey will write it up and present to committee for them to review.

D. Lights on St. Paul Update

Dave thanked the board for those who helped in any capacity for the lights. We were three thousand cars behind last year because of the weather and averaged \$2.75 a car in donations. Thanks to the self advocates and sponsors they ended up making more than last year. We netted just over \$28,000. The guy that programmed our three trees to music and flashing patterns will put a display together for us behind ILRC next year.

VII. New Business

A. 2008 Budget

Stacey reviewed the budget. We are budgeted to have a net income of \$28,948. Health and Dental rates went down for the same coverage. Mileage reimbursement is increasing to 50.5 cents a mile. Kevin reviewed the food budget by department.

YESS staff will need to become efficient in billing like a TCM and follow a weekly and daily budget.

Marge revisited setting money aside in the budget to go towards a marketing position. Stacy noted that there is no money to set aside. We could put aside what we plan to have in net income taking us down to a \$0 budget. It is difficult to move ahead not knowing how billing with change for case management. If we find out there will be a significant increase we can revise the budget.

It was suggested to possibly look at the events that support the Legacy of Hope and maybe reevaluate which could go to the endowment and other to operations. Steve said that to maintain the credibility of events with sponsors that it would be best to not switch back and forth year to year.

Discussion was held on what percent increase should be put in the budget for raises. Marlene did not think 3% would be an increase considering cost of living.

It was moved by Jana Bleakley and seconded by Ken Dannenberg to accept the 2008 Budget with the 4% increase for wage adjustments. Motion carried unanimously.

It was moved by Ken Dannenberg to adjourn. Motion carried unanimously.

Adjourned 8:16 p.m.

Secretary Signature

Secretary – Darcy Eads
Recorder – Kristen Phillips