

ARC Board Public Meeting

2/15/2019, 12:30-2:00 pm, Best Western Executive Inn, 200 Taylor Ave N, Seattle, 98109

ATTENDANCE: Board: Jonathan Hartung (President), Vic Roberson (VP), Mary Anderson, Dennis Cook, Dave Towne, Terry Holme, & Kyle Vixie

Staff: Sonya Claxton, Sonia Doughty, & Emily Noel **Parks & Recreation:** Katie Gray **Public:** Judy Tangen

Visitors: Vinita Gupta, ARC Board candidate & Jan Glick, Third Sector Consultant

Minutes:

WHEN	TOPIC	MINUTES
12:35 p 12:40 p	<p>Welcome & Introductions</p> <p>Consent Agenda</p> <ul style="list-style-type: none"> Determination of Quorum Approval of Agenda Approval of Jan. Minutes <p>Review goals for today:</p> <ul style="list-style-type: none"> Introduce Vinita Gupta potential new member of the ARC Board Review Board Commitment Form Review Equity Task Force's Work Directors Report 	<ul style="list-style-type: none"> Jonathan Hartung called the meeting to order at 12:35 pm It was determined that a Quorum was present. Jonathan called for a motion on the Consent Agenda. Vic Roberson motioned to approve. Dave Towne seconded the Consent Agenda. Vote all in favor. None opposed. Jonathan called for a motion to approve the January Board Minutes. Kyle Vixie amended part of his bio. Dave motioned to approve Minutes as amended. Vic seconded. Vote all in favor. None opposed. Introducing Vinita Gupta, hand out provided with brief bio details Vinita shared about herself and her interest in joining board. Vinita cited personally, married for 25 years, three kids: a senior in high school, a 15-year-old, & a 9-year-old. Vinita stated professionally she is a finance person, an accounting nerd, auditor for 5 years, real estate to nonprofit, different type of accounting, after 5 years, moved to Seattle, from consultant to corporate world, wanted to be doing something where stuff was changing. Jonathan mentioned learning about consent agenda: get it in advance & approve it before
12:40 p 12:50 p	<p>Update on Bill & ARC Operations Plan</p>	<ul style="list-style-type: none"> Jonathan provided update on Bill, on the mend, can't be back to work on regular basis until mid-April Sonya shared basic plan is Bill will be working from home intermediately, Sonya & Bill have daily check ins, will send out email to staff now that was released to Board, Sonya requested every email sent to Bill be cc'd to her, doing both Deputy Director & Executive Director roles, updates not included on Directors report, will be working with SPR for MSA, leave everyone to read last update Jonathan highlighted importance of getting Succession Plan approved, this is temp succession plan Sonya stated Katie & Lori offered SPR support also Terry Holme asked about MSA, legal determination if we could forward without legal/city council Sonya replied plan still is to not go to city council Katie also responded that intent is unless there are many financial changes it doesn't need go Vic asked for clarity, Bill is working from home, but he is still the ED, still making his decisions Sonya answered that if Bill's input is needed will go to Bill, do talk every day on phone
12:50 p 12:55 p	<p>Public Comment</p>	<ul style="list-style-type: none"> Jonathan asked if any public was present- Judy Tangen present Judy said thank you for including her, Loyal Heights, loves to get shared info, better understanding of what ARC is, also mentioned Loyal Height's pancake breakfast March 3rd- only \$6

