

**The Arc Susquehanna Valley**  
**July 11th 2018 at 5:00 PM**  
**Pine Barn Inn, Montour Room**

**Business Meeting Call to Order:** President Deb Brubaker presided and called the meeting to order. Robert introduced our two visiting guests from CMSU (see attendance below). Roll call was requested.

**Attendance:** Deb Brubaker, Brittany Baker, Judy Davis, Christie Duke, Leta Jo Maue, Dan Sweeney, Jannet Tebar, Megan Walsh, John Michaels, Executive Director Robert Roush. Guest attendance Marcie Klinger and Lisa Jarrett from CMSU

**Absent:** Margaret Harvey, Dana Rebuck, prospective Board Member Adam Bednar

**Secretary's Report:** The minutes of the April Board Meeting were reviewed. Judy moved to approve the minutes and was seconded by Jannet. The vote to accept was unanimous.

**Treasurer's Report:** Robert reviewed the Financial Reports of March 2018 through June 2018. Dan made note that we are carrying a larger than normal amount in receivables. After limited discussion Robert summarized that the numbers on the Balance Sheet was from some outstanding invoices we have since paid for the Self Determination Banquet and for some end of year technology budgeting. Judy moved to accept the Treasurers Report and was seconded by Leta Jo. The motion was unanimously approved.

**New Business:** Deb and Robert went over the email from prospective Board Member, Adam Bednar, where with his employment at I Heart Pet Brands and union contract negotiations he felt he could not give the appropriate attention to being on the board and would like to withdrawal his application. The hope is that given that we are expanding and moving more in his direction that we could use his expertise as an HR Director for our self-advocates in future employment endeavors.

The discussion of what we are looking for in prospective members of the board focused on areas of expertise such as an attorney, someone in marketing and advertising, connections within the communities, family of self-advocates, or self-advocates themselves. Our current desired areas to build more board member coverage are in Columbia, Montour, Union, and Lycoming Counties. Lycoming County we have no immediate plans for expansion but as there is no ARC presently covering that area it is a future opportunity. Dan recommended for Montour County potentially approaching Jack Metzger to join the board. Jackie Brehm is working on a list of names for potential board members as well.

**A Home of Our Own:** Robert went over the closing that is scheduled for 7/12/2018 and the taxes due at closing of \$7113.72 we received information from Benjamin Apfelbaum regarding that we will have to pay them and most likely even if we get approved for the tax exemption we will not get a refund of what has been paid. The tax exemption would take effect if approved January 1 of 2019 forward. Tessa Moore and Ben had experience with this at another non-profit

that recently purchased a building within the city. We had budgeted \$1,800 for a new phone system but the system currently at the building and being gifted by the Coles to The ARC is going to be quality enough for us to hopefully eliminate those costs from our budget. With the taxes not being exempt it still puts us roughly \$3,696.22 under the money we have for our closing and remodeling to be move in ready. This includes \$40,000 in our Home of our Own funds currently set aside for the projects, Northumberland's startup and Accessibility of \$20,000 which is already paid to us, and the Sunbury/Northumberland grant of \$5,000. The board formerly reviewed and approved the offer and subsequent purchase of the building, which we are recording in this set of minutes. At the July 11, 2018 meeting the Board also reviewed and approved the final amounts from the HUD sheet presented including \$7113.72 in taxes to be paid and the moving budget discussed. This included utilizing \$15,000 in reserve assets on hand as a self-loan. It was discussed and agreed upon that after the approval of the \$15,000 in reserves being utilized it would leave a remaining amount of approximately \$46,000 or 3 months operating budget plus our \$30,000 and \$30,000 in accumulated assets left in balances.

The motion was made to approve the use of the \$15,000 in reserves from accumulated assets by Dan and seconded by Leto Jo. The vote was accepted unanimous.

Deb discussed that the Executive Committee proposed a sponsorship letter to sponsor specific items such as a chair or desk so people have a visual of what their sponsorship goes to at each level. This can be in the newsletter as well as a letter that gets mailed out.

Possible sources of grants and donations for the building were discussed.

Robert discussed that our tax forgiveness hearing and motions would need to be approved by the Board and attested to by the Secretary.

Part 1- The Board approved requesting tax exemption status

Part 2- The Board approves Deb as President and Robert as Executive Director to sign request

The motion was made by Jannet and seconded by John. The vote was accepted unanimous.

**Disability Rights of PA Contract:** The current contract goes through the end of January 2019. We were requested by their organization as well as the ARC of PA, Maureen Cronin, to provide a facility advocate that would sit at the Selinsgrove Center. This is one of five facilities in Pennsylvania in operation today and is the largest. The employee, Jennifer Tilley-Voegtle provides 3<sup>rd</sup> party advocacy for individuals at the center by holding meetings and talking with the individuals to ensure their rights are being honored and to ensure there is no abuse going on. Jennifer started the end of June and Judy Davis has been down to visit mentioning she is settling in well getting to know everyone. She has also been working closely with Coleen Sassaman as her mentor.

