

**The Arc of Sedgwick County**  
**Board of Directors Meeting**  
**March 24, 2008**

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

ABSENT: Colette Deeds-Conner, Darcy Eads, Marlene Sanders, Kristen Phillips

PRESIDING: Steve Fisher, President

STAFF: Kevin Fish, Stacey Evans, Marty Rothwell, Matthew Fullerton, Vonda Bankston

GUESTS: Shawna and Sandy Fielder, Bill Gale

**I. Call to order**

Steve Fisher called the March 24, 2008 meeting to order.

**II. Self Advocate Report**

Shawna Fielder read the Self Advocate Report. The printed report was available to everyone in attendance.

**III. Agenda Modifications**

- No Modifications

**IV. Consent Agenda**

Julie Wittich: Are we looking into patenting or trade marking the Circle of Friends (COF) program? How can we protect this and not miss the opportunity and someone else grab the glory for the program? To miss an opportunity to protect this would be huge, expressing concern for Val Wall losing her “baby” and Arc having national recognition and claim to program.

Marty Rothwell: We have looked at it. In April we are having a nation wide one day conference that will cost \$500 to attend to receive COF information and become apart of the COF network. We have people from Texas, Tennessee and around Kansas. The fee they will pay will be based on the size of their school district. We will get it franchised but there are other “Circle of Friends” titles out there. If we can’t use it we will have to look at changing the name.

Kevin Fish: Last summer we spoke with Val and Ken Dannenberg about copywriting the program and what it will take. We’ve been looking at organizing materials into something we could try to protect. There are other similar programs out there that have also been around a lot longer but ours is different in how work in the schools and offer activities through The Arc.

**It was moved by Jana Bleakley and seconded by Linda McCurry to approve the consent agenda as presented. Motion carried unanimously.**

## **V. Discussion Agenda**

### **A. Case Management Update**

Vonda informed the board that last week we were notified that the case management rate has increased from \$10.60 to \$10.83 per 15 minute unit. Kristy Horsch is now Assistant Director to Vonda. SCDDO and SRS reviews praise case management and had no concerns to address. Vonda and the case managers are doing a great job. In April Vonda will be hiring another TCM.

### **B. Strategic Initiatives Update**

1. Program Evaluations – After the last board meeting Kevin emailed out to the board the summaries for each program from the surveys we have received. No feedback has been received. We are continuing to evaluate programs as we go. We asked families to fill out evaluations at the end of the week who participated in the Spring Break program to make sure we are meeting outcomes and Stacey is reviewing the financials. Marty started the “Fill the Hopper” program to raise money for the statewide Tennis program. We have met our local goal; Marty is now sending information to the other teams across the state.
2. Facility, Transportation and technology – Door frames have been painted. We plan to schedule a clean up day at the Arc around the end of April or beginning of May. We have an opportunity to purchase a bus from Crossroads Fellowship Bible Church. It is the same bus that we would borrow for the YESS program. It is a 40 passenger bus and in good shape, but does need break work. They would give it to us for \$1000. They donate to us \$1000 monthly and even thought they could give it to us as one of their monthly donations. We will be making computer purchases in the next few months as we are now cycling through the ones we purchases 5 years ago. We are looking into making our YESS laptop computer wireless to use for the Celebrity Auction since the live auction will be in the bus barn.
3. Arc Awareness and Development – Thank you Ronda and Linda for the wonderful food and decorations for the VIP Breakfast. We had our Ladies’ Luncheon and TCM luncheon. We received the MR Awareness proclamation from the County Commissioners. Luke McCurry accompanied Kevin to receive it. Andrew Bleakley and Elly Kitchen accompanied Kevin to receive the proclamation from the City Council. Corky was on channel 12 last week and has 2-3 shows coming up. The Self Advocates plan to purchase new black chairs for the big room from funds they raise from the auction. We have three car shows coming up in May, June and July.
4. Board Governance – To be covered later.
5. Staff Productivity and continuity (Personnel Committee): No Report

### C. Arc Alcohol Policy Update

“The Arc’s stand on alcohol consumption” statement was shared. Julie suggested wording change of the second sentence: The Arc or any related staff or volunteer will not provide alcohol at any Arc program serving individuals with developmental disabilities. The rest remains the same. Discussion of the statement was encouraged to take information back to the governance committee to work on it and formalize it.

