**The Arc Susquehanna Valley**

**September 18, 2019 at 5:30 PM**

**Arc Aide**

**Business Meeting Call to Order:** President Deb Brubaker presided and called the meeting to order at 5:19pm

**Attendance:** Deb Brubaker, Brittany Baker, Judy Davis, Leta Jo Maue, Victoria Rosancrans, Margaret Harvey, Kristie Duke, Tessa Moore, Jenn Tilley-Voegtle, Joyce McCarthy, and Executive Director Robert Roush.

**Absent:** Jannet Tebar, Daniel Sweeney

Motion to approve the minutes: Judy Davis, seconded Leta Jo Maue. Approved unanimously

Review and approve the financial reports: We are currently at an under-budget trend. Motion to approve Leta Jo, seconded Margaret. Approved unanimously

**Staff Reports:**

Jenn presented and updated us on her reports for the Selinsgrove Center program. Her main functions are to participate with any and all activity that has to do with self-advocates for the Selinsgrove Center. She also is available to meet with any staff or residents to discuss self-advocate needs or requests. Involvement in the team meetings for each person. Meetings usually revolve around changes including room movement, hospitalization, or are the “high profiles”, dual diagnosed individuals. She currently serves 207 self-advocates at the center. Hold monthly leadership and self-advocacy meetings. There are several committees she serves on as well to assess needs, advocates for human rights, assist with trainings, and training. The new doctor that came on board from 2018 is going through each chart and reviewing the drugs given to reduce the overall use if at all possible, giving them a better quality of life.

There was a discussion regarding the center closures and what that means for the self-advocates impacted. The funding needs to follow the individual as well as ODP funding and legislative changes have to happen to make that successful. To hire the appropriate staff and properly train them to adequately service individuals for what the self-advocates need.

Facility Advocacy: Our contract for facility advocacy will not be renewed due to us being an ODP provider. Jenn will become the advocate under the new contract for the center.

**Investment Policy: Quarterly Review, no changes recommended or suggested**

**All Inclusive Playground:** Deb discussed that she and Tessa were at the ribbon cutting for the playground. There were all kinds of businesses and organizations donating items. It was recommended we do a fundraiser by selling subs as a way for our self-advocates to give back to the community in their own way. We will use the funds raised toward a bench and donate any surplus for future upkeep.

**Electronic Policy and Visit Verification Policy:** We are required to have this policy in place as an ODP provider. We are going to use the application the state provides. If their smart phone is lost there is a number they can call and check in from. The policy Robert drafted meets the state requirements for ODP Waiver Services. Brittany made the motion, Margaret seconded. Passed unanimously.

**Fulton CD and Assistant Secretary Appointment:** For a witness to officer signatures it was approved that Victoria is appointed as the Assistant Secretary for attestation and witnessing purposes as needed for now and in the future. Judy made the motion, Deb seconded. Approved unanimously.

**Decline the CDBG Funding and Waiver Services:** Ongoing issues with their requests and requirements. Due to only one individual signing up for services and the issues we have encountered. We are giving up the grant of approximately $14,000 to be replaced by approximately $35,000 in approved service hours. The communication received from the grant administrator was subpar at best regarding lack of professionalism, referral to our self-advocates, etc. It has become known that other CDBG contracts have had similar incidents. A motion was made to terminate the contract by Brittany, seconded by Victoria. Approved unanimously.

**Right Relations Coordinator and other Staffing Updates:** Started August 12th with funding provided from Sunbury Community Foundation. Maritza Williams has been hired for this position and other services.

Stevie was not meeting expectations after a full year to get onboard. Attendance was dropping off from events, regular complaints, and several errors. She received counseling memo regarding items that needed to be corrected and has since been terminated.

John Shosh is now fulfilling the responsibilities Stevie had been handling.

**Arc Angels**: Leta Jo discussed that the Arc Angels with Robert leaving that we will postpone the event until a later date. The new date is April 15th still beginning at 7pm and go until 8:30pm. It is a dessert and socialization event to be ended by a tour of the office.

**Thanksgiving Dinner:** The staff has requested that the board comes to assist and support with one or both seating times for the dinner on November 21st. It is a Thursday from either 5 to 6:30 and 6:30 to 8 for anyone who makes reservations. It is by donation for items and for costs.

**PA Health Access Study Results:** The draft results came out today. It was a study broadly focusing on disability which included some of the following highlights. Transportation to and from appointments. Quality of and communication from provider relations. Training and shortages of applied behavioral analysis as an early intervention were also noted. Joyce recommended a simple card to list items such as behaviors, medical issues, etc. to bring it to the forefront. This is something we will put as a recommendation in the newsletter.

**Long Range Plan Results:** There is the voter registration and trainings at the DREAM and AMPES groups as well as transportation options for self-advocates.

**Building Update:** There is 70 gallons of pitch/tar on the roof for repairs at this time. The neighbors building (Salvation Army rents the space but do not own) bricks are starting to come off the building due to our freezes over the winter. The building owner and tenant are both aware and the owner is non-responsive. The contractor stated the bricks will fall over the winter during the next freeze landing on our roof. The basement large access door has leaks and needs to be repaired. The Degenstein Foundation application being generated would be to pay off the mortgage, repairs, and to budget the funds toward future building needs or repairs.

**Opportunity Imprints:** Business start up with the shirt press as employment for self-advocates as well as a fundraising opportunity. The training manual and first shirt has been printed. It is broken down into all aspects of running a business from taking an order, to design, printing, quality control, etc.

**Sensory Santa:** Victoria is working on getting the Santa house handicapped accessible. It will require building a new house/ramp which will be ready for next year. For 2019 the Market Street Arc-aide® will host the Sensory Santa for 2019 during the 11am to 3pm hours for December 7th.

**Other Items Worth Noting:**

The board presented Robert a Thank You and Good Luck card/gift as a token of appreciation for his service dedication to our organization and self-advocates.

Next Executive Meeting is Wednesday November 20th at 5:30pm at the Market Street Arc-aide®.

**Adjournment:** At 7:15pm adjourned by President Deb Brubaker.

Respectfully submitted,

Brittany E Baker, Secretary