

**The Arc of Sedgwick County Board of Directors Meeting
April 23, 2007**

ATTENDEES: Steve Fisher, Marge Zakoura-Vaughan, Curtis Tatum, Marlene Sanders, Ken Dannenberg, Linda McCurry, Jana Bleakley, Darcy Eads, Colette Deeds-Conner, Dena Griswold

ABSENT: Jayme Gawith, Tim Reimer, Mary Jane Duling, Dick Keck, Dave McGuire,

PRESIDING: Steve Fisher

STAFF: Kevin Fish, Kristen Phillips, Vonda Bankston, Marty Rothwell, Stacey Evans

GUESTS: Beth Patterson,

Call to order

The April 23, 2007 meeting was called to order at 6:06 p.m.

Self Advocate Report

Shawna Fielder presented her report. She welcomed everyone to our 2007 Auction Week. She announced having a garage sale in the bus barn on Thursday and Friday starting at 7 a.m. to sell an overload of store items for the auction. The auction is this Saturday. She had tickets available for anyone who needed them. Some of their funds from the auction will be spent Tuesday, May 1 as the self advocates host a meal night at Orchard Park – a free fiesta and pop bingo.

Golf Tournament Update

Curtis Tatum reported that they are full on teams if all of the pros show. They have secured flat screen TVs at a discount.

Kevin announced the board is invited to the pairings party Sunday, May 6 at Legacy Bank, 3700 N. Ridge Rd. At that time we will also be meeting our \$500,000 mark for the endowment.

Celebrity Auction Update

There was nothing additional to add after Shawna's report.

Agenda Modifications

1. Under New Business we are moving A. Board Training up before the Discussion Agenda to accommodate Ken Dannenberg's schedule.

Consent Agenda

It was moved by Dick Keck and seconded by Dave McGuire to accept the consent agenda as presented. Motion carried unanimously.

A. Board Training

Ken Dannenberg reminded everyone about the handout on good governance practices for 501c(3) organizations that was in the board packet last month. In the governance committee meeting they decided that it would be a good idea to have someone come in once a year and give a 15 minute talk giving instruction or reminders about what we should be doing as

board members to help the board improve their function as board members. Scott Eads has been discussed as a possible trainer.

Discussion Agenda

A. Quarterly Treasurer's Report

Tim prepared his report that was mailed out in the packet to everyone. Stacey noted that net income was at \$5,144 at the end of March and we had budgeted for \$13,230.

The endowment net income is at \$18,433 but we had budgeted for \$26,730. Stacey noted this loss is due to the Ladies' Luncheon coming under their budgeted income by \$9,000. She also had expenses that she had to recognize from billboards and video that were not in the budget because the planning of those items took place after the budget was set.

It was moved by Ken Dannenberg and seconded by Marge Zakoura-Vaughan to approve the Quarterly Treasurer's Report as presented.

B. Case Management Update

A Q&A form from Colin McKenney of the Sedgwick County Developmental Disability Organization (SCDDO) was passed out to everyone. We are still waiting for a finalized decision on the billing changes. The changes will take place July 1, 2007.

Vonda has already started working with some of her staff to develop a new billing and documentation form that will be in 15 minute increments and calculate billable and non-billable activity to help evaluate productivity. She plans to have it implemented by May 1 so the case managers here at The Arc will be prepared and know what to do when the change become effective.

The SCDDO requests a 60 days notice for dropping kids 13 years old and younger from our case management services. They want time to prepare. We have a hold on any 13 year olds and younger kids being referred to us until July 1. Kevin will contact Colin and proceed with the dropping kids 13 yrs and younger from case management services.

Dick Keck wanted to know the bottom line of what The Arc needed to make to survive. Kevin shared that the case managers need to bill at least 4.5 hours per client a month to meet our current budget.

Discussion continued on what would be the breakeven point as well as discussion on needing to look into ways to decrease overhead expenses and increase funds for overhead depending on how things play out with case management.

Marge Zakoura-Vaughan asked Vonda about hiring new case managers. Vonda shared that she is looking at the challenge of retaining staff. One case manager just left and another one is leaving this Friday and 2 more case managers are actively looking for other jobs. The ones leaving are getting better benefits. They are not interested in being forced on families and incremental billing.

C. Strategic Initiative Updates

1. Program Evaluations – Kevin updated that we are working on plugging in numbers this week and hopefully by the end of May we will have a draft to look at. Curtis suggested changing the title Program Evaluations to Outcome Measurements to be more in sync with United Way language.
2. Facility, Transportation and technology – Technology Committee has not met yet. Our work day was rained out. Dena and her yard boy came out today and worked on our flowerbeds.
3. Arc Awareness and Development – Kevin and the Marketing Committee staff met with Sierra Scott for suggestions on press releases. The Golf event can springboard into next year and make it a multi-media event with the potential to raise \$100,000 using commercials by sponsors in the format similar to the Fahnstock commercials for WSU.

This Wednesday Kevin is meeting with Fidelity Bank to discuss becoming an presenting sponsor for the Lights on St. Paul for \$10,000

Bonnie Copp is interested in working with us on a marketing plan.

4. Board Governance – Marlene is writing up a procedure for evaluating the Executive Director. Kevin shared that Rich Hammar inherited the position of HIPAA Officer for The Arc. Kevin and Rich met with Marsha Dill the HIPAA Officer for Starkey to discuss and share information. We need to have HIPAA training for volunteers
5. Staff Productivity and continuity: Personnel Committee met today and reviewed policies and procedures. A list was made of suggested changes that will help protect the agency. Some were discussed.

It was asked about the cost of turnover for case managers. Hiring a new person we lose money during the first month on billing. If we hire an experienced case manager they hit the ground running. It is a challenge to hire an experienced person because they have to take a pay cut and lose benefits to start work here.

New Business

B. Membership Structure:

A problem we have is that a huge portion of members are not interested in attending meetings. YESS families like the discount they receive. Members that are out of state are a part of the quorum and we know that they won't attend a meeting. We can send out letters to see if they are interested in reclassifying as nonvoting members.

C. Sparks Circulation

We are notifying current members in renewal letters that if they are not current by Dec. 31, 2007 they will be taken off the Sparks distribution list.

There was additional discussion on quorum and membership meeting attendance.

D. New Director Information

Kevin will send out and outline to review for feedback from board members wanting to know what information they would like to have received when they first started.

Announcements

1. Our next board meeting in May falls on Memorial Day. **It was agreed to move our next board meeting to the 3rd Monday, May 21 at 6:00 p.m.**
2. Marty is speaking at the West Lions Club dinner at the West side Spears on May 1 at 7:30 p.m.

Secretary – Darcy Eads

Recorder – Kristen Phillips