<p>12:55 p 1:05 p</p>	<p>Introduction of Vinita Gupta</p>	<ul style="list-style-type: none"> Jonathan introduced Vinita, stating when Sonia & he met with Vinita a month ago, both felt she would be a great addition to Board with financial background Vinita shared that she worked at Savers, partner with nonprofits, pay by pound for clothing, managed a team of 7 for 3 years, got a call from Amazon, interviewed, accounting manager in Prime video, accounting & contracts, not where heart was, within year not where she wanted to be, Farestart came along, been controller for year & a half, bring skill set, apply corporate process to a place where there is a soul, it is magical, working on building team that is pretty strong now Vinita answered: “why ARC & why now”: first time since starting at Farestart that time is right to get involved, kids have been in after school care, both older kids are on rowing crew at green lake, came together very well, looking forward to supporting the org, love change, not afraid of new things Vic inquired from Vinita’s external view, what challenges do you see ARC has? Vinita replied being Mom, seeing children go through child care, know the importance of programs, knows how the programs affect lives, community center staff spend more time with kids, passion about in addition to numbers, first year stopped paying for child care before & after school Jonathan called for a motion to approve Vinita’s membership, Dave motioned to approve, Vic seconded the motion, Vote all in favor. None opposed. Welcome to ARC Board Vinita Gupta!
<p>1:05 p 1:10 p</p>	<p>2019 Board Commitment Forms</p>	<ul style="list-style-type: none"> Sonia presented board commitment forms, seasoned members remember forms created Board commitment and responsibilities, if can do it today, will wait to collect, otherwise, think about what you can do, scan & email it back to her, any questions, new members feel free to reach out Dennis asked when commitment is through? Will talk at Park Board, if they want to keep liaison Sonia recommended members do what they are comfortable with & highlighted importance when asking for money that you can say I am invested too, share with donor, I am in with you Jonathan thanked folks for filing forms out
<p>1:10 p 1:15 p</p>	<p>2018 Equity Task Force Funding Recap</p>	<ul style="list-style-type: none"> Sonya provided update on Equity Task Force funding, 1st part is recap what we did in 2018, had to do 3 rounds, Garfield was not funded, at time of proposal, didn’t seem to have clear plan/staff, round 3 deferred from round 2, other 5 funded at lower amount, didn’t expect to get so many proposals, didn’t have enough money that we needed to have, ETF to determine Vic can speak to 3 funding cycles, Parks & Staff were still trying to figure out app process, 2nd & 3rd round more comfortable, committee didn’t set minimums, more proposals than money left Katie asked. “do you have accounting on if these funds were spent?” Sonya replied some people haven’t turned in paperwork, 2019 proposal; only 2 submitted paperwork Katie cited let her know if she needs to push that to right staff
<p>1:15 p 1:25 p</p>	<p>2019 Equity Task Force Proposal</p>	<ul style="list-style-type: none"> Sonya lead into 2019 proposal: proposing total 100k be all we fund in 2019, only for new grant awards, don’t want to confuse those granted \$ in 2018 with new grants in 2019, set limit this year, each grant can be up to 10k, equity be able to grant more awards/cover more sites, grant cycle time line, Sharon to work with Emily over next 2 weeks to send reminder email, won’t be able to submit after deadline, ETF will work with Emily to send out to SPR & AC Pres. 1st 2 weeks in March, submitted in writing to Emily, ETF determine those to give presentations, award letter by Aug 30th, reimbursable funds, submit to Emily, new executive sponsor Charles Brown, success at Shoreline Vic inquired is timeline doable, Spring Programs applying for funding in Fall, tight Sonya advised suggested by Sharon from accounting as had overlap this year, don’t want into 2020

