

The Arc of Sedgwick County
Board of Directors Meeting
February 25, 2008

ATTENDEES: Marge Zakoura-Vaughan, Linda McCurry, Jana Bleakley, Ronda Maass, Marlene Sanders, Tim Reimer, Ken Dannenberg, Julie Wittich, Curtis Tatum, Colette Deeds-Conner

ABSENT: Steve Fisher, Deborah Gdisis, Dave McGuire, Shakila Saifullah, Darcy Eads, Vonda Bankston

PRESIDING: Jana Bleakley, 2nd Vice President

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

GUESTS: Shawna and Sandy Fielder, Bill Gale

I. Call to order

The February 25, 2008 meeting was called to order at 6:05 p.m.

II. Self Advocate Report

Shawna Fielder read the Self Advocate Report. The report was passed out to all in attendance. There were 35 advocates at their last forum. Post cards will be mailed out soon to all who attended their auction in the past. Their Auction Garage Sale will start Wednesday, April 23 at 4:00 – 7:00 p.m. for Arc members only then open to public Thursday and Friday 7:00 a.m. – 5:00 p.m. The main auction event is Saturday, April 26. Let the advocates know if you have any items to donate or contacts for items. Tickets will be passed out at the March board meeting. They have over 300 celebrity items and 50 community items. Their next open forum meeting is March 11 at 6:00 p.m.

III. Endowment Allocation Committee Report

Bill Gale passed out the Endowment Committee's recommendations to all in attendance. They reviewed 6 proposals; there is \$20, 010.86 available to be allocated from the endowment. Bill highlighted some of the proposals. The main issue the allocation committee had was that the proposals they received didn't really match up with the current guidelines. The allocation committee suggested to rework the guidelines allowing some flexibility on how to use endowment funds.

Recommendations

- No funds to the Circle of Friends proposal – should look in the school library budgets
- Fund \$4,140 for Arc's Marketing Committee #1 proposal to prepare materials to promote Legacy of Hope fundraisers and Lights on St. Paul spending less on handouts and more on sponsorship piece of it.
- Fund \$360 for Arc's Marketing Committee #2 proposal on magnets to handout and keep fundraiser information in front of people

- Fund \$12,000 for Arc's Marketing Committee #3 proposal for marketing with contingencies: first seek professional assistance in evaluating and developing overall marketing plan/strategy/brand; Board evaluate July 1 the budget possibility of a marketing staff position (perhaps part-time college cooperative education student); no funds spent on media (i.e. radio) or board training.
- Fund not to exceed \$2000 for the Sibshop Training proposal. Send 2 or more for training. Drive instead of fly. Any funds left over are to be used to purchase Sibshop supplies.
- No funds to the LIGHThouse Project

There was discussion on the guidelines to currently qualify for funding from The Arc's endowment

- developing programs in partnership between The Arc and other agencies
- programs that benefit Arc clients directly.

There was discussion on the importance of revising the guidelines because the proposals that have been received in the past two years have not really fit the guidelines.

It was recommended to deal with the proposals and recommendations at hand and rework the guidelines later due to time constraints. The governance committee will revise the guidelines for submitting proposals for endowment allocation funds.

It was moved by Ken Dannenberg and seconded by Colette Deeds-Conner to approve the recommendations on the proposals by the allocation committee. Motion carried unanimously.

Marge requested that in the future that the board receive from the allocation committee the proposal recommendations earlier giving them sufficient time to review and take a meaningful vote.

IV. Agenda Modifications

- The Nominating Committee report is being moved to item C under discussion agenda.
- Item A under new business will be tabled

V. Consent Agenda

Stacey requested a motion from the board to approve the amount \$283,027 that The Arc is requesting in its 2009 United Way proposal. There was discussion on the breakdown of funding for each program area.

It was moved by Marge Zakoura-Vaughan and seconded by Colette Deeds-Conner approve the amount of \$283, 027 being requested in The Arc's 2009 United Way proposal. Motion carried unanimously.

It was moved by Colette Deeds-Conner and seconded by Linda McCurry to approve the minutes for the January 28, 2008 board meeting. Motion carried unanimously.

It was moved by Marlene Sanders and seconded by Colette Deeds-Conner to approve the consent agenda as presented. Motion carried unanimously.

VI. Discussion Agenda

A. Case Management Update

Billing hours have increased by nearly \$20,000 compared to November and December billings. They have gone to a new round system that has been helpful. Also, case managers need to complete assessments that are taking them up to 8 hours to complete. An incentive program has been implemented. If a case manager reaches 110 HCBS hours three months in a row they receive a bonus.

B. Strategic Initiatives Update

1. Program Evaluations – Kevin will email out to all of the board the summaries for each program from the surveys we have received. We have evaluated all of the programs this last year. We have not had a good overall response in getting surveys completed. Kevin and Stacey met to discuss cost breakdowns of the programs. This was hard to do for the tennis program that serves the whole state and we only have 40 players here in Wichita. If the cities with the other teams do not pay fees to support the tennis program we could lose the program. The costs for the Discovery Day program is higher than what we generate for the program. Kevin requested feedback on the program summaries that he will email to the board of directors.
2. Facility, Transportation and technology – The tile flooring has been waxed and buffed. Next month the door frames will be painted. We need to look at transportation needs for Y.E.S.S. Crossroads is getting rid of their big bus that we would borrow for the Y.E.S.S. program on occasions. They will no longer be a backup. The computers purchased in 2004 are due to be replaced this year.
3. Arc Awareness and Development – We need a head count for the VIP breakfast this Friday. We have the proclamation coming up in March with the City Council and County Commissioners. The city proclamation is March 18 and the county proclamation has not been set yet. The Ladies' Luncheon is coming up on March 4. We have church bulletin inserts about Sabbath Sunday for the National Mental Retardation (MR) Awareness month.
4. Board Governance – They have been working on the Articles of Incorporation and the bylaws. We have a constitution in place but we do not have to have it. It is just a repeat of the Articles of Incorporation. We will need a vote to do away with the constitution. There have been some revisions to the bylaws to clarify information but no major changes.
5. Staff Productivity and continuity (Personnel Committee): They will be continuing to work on the program evaluations that Kevin already

addressed and they have finished the Executive Director's evaluation to be discussed later.

Julie Wittich inquired about the development and implementation of the alcohol and property usage policies. Kevin responded that the government committee has been working on these and plan on having it on the agenda to formally adopt at the next board meeting.

VIII. New Business

C. Nominating Committee

It was moved by Tim Reimer and seconded by Linda McCurry to accept the slate of officers as presented. Motion carried unanimously.

B. Executive Director Evaluation

Jana closed the meeting for an executive session to last 10 minutes.

Meeting reopened.

It was moved by Colette Deeds-Conner and seconded by Ronda Maass to approve a 7% increase in pay rate for the Executive Director Kevin Fish. Motion carried unanimously.

It was moved by Marlene Sanders and seconded by Colette Deeds-Conner to adjourn. Motion carried unanimously.

Adjourned 7:30 p.m.

Secretary Signature

Secretary – Darcy Eads
Recorder – Kristen Phillips