

**The Arc of Sedgwick County**  
**Board of Directors Meeting**  
**July 28, 2008**

ATTENDEES: Linda McCurry, Ken Dannenberg, Deborah Gdisis, Sean Amore, Curtis Tatum, Sue Schmelzer, Kayla Jean Mitchell, Tom Racunas, Eric Kauffman, Sarah Vaughan, Marlene Sanders, Ronda Maass

ABSENT: Colette Deeds-Conner, Marge Zakoura-Vaughan, Julie Wittich

PRESIDING: Ken Dannenberg, President

STAFF: Kevin Fish, Kristen Phillips, Effie Pettinger

GUESTS:

**I. Call to order**

Ken Dannenberg called the July 28, 2008 meeting to order.

**II. Self Advocate Report**

No Report.

**III. Agenda Modifications**

**It was moved by Sue Schmelzer and seconded by Linda McCurry to approve the agenda as presented. Motion carried unanimously.**

**IV. Discussion Agenda**

A. Executive Director Report

Kevin's written report was available to everyone. Kevin highlighted that the SCDDO is increasing our Socialization and Group Respite funding back to where it was before we received a 3% cut back in 2006. This funding covers Orchard Park, Adult Days and Youth Activity Days that are programs that we do not charge for attending. TCM is ahead of budget and in the process of purging old information out of files that we no longer need to retain. The Circle of Friends staff is moving into our file room because they lost their office space at North High School. We are expecting to be at capacity for office space in 2009. The Arc Learning Series is offering a seminar on Guardianship this Wednesday here at The Arc at 7:00 p.m. Our Guardianship Assistance Program (GAP) started working with 12 families this summer. After these families we will have one more round and all of The Arc TCM families will be taken care of. Hinkle Elkouri Law Firm said that they have enough interest in this program from KU law students that we could expand the program beyond The Arc. Without the TCM leadership to get things done this program would not be the success that it is. If the GAP was to expand beyond The Arc, the TCM agencies serving the clients would need to take the lead in the project, because we could not handle that volume. We will be hosting VIP Breakfasts quarterly for the board to invite people to become acquainted with our agency. Our next VIP Breakfast will be this fall. United Way blackout begins this Friday, August 1 and ends November 8. Kale, who would light up his home to dance to

music, is working with us to build a large display. If anyone can make contacts with possible sponsors for the Lights before Friday would be great.

Ken Dannenberg asked about our affiliate agreement with the SCDDO. The affiliate agreement is reviewed and signed annually. It obligates us to serve TCM clients who chose us without being able to refuse them. It allows us to receive county mill funds for Medicaid ineligible TCM clients and the Socialization and Group Respite funds.

Linda McCurry asked about the advocacy training hosted by ACT. It is tomorrow at Cerebral Palsy Research Foundation (CPRF). They will be giving guidance on how to write a letter, how to talk to a representative in person, and to know to whom you are writing. Training packets will be available.

Tom Racunas asked about manning the State Fair Booth for ACT. Kevin said he would send out information closer to the date. Tom also inquired about Board University. Kevin will send out the information. It will fall at the end of October.

#### B. Finance Committee

Deborah Gdisis noted the purpose of the audit and that it states that The Arc's financial statements are accurate and represent the agency. 2007 was the first full year that we reported depreciation. Through Mike Porter's review, he said that we are reporting depreciation \$10,000 higher than what it should be and fixed that in the books.

**It was moved by Sean Amore and seconded by Kayla Mitchell to accept the audit of the 2007 financial statements as written. Motion carried unanimously.**

Deborah discussed the uninsured deposits that The Arc has at Fidelity. We have around \$500,000 - \$600,000 that if something were to happen with Fidelity, we could lose it all except for \$100,000. Acting as fiduciaries over The Arc's money, Deborah thinks the board should look into developing a firmer policy on how to handle the cash.

**It was moved by Tom Racunas and seconded by Sean Amore that the board of directors direct the Finance Committee to explore options of how to handle the cash to bring back to the board. Motion carried unanimously.**

Ken Dannenberg asked if we should retain Michael Porter. He has prepared our audit for the passed 7 years.

Curtis Tatum was asked how Goodwill handles contracting with auditors. Curtis informed the board that every three years they bid it out.

Kevin Fish said that The Arc bid it out last year and Michael Porter was the best bid and is great to work with and has a good knowledge base of our agency.

Deborah wanted to note some figures on the January – June 2008 financials. Line item 5010 State of Kansas: TCM is \$50,000 ahead of budget. Case managers have done a great job keeping up with their billing and our incentive program has helped. Line item

6900 Miscellaneous Income is \$46,563.60 ahead of budget. This is due to our receipt of around \$42,000 from the SCDDO because of the TCM billing change when the SCDDO had funds available that they distributed to agencies based on a prorated amount tied to the amount of TCM clients agencies were serving in July. At that time, we posted a large number of clients in TCM services. We still had all of the kids under the age of 14 in our TCM services, because they were not transferred out of services until August.

Kayla Mitchell, as well as Eric Kauffman, noted and commented on the high cost of workers compensation. In addition, Kayla thinks the Building and General Liability Insurance, and vehicles insurance seems higher that they should be. She offered her insurance expertise to help The Arc shop around for better rates for next year. Kevin accepted.

C. Marketing and Development

Sean Amore reported on the memo of the Project Proposal. Sean highlighted the goals, targeted audiences, tactics to achieve goals and objectives, and SWOT (strength, weaknesses, opportunities, threats) analysis. Sean reviewed some of the ground work that needs to be accomplished to formalize the proposal. Copies of the proposal were passed out to everyone to review on their own time and submit feedback to Sean. Sean plans to have a proposal to present to the board in September for review and approval.

**V. New Business**

None

**VI. Announcements Reviewed on the Agenda**

Tom Racunas has been elected as a commissioner to Kansas Commission on Disability Concerns (KCDC). Congratulations! Tom shared information on KCDC to make everyone aware of its existence and how they can be used as a resource with whom to partner to help further efforts on disability concerns.

**It was moved by Sean Amore and seconded by Linda McCurry to adjourn. Motion carried unanimously.**

Adjourned 7:49 p.m.

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Secretary Signature

Secretary – Linda McCurry  
Recorder – Kristen Phillips