Currently Jennifer's position within The ARC is not being filled and John Shosh with our AMPES program and the rest of the staff have divided out the load fairly efficiently for the time being. The ARC of PA will be applying for the Facility Advocate contract at the end of the January term allowing us the ability to continue on as a subcontractor.

Jennifer's position is currently not being filled but there is an AMPES Coordinator position for Shamokin that is open.

Judy made the motion to accept the contract currently in place for the Selinsgrove Center position and Megan seconded. The vote was accepted unanimously.

**Budget:** Robert discussed the semifinal 2018-2019 budget as there are some facility changes with the building purchase, loan amount, and other estimated costs. So far we have Northumberland County commitment, Disability Rights of PA commitment, and we are confident in the United Way commitment but nothing is finalized yet. The budget had some utility figured padded to account for the new facility, the occupancy has decreased with the lower loan amount after the 2 month overlap with Zion rental until the move, insurance increased slightly with new facility, staff positions are up, there is also reduced assumed income from OVR as there have been delays with the signing of the paperwork from guardians. We have not heard about finalized contract amount from CMSU as their board meeting is 7/25. We are asking for a 5% increase from previous year to help with our 50 and Fun Plan, if that is not approved then we requested the standard 3% increase over last year as our budget.

Dan made a motion to accept the budget notations as it stands currently with the noted changes when the remaining items are finalized, Judy seconded the motion. The vote was accepted unanimously.

**Space Search Update:** Closing is scheduled for 7/12/2018 so the search has been concluded. The hope is to move on or around September 1<sup>st</sup> after the bathrooms and meeting room construction is complete. Future potential for a full kitchen with ability for our self-advocates to use.

Deb wants Brian and his peers to attend a city council meeting to ask for handicap van spaces.

The Coles have been generous with the supplies left at the building and the gift of equity of \$10,000 in the purchase of the building. We are going to include them in the newsletter list and invite them to our open house.

**Investment Policy:** Brittany is working with an investment counselor at the bank to come up with a more conservative investment strategy and overall policy and will have it for review within the next few weeks for discussion before our September Executive Meeting.

**Strategic Planning:** Robert brought up as we look forward to future growth, programs, and planning that as the Executive Director it would be advantageous for the Board to looking as organizing and following through with some planning sessions focused on keeping our projects and growth in line with the organizations missions. This would include agreeing with what our mission is and what it could be in the future, what our geography currently is and where it could be in the future, where our current needs are as well as how our future potential could be impacted by those needs or creating new ones, as well as where we surpass the state averages in services as well as where we may be lagging behind.

Ideally we would like a Board Member to facilitate or have Board Members be a part of this process to guide it and it is asked to have everyone consider if they could who could be a part of it.

Judy brought up the topic of being an ODP provider and how that could impact the makeup of our Board. This would include if we have providers on our board how that could benefit us as well as how that could impact us being a potential conflict. This could include changing the types of members we have or limiting voting on certain topics if it presents a conflict.

Other topic to include in our future Strategic Planning Session is the job coaches for the self-advocates that are enrolled in work programs we have very little oversight over. So the question then becomes how do we coach the coaches to help our self-advocates in a more productive way without losing the objectivity of being there for advocacy. Robert recommended a permanent committee set up just to supervise this keeping it at arm's length for objectivity.

We will discuss this further at our next Executive Meeting.

**Other Business:** Deb discussed that we are in need of a new chair for our fundraising committee. It does not have to be a Board Member but the committee does need to have Board Members on it.

Deb is working on a calendar with the photos she took.

Savings account with BB&T we got a 6 month 1% promotional rate for now and we can look at other options at its expiration.

We have applied for several grants that Robert will generate a list of them and their statuses for our next meeting.

Robert addressed a concern regarding the United Way (Greater Susquehanna Valley) and their \$4,500 distribution to us which is lower than the \$5,000 the Lower Anthracite distribution. The discussion was that their annual distributions have gone down over the last 10 years and may be a trend of not considering the United Way as relevant anymore in the collection and distribution of donations vs. just going to that organization directly. We had applied for a combined campaign grant which required a significant amount of additional paperwork to end up with the same amount received.

Raise the Region in March we did not meet the minimum 20 donations received which is a new rule for this year so are out of participation for next year. We received 12 donations and will look at qualifying for the 2020 Raise the Region campaign.

Staff reports can be found on Links to read over as we continue to expand and grow.

First time in almost 30 years we are having an overnight camp. This will be a great experience for our self-advocates and their families. It is being held at a different location to previous camps due to costs and activity availability.

Insurance packages for our staff including health insurance is going to need to be researched for future needs. We currently have three full-time and twelve part-time employees in total. Brittany will do the research for us when the time comes.

Next Executive Meeting is September 9<sup>th</sup> at 5pm at Frank & Mellie's.

Open house date not set yet and we will need two ribbon cuttings for each of the Chambers. We should be able to move in in one day once the carpets have been cleaned.

We thank the CMSU staff for being a part of our meeting with us this evening.

**Adjournment:** At 6:54pm Jannet moved to adjourn with Leta Jo seconding the motion. All voted to adjourn.

Respectfully submitted,

Brittany E Baker, Secretary