



ARC BOARD MEETING

September 21, 2021

MINUTES

Noon – 2 pm | Via Zoom

ATTENDANCE:

Board: Justin Umagat (President), Leon Preston (1st Vice-President), Caitlin Doughty (2nd Vice-President), Morgin Morris (Treasurer), Frana Milan (Secretary), Kyle Serikawa, Payel Vengalil, Michael Cuadra, and Judy Tangen

Excused Absence: Jackie Mitti

Staff: Jackie Jainga-Hyllseth, Sonya Claxton, John Bray, Debbie Barnes, Sonia Doughty, Rich Dashner, and Sebastian Wilson

Seattle Parks & Recreation (SPR): Justin Cutler

Visitor(s): Matt Matson, auditor

MATERIALS PROVIDED: (via zip file)

1. Consent Agenda - September Meeting Agenda
2. Consent Agenda - July 2021 ARC Board Meeting Minutes
3. Directors' Updates for September 2021
4. 9.8.2021 Constituency Committee Meeting Minutes
5. 8.17.2021 RESJ Committee Meeting Minutes
6. 8.3.2021 Budget & Finance Meeting Minutes
7. 9.1.2021 Budget & Finance Meeting Minutes
8. 8.23.2021 Financial Audit Report for ARC
9. 2020 ARC Audit - Board Treasurer Notes

ASSIGNMENTS

N/A

MOTIONS

- Motion #: 2021-09-01 – Approve consent agenda. Approved unanimously.
- Motion #: 2021-09-02 – Approve 2020 audit from BDO. Approved unanimously.

RESOLUTIONS

N/A

MINUTES

TOPIC	MINUTS
Meeting called to order – 12:01 pm – Justin U.	8 board members present at start of meeting for quorum; 1 additional member joined later
Native Land Acknowledgement – Frana M.	We acknowledge that the work we do takes place on the occupied and traditional land of the Coast Salish-speaking people. We recognize the ancestors and current members of the Duwamish Tribal Community, the Muckleshoot Indian Tribe, the Puyallup Tribe of Indians, the Snoqualmie Tribe, the Stillaguamish Tribe of Indians, the Suquamish Tribe, the Tulalip Tribes, and the Confederated Bands and Tribes of the Yakama Nation. These Tribes claim traditional lands in King County. Lands the Tribes ceded in exchange for fishing and other rights, and reservation lands, when leaders signed the Treaties of Point Elliott, Medicine Creek, and Camp Stevens. Not only do we recognize the ongoing cultural and geographical legacy of the tribes and their people, but we acknowledge their history and presence here in this region today.
Review Meeting Norms – Caitlin D.	<ul style="list-style-type: none">● Take risks and experience discomfort● Maintain confidentiality● Reflect● Use constructive dialogue● Trust each other’s learning process● All voices are valued and respected● Practice self-care● Show grace for each other● Assume best intentions and manage impact● Acknowledge our humanity
Consent Agenda <ul style="list-style-type: none">● September Meeting Agenda● July Meeting Minutes	Motion# 2021-09-01: Approve consent agenda Motion to approve: Justin U. Second: Payel Motion carries - Unanimous
Public Comment	None
SPR Update – Justin C.	Justin is attending ARC presidents meetings. SPR updates <ul style="list-style-type: none">● Continuing prep for fall programs – today is first day of registration for Oct programming● Low enrollment for some fall sports programs● SPR hiring for deputy director for rec division

COVID updates

- Challenging to navigate operationalizing screening protocols for public (vaccines, covid test) per KC health guidelines
- still also figuring out vaccine mandate for SPR staff
- Venue rentals still paused
- Contingency plans are a work in progress – collaborating w/ ARC staff to plan for different scenarios

ARC staff have taken SPR's racial equity toolkit training, will help w/ consistency across pship

Executive Director's Report – Jackie JH
See handout in board packet.

Highlights:

COVID updates

- Return to office pushed from Sept to Jan 2022
- ARC Presidents meetings moved to virtual
- Before/after school care happening but similar to what's happening nationally, there's a shortage of childcare workers.
- Jackie will work w/ ARC board ad hoc group to model different risk/response scenarios. (ARC in good situation from now until the end of the year; this effort is really to help prepare and ensure ARC can proactively respond.)

ARC invited to submit full application to Murdoch Fdn for RESJ staff position.

ARC draft budget to be submitted to SPR in Nov.

ARC Staff Report – Rich D.

COVID 19/Health and Safety Policies

At centers:

- Summer 2021 – 7 closures
- Fall 2021 – 1 closure so far (full program or cohort/classroom)
- Quarantine – sick w/ COVID-like symptoms

At HQ:

Return to office delayed to Jan 2022

City of Seattle's vaccine mandate applies to ARC staff

- total active staff required – 217 (so far 103 have provided verification); new hires are required as condition of employment
- vast majority of childcare staff have provided verification
- any employee that doesn't meet requirement will be removed from the schedule; ARC will approach first to help and encourage and give time for employee to get vaccine. Otherwise, will work toward separating in good standing.

Instructor pay rates update

- effort to create a standardized pay structure
- analysis per equity priority zones of instructor pay rates found differences in percentage of instructors of color across the 3 zones.
- context: instructors teaching the same class at different comm ctrs could receive different pay rates, among other challenges (no cap on max compensation, no structure for regular pay increases or professional growth/certifications)
- proposing restructuring pay rate to a 6-tier-based structure that recognizes yrs of experience and certificates, max pay rates, complies w/ (projected) Seattle min wage increases
- will run through racial equity tool before final approval

Constituency Committee – Kyle S.

Main focus in near-term: building effort to educate ACs about advocacy – what ACs can and can't do and how.

Race, Equity & Social Justice Policy – Caitlin D.

RESJ Policy goal is to embed RESJ in decision-making at the board level

Thought exercise: Applying the racial equity toolkit to board decisions – ex: ARC budget

This approach would require trainings on racial equity, access, implicit racial bias, etc.

Discussion:

- make sure it is consistent w/ P&P
- useful b/c makes it more systematic, helps ensure we practice it

challenges:

- how to tackle this work recognizing that we're a small board
- prioritize adding a bd member w/ SME in RESJ so don't need to rely so heavily upon ARC staff
- build out board that is more representative of communities that ARC serves

Budget & Finance Committee Update – Morgin M.

Motion #: 2021-09-02 – Approve 2020 audit from BDO
Motion to approve: Morgin M. | Second: Caitlin D.
Motion carries – Unanimous.

Audit overview

- No significant concerns.
- ARC adopted a new revenue recognition standard, has had no impact on timing of rev recognition
No uncorrected misstatements/no audit adjustments
No problems from BDO in terms of working w/ ARC

Other info

- less costly to do audit b/c less ARC activity due to COVID
- functional expenses:
 - 75-85% = program
 - 10-15% = admin/general
 - 0-15% = fundraising
- 75% of assets are restricted – this underscores importance of understanding different risk scenarios so that if certain programming gets shut down, there's an understanding of how that'd affect financial position

Adjourn

Motion to adjourn

Motion to approve: Justin U. | Second: Caitlin

Adjourned at 2:03 pm