Julie Wittich suggested adding a statement about “measure of protection” for The Arc, and reserves the right to deal with somebody who may become inebriated that’s to be sent home or restricted from participation in some other manner. There could be somebody who could get out of control and be of harm to other participants and staff.

Kevin asked board members to email him if they think of additional information that should be addressed in the policy.

Marty addressed smoking. Our building and vehicles are smoke free. Participants at Camp Pride do smoke but it is all outside. There is no smoking at any other program.

From discussions, Ken Dannenberg broke everything down into three categories:

1. Events in the facility where we are comfortable saying no alcohol, if we want
2. Youth events outside of the facility where we can say no alcohol
3. Tours and events that adults participate in the community where we may not be able to say no alcohol

We can put these three categories into writing so we have a consistent policy.

### D. Arc Equipment Usage Policy

Policy (08-01) - This is a work in progress

Marge Zakoura-Vaughan inquired about the wording at the end of the first paragraph under section B. “during regular business hours. During the State Fair, Arc equipment is used between agencies as well as other agencies’ equipment that is used during business hours into the evening. Will this wording limit us?”

Kevin didn’t think we would have to have during regular business hours because we will have things that happen after hours. We can strike that last part.

Dave McGuire noted that it does not mention disciplinary actions if caught doing something. Ken Dannenberg made note of it.

This policy will be brought back next month for review and approval.

## VI. New Business

### A. Stock Sale Authorization

In the past one of the insurance companies that we did business with that was probably a mutual converted over to a stock corporation. As a result the people that had a policy with them were issued some stock. We have had this since 2001. The finance committee recommends that we liquidate the stock and hold the money until the auditors are through with the books. Then at that point we can suggest adding it to whatever we think is available to bolster our operating reserve towards its goals. When Stacey first discovered the stocks the value was around \$36,000 now it is just over \$29,000.

**It was moved by Tim Reimer and seconded by Julie Wittich to liquidate the stock from the Principal Financial Group and apply the results of the funds to operating reserve. Motion carried unanimously.**

B. Internal Control Procedures and Recommendations 1:16:46

This is not seen as a policy matter but as operational procedures. A lot of them are covered by policy already. They are control issues. Part of this is our responsibility under a certified audit or opinion that we receive on our financials we are still responsible as a body for implementing appropriate controls over assets. The auditor has commented on the back page of the external audit – as a matter of audit protocol the auditor will issue a request for a letter from Kevin attesting that we have periodically reviewed our internal controls and made changes where we think is appropriate. This is an attempt to comply with that.

Tim asked for a ratification of these procedures to make sure everyone has acknowledged these recommendations.

**It was moved by Ken Dannenberg and seconded by Dave McGuire that the board agrees with the Internal Control Procedures and Recommendations presented and recommends them to The Arc management. Motion carried unanimously.**

C. Constitution and Bylaws (Tabled)

**VII. Announcements Reviewed on the Agenda**

Linda McCurry added the dates in the Executive Director’s report for the United Way presentations to the allocation committee on April 7 at 2:00 p.m. for Arc Programs and May 9 at 8:30 a.m. for ERC. Kevin notified the board that he has the proposals for 2009 United Way funding available for them to take with them.

Kevin announced Stacey resigning.

**It was moved by Jana Bleakley and seconded to adjourn. Motion carried unanimously.**

Adjourned 7:48 p.m.

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Secretary Signature

Secretary – Darcy Eads  
Recorder – Kristen Phillips