

The Arc of Sedgwick County
Board of Directors Meeting
September 24, 2007

ATTENDEES: Marge Zakoura-Vaughan, Linda McCurry, Jana Bleakley, Darcy Eads, Colette Deeds-Conner, Deborah Gdisis, Shakila Saifullah, Ronda Maass, Ken Dannenberg, Steve Fisher, Julie Wittich

ABSENT: Curtis Tatum, Dave McGuire, Tim Reimer, Marlene Sanders

PRESIDING: Steve Fisher

STAFF: Kevin Fish, Kristen Phillips, Vonda Bankston, Stacey Evans, Matthew Fullerton, Kristy Horsch

GUESTS: None

I. Call to order

The September 24, 2007 meeting was called to order at 6:02 p.m.

Steve introduced Julie Wittich our new member to the board of directors. He asked everyone to go around the table to introduce themselves to Julie.

II. Self Advocate Report

Shawna Fielder was absent. A written report was available for everyone to pick up. Steve reviewed it for everyone.

III. Staff Marketing Committee

Matthew Fullerton, ERC Coordinator, and Kristy Horsch, Targeted Case Manager, serve on the staff Marketing Committee. Handouts of the presentation were passed around to everyone. They presented on options of creating a marketing position discussing positives and negatives of each. 1). Compensate Current Staff; 2). Outsource Marketing; 3). A combination of both 1 and 2; 4). Continue what we have been doing.

The target audience for our marketing efforts is donors not clients.

Marge Zakoura-Vaughan: Is there something we can do now, rather immediate to promote/advertise the Lights on St. Paul? Matthew directed everyone's attention to the last page of their presentation handout that outlined what they are working on for the Lights and who is responsible.

Colette Deeds-Conner: She spoke to her nephew who is in a fraternity and that his pledge class is looking for a volunteer project. He needs a write up of what they would be responsible for to present to his fraternity to vote on it.

Marge Zakoura-Vaughan: Stated that she would like additional information on how we can go forward without negatively impacting client services or hindering our ability to give staff increases. She requests that these areas be addressed in context of budgeting.

Julie Wittich: Suggested staff to contact other agencies about how their marketing departments or positions have evolved. Learn from the experiences of the other agencies.

IV. Agenda Modifications

None

V. Consent Agenda

It was moved by Jana Bleakley and seconded by Colette Conner to accept the consent agenda as printed. Motion carried unanimously.

VI. Discussion Agenda

A. Case Management Update

Billing percentage is 89.38%. They have beat their goal. Vonda will be looking at hiring a new case manager in the next month or two. She is waiting to have at least 14 on the caseload to start him/her. The referrals we are receiving are a mixture of transfers from other agencies and individuals new to services.

B. Strategic Initiatives

1. Program Evaluations – Stacey is adding financial information to program evaluations to see what we are making or losing in programs. The next big piece is putting outcomes together. Our next Sparks newsletter should have a survey in it and we are also planning on using a service called Survey Monkey.
2. Facility, Transportation and technology – Meeting is scheduled tomorrow at 11:30 a.m.
3. Arc Awareness and Development – Planning to meet again on next Wednesday, Oct. 3rd at 11 a.m. a reminder will be sent out.
4. Board Governance – Kevin meeting with Ken on Wednesday about putting together a corporate book of official corporate documents and corporate history.
5. Staff Productivity and continuity (Personnel Committee): Will be discussed under new business

Discussion on Family Support Dollars

For YESS we receive \$1,500 per student. This summer we had 11 students enrolled in YESS with Family Support dollars; only 9 attended. We still receive the dollars whether they attend or not. This \$1,500 does not cover the cost for students but families were under the impression that it did cover all costs and some are refusing to pay off bills. Most of the families who received Family Support dollars owe an additional \$500. Next year we are changing our procedure for receiving applications for families with Family Support dollars. We will host an in person meeting that they will need to attend. Next year we are already looking at 35 students being enrolled in YESS that the county is funding. The number of kids can grow if the SCCDO continues to fund kids to holding them a spot in the YESS program.

C. Interhab Membership

It was moved by Marge Zakoura-Vaughan and seconded by Colette Deeds-Conner to continue to investigate the feasibility of becoming a member of Interhab in the future.

Discussion: Steve Fisher noted that he wanted a more finite decision; targeting a year or after a certain year.

Amended motion: **It was moved by Marge Zakoura-Vaughan and seconded by Ken Dannenberg to continue to investigate the feasibility of becoming a member of Interhab after 2008. Motion carried unanimously.**

D. Retreat Plan/Schedule

Sunday, October 14 at Associated Advertising 1-5 p.m.

VII. New Business

A. Personnel Policy Proposal:

It was moved by Ken Dannenberg and seconded by Jana Bleakley to approve the revisions of the personnel policies as set forth. Motion carried unanimously.

B. Weapons Policy Revisions

A statute was amended so that agencies could not prohibit people with license to carry from keeping their weapon in their own personal vehicle on the agencies property.

It was noted to revise in the policy under Reporting Obligation in the last sentence to specify "Arc" vehicle.

It was moved by Jana Bleakley and seconded by Colette Deeds-Conner to approve the Weapons Policy with the additional revision noted above. Motion carried unanimously.

VIP Breakfast is scheduled for November 13, 2007. Discussion was held regarding start time. Everyone decided on 7:30 a.m.

It was moved by Ken Dannenberg and seconded by Jana Bleakley to adjourn. Motion carried unanimously.

Adjourned 7:26 p.m.

Secretary – Darcy Eads

Secretary Signature

Recorder – Kristen Phillips