

**The Arc Susquehanna Valley**  
**April 17, 2019 at 4:40 PM**  
**Wayside Inn**

**Business Meeting Call to Order:** President Deb Brubaker presided and called the meeting to order.

**Attendance:** Deb Brubaker, Brittany Baker, Judy Davis, Christie Duke, Leta Jo Maue, and Executive Director Robert Roush.

**Absent:** Dana Rebuck, Megan Walsh, Daniel Sweeney, Jannet Tebar (John Michaels resigned a few weeks ago).

Deb Brubaker called the meeting to order at 4:40pm

Robert gave an update on board member, Daniel Sweeney's, status, he is doing better and the board has confirmed his position with the board remains unchanged awaiting his return.

Deb asked for a motion to approve the minutes, Judy Davis made the motion Leta Jo Maue seconded the motion. Approved unanimously

Robert reviewed the balance sheet and our anticipated budget for our new building. The board had approved an additional \$15,000 for the move and we have only used a portion of that at around \$3,000. Robert recommended we use the already allocated and approved remaining funds for a paint job and fix the ceiling from prior leak prior to the Arc Angels event in the fall. We do not have a current contractor for such a job. We also have other roof repairs that need to be completed for a few thousand. We will get quotes from some of the local contractors for us to review.

Deb asked for a motion to approve the financials Judy made the motion and Christie approved it. Approved unanimously.

**New Business:**

**Budget:**

There are two provisional budgets one with the Selinsgrove Center position and one without. The bid that won for the Selinsgrove Center is for an organization that provides nurses and doctors to the facility. There was a letter written to the state regarding the position to be working as an advocate which prevents a conflict of interest. They rescinded the bid awarded and it is under review. The other provisional-budget presented to the Board does not include the Facility Advocate position.

Judy discussed two different Executive Director rates as well. We are recommending an hourly increase for the Executive Director position based on where that position and Robert can take the

organization over the next several years. One budget includes a \$2/hour raise and the other is \$4/hour raise. Judy recommended either budget we approve we should go with the \$4/hour raise as we feel we can afford it and brings the position more in line with the position expectations.

The employee minimum has been brought to \$12/hour and 13% benefits coverage to allow an additional amount for purchasing benefits on the ACA market.

The staff requested if they do not need the 13% for health care if they can have it contributed to a retirement in lieu of the health benefits. We do not have a retirement type policy current in place but that will be revisited at a later meeting.

Deb asked for a motion to approve the budget with a \$4/hour raise for the Executive Director and then to allow for a position with or without Jenn's position. Brittany made the motion and Leta Jo seconded. Approved unanimously

### **Investment Review:**

The one proposal received was reviewed met with our investment policy and the funds would be accessible should we have emergency needs.

Deb called for a motion to approve investing with the submitted proposal as the requests have been outstanding for several months. The policy in place is restrictive and advisors have declined working within the policy. The proposal given meets our requirements and we will move forward with the investment. Judy made the motion and Leta Jo seconded it. Approved unanimously.

### **Long Range Planning:**

IM4Q data discussing having a key for where they live as well as ID for our self-advocates. Identification includes carried ID, lanyards, and electronic.

We are looking for grants for the Right Relations program. We also submitted a grant to the Stabler Foundation as well as a request for a proposal to the Lycoming County Unrestricted Funds. It would also include an AMPES and Bridge program.

Part of the planning is to publish pictures in the papers. Deb will take on this responsibility of collecting photos and stories to get to local papers.

AMPES Coordinator for Columbia County has resigned and John Shosh is going to take over the Montour County programs while his wife Lisa is interested in taking over the remaining portion of the programs. John would report to Cheryl and Lisa would report to Robert to remove the possible conflict of a couple reporting to the same person.

We need to review and approve expansion into the Lycoming and Clinton Joinder. We had approved to expand into Lycoming County and need to approve the Joinder because they share funds and resources.

Judy made the motion to approve the joinder expansion and Brittany seconds it. Approved unanimously.

Robert discussed we had roughly 450 applicants to the direct care worker positions. We asked them to take a math and personality assessment tests and only around 60 applicants took the tests and 20-30 passed.

**Other Business:**

Building security policy has already been in practice prior to approval and enforcement.

Deb called for a motion to approve the policy, Brittany made the motion and Leta Jo seconded. Approved Unanimously.

Robert reviewed John Michaels resignation from the board. We discussed needing to bring parents and self-advocates themselves onto the board.

Deb discussed the website and some updates that need to be made including employees and board members.

Robert discussed a T-shirt press machine as an investment for a group employment option to sell as well as make our own shirts. The dye cutter, vinyl, and attachments comes to around \$3,000 or under.

Brittany made the motion to approve the purchase and Christie seconded it. Approved Unanimously.

During a meeting it was discussed to have the staff attend two board meetings annually which would allow better communication. It was also discussed to go from 4 board meetings to 6 annually allowing for more communication in a timely manner.

Judy also discussed having the meeting at the office to eliminate distractions when trying to meet at restaurants.

Next Executive Meeting is Monday June 3rd at 5pm at an undetermined location at this time.

**Adjournment:** At 5:26pm adjourned by President Deb Brubaker.

Respectfully submitted,

Brittany E Baker, Secretary