

**The Arc of Sedgwick County**  
**Board of Directors Meeting**  
**June 25, 2007**

ATTENDEES: Steve Fisher, Marge Zakoura-Vaughan, Curtis Tatum, Marlene Sanders, Ken Dannenberg, Linda McCurry, Jana Bleakley, Darcy Eads, Colette Deeds-Conner, Deborah Gdisis, Shakila Saifullah, Ronda Maass, Dave McGuire, Tim Reimer

ABSENT:

PRESIDING: Steve Fisher

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

GUESTS: Shawna and Sandy Fielder

**Call to order**

The June 25, 2007 meeting was called to order at 6:09 p.m.

**Self Advocate Report**

Shawna Fielder reported that they had 25 in attendance for their open forum last Tuesday. She also updated everyone on how they have been spending the funds raised from the Celebrity Auction: \$500 to a Greensburg family related to Val Wall, \$1000 given to Bryan's Fun Fund, \$600 given the Circle of Friends True Circle, \$3000 for Lights on St. Paul Santa photos; \$500 on trophies for the car show. The self advocates will be throwing a dinner sometime this summer for auction helpers and will provide rootbeer floats at the next board meeting.

**Agenda Modifications**

None

**Consent Agenda**

**It was moved by Ken Dannenberg and seconded by Darcy Eads to accept the consent agenda as printed with the amendment of receiving a second page to the TCM report. Motion carried unanimously.**

**Discussion Agenda**

A. Targeted Case Manager (TCM) Update

Forty clients will be transferring out of our case management based on the age limit we will be serving starting July 1. Eight agencies are borrowing the incremental billing program Vonda and her staff put together. If we hit our potential of billing 4 to 4.5 hours per client we could earn more in funding

County Mill pays for 2 hours a month for non-eligible Medicaid clients. The percent of retrieval of private pay fees is real low. Private pay rates are based on a sliding fee scale. Stacey estimated that we have about a 30% - 40% write-off.

## B. Strategic Initiative Updates

1. Program Evaluations – Because of the changes in case management we will be making changes in that area. We are restructuring our questions for the YESS evaluations to make sure they reflect the United Way outcomes. The school district and Sedgwick County coop are taking over the costs of wages and benefits for the Circle of Friends program reducing our expenses for the program. The cost will go from around \$100,000 to about \$20,000. .

Tim Reimer: Is the school district and coop's commitment year to year? They want to see this program in every school. It will take 3-4 years to phase out of the schools. We don't see them ceasing their support before then.

2. Facility, Transportation and technology – In July we will be painting the inside of the building. The 21 passenger bus is under repair and should be back this week. We replaced an air conditioner at the back of the building thanks to Gail Dody.
3. Arc Awareness and Development – Shakila Saifullah had made good suggestions for our awareness and will have a meeting with her and our staff marketing group. Sierra Scott will help us remake our Arc video.

We netted \$18,000 for the car show. The United Way blackout period is August 1 – November 8. During this blackout period contact cannot be initiated for sponsorships. Week 7 of YESS Thursday night is Christmas in July. We have no official word from Fidelity on Presenting Sponsorship for Lights on St. Paul. We offered to hold their Christmas party here

4. Board Governance – Next month Scott Eads will give a 15 minute training in the importance of attending board meetings and board of director duties.

Marlene reviewed the Policy Statement 07-03 for the Executive Director Evaluation Procedure.

Marge noted that the way the policy reads it is as if the voting will take place in executive committee instead of the Board of Director's meeting. Marlene will amend that statement.

**It was moved by Jana Bleakley and seconded by Colette Deeds-Conner to accept with amendment the Policy Statement 07-03 for the Executive Director Evaluation Procedure. Motion carried**

5. Staff Productivity and continuity: Kevin reviewed the proposal on vacation vs. PTO options. Discussion was held on accrual rate, recruiting tool and retention tool. Ken Dannenberg noted the hidden liability for banked time. Under Kansas wage law you don't have to pay it out if it is specified it won't be paid out, but it needs to be spelled out.

Tim Reimer requested a worse case scenario of liability for banking hours be presented. The personnel committee will go back and review the PTO proposal in committee

### **New Business**

- A. ED Evaluation Procedure: Reviewed above under board governance.
  
- B. Interhab Membership  
Membership fee is \$7,500, 1% of staff wages. Discussion was held on what an agency can get out of membership and as well as the networking resource that is very beneficial. When an agency joins Interhab a staff member will be on the board and have an alternate.
  
- C. Committee Nominations  
Colette shared that she will serve on the Ladies' Luncheon, Finance and Personnel committees. Steve Fisher asked the board members to email him their preferences of committees to serve on.
  
- D. Other  
Steve Fisher passed out information on American Management Association (AMA) Scholarship Program

Curtis Tatum shared that this training is also available through Interhab as well as having scholarships available to attend the trainings.

It was moved by Marge Zakoura-Vaughan and seconded by Curtis Tatum to make the application for the scholarship

Kevin informed everyone that The Arc National Convention is in Dallas and Val Wall has been asked to present on the Circle of Friends.

### **Installation of Officers**

### **Announcements**

1. YESS open house – July 18 at 5:30 p.m. at Cross Roads Fellowship Church (13<sup>th</sup> and Ridge)
2. Family steak and shake night at Watson Park, Wednesday, July 11
3. Christmas in July, Thursday, July 12
4. July Board Meeting, July 23
5. United Way Blackout Period, Aug.1 – Nov. 8

Secretary – Darcy Eads

Recorder – Kristen Phillips