	<p>2019 Equity Task Force Proposal Continued</p>	<ul style="list-style-type: none"> • Dave asked about the general success of grants • Sonya replied she can't speak to it, not on ETF herself, only 2 projects have been turned in paperwork • Mary questioned as to which two? • Sonya stated she didn't know which 2, but will check with Sharon • Terry asked Vic, curious about internal discussions, history of grants that were awarded, some significantly higher numbers, challenge, where does money go, what was discussion of size • Vic replied because didn't see results for 3 cycles, didn't see in 3 cycles, made a 10k limit • Terry inquired about still having to decide if 10k • Sonya stated that is recommendation for Bill & Mike in ETF, limit of funds, want to be able to fund more efforts at a lower level, than funding fewer efforts • Jonathan mentioned willing to approve 100k with each up to 10k, ten qualifiers, 10k a piece • Vic cited Terry's point is understood, if need 27k grant, only fund half? • Jonathan stated as move forward, could come back to Board, through app process are other pieces • Jonathan called for a motion to approve ETF 2019 Proposal, Dave motioned to approve, Dennis seconded the motion, Vote all in favor. None opposed.
<p>1:25 p 1:30 p</p>	<p>Additional Snow Day Proposal for Program Staff</p>	<ul style="list-style-type: none"> • Sonya shared reason why proposing, had 5 cancelled program days, right now ARC staff get 2 snow days, people had to use sick & safe leave, equity issue some don't have work from home option i.e. Copy Center Staff, part time staff, retention issue: if they can't make the money they will leave, 1 time ask, not a change to policy, because of this year's circumstances, payroll & accounting reports up to/not to exceed 18k, not everyone meets requirements to use this, would be able to trade out 1 day for a snow day, i.e. take snow days, use 2 PTO days, qualify to trade 3rd day as snow day, part time work 30 hours a week/ bank low to cover time, if they used 1 day as a snow day, anything after that would get to trade out for a snow day, any staff for taking unpaid day, don't have bank of sick & safe, would be able to trade out unpaid day for additional snow day, need to make decision about this today, to create messaging on this payroll cycle, showing part time staff we support them • Judy asked how Seattle parks do it to which Katie replied staff gets: get to work if you can do it safely, if not contact supervisors, use comp time, get 4 personal holidays, but don't get snow days • Sonya stated program staff don't have option/if program closed there is no work • Vic inquired about equity review & what it revealed • Sonya cited Program directors & below, 30 hours or less, made threshold lower • Mary mentioned importance of how low on food chain the people are, play key role, need to support • Sonya agreed, they're the ones that support the kids, we want to show them we support them • Vic highlighted Parks & ARC differences, asked what best way is to communicate • Katie replied Parks staff don't need to know this, ARC deciding how they want to do it • Terry stated he is in support of it, but also asked, there is an outside chance that school district may add extra days at the end, other financial implication for ARC, may not be the limit of exposure • Sonya responded waiting to find out if school year extended, may still provide care, but it may be in a different form or fashion, schools may be able to get waivers, based on hours of instructions, heard from state Superintendent, because governor did call a state of emergency • Jonathan called for a motion to approve Additional Snow Day Proposal, Vic motioned to approve, Dave seconded the motion, Vote all in favor. None opposed.

<p>1:30 p 1:35 p</p>	<p>Director's Report</p>	<ul style="list-style-type: none"> • Sonya began directors update, update what the departments are doing, highlight things that might need your attention, can read what the departments have been doing at leisure, less of loss than projected, fee increases for SAC 6%, Preschool 13%, & Enrichment 8%, operations team update sitting on State Wide WAC Rewrite, to get more equity funding to school aged providers, more funding to meet educational requirements. Sonya highlighted development how can the board help page 3, remember to rsvp for Fund the Fun & complete 2019 commitment forms, 2nd Deputy Director position posted Monday after next, sharing in leadership meeting on Feb. 25th, post that day. Sonya mentioned if when looking through report have any questions, don't supervise these departments, will try best to answer the questions, meeting with every department once a week while Bill is out • Vic asked about school aged care & working on filling 30 positions • Sonya replied seems like open door, fill positions but more open up, seeing increase in emails about hiring's, so many job fairs, colleges with education programs, have to have education requirements by summer, ARC will get fined by the day, benefit of attending job fairs, bring folks in that are qualified
<p>1:35 p 1:45 p</p>	<p>SPR's response to snowstorm</p>	<ul style="list-style-type: none"> • Katie has been interim director, new one, Justin Cutler, starts Feb 25th, everyone is aware of weather, for last 2 weeks it's been day to day project, who is going to be open & for how long, communicating with school districts, kudos to staff that worked the 24 hour sites, Garfield had 100 sleeping at night, had upwards of 150 daily, feedback has been so heartwarming, great how staff has stepped up, i.e. a working homeless man stepped up & took over cooking, Bitter Lake opened last week, really stepped up, got into rhythm, custodian offering haircut, averaging 50 after 3rd night, 8-10 staff working 10-12 hour shifts, Garfield needed 12, those folks are SPR wanted to be a part & help out, Mayor showed up at both, say thank you & take pictures, credit to SPR stop what normally do & do this • Dave inquired if there is a financial implication • Katie replied yes, some people worked OT, but since governor declared state of emergency, may be able to apply for FEMA, needs to be outside scope of work, like ones cleaning the streets, supported removing snow from city, schools, bus stops, & library • Judy stated may not happen for another 10 years, would have like to get whole neighborhood together to clear the snow, suggested shoveling while fluffy • Katie mentioned it's a good volunteer opportunity, good point • Vic inquired about return to normal, yet to be determined • Katie stated we are back to normal besides Garfield and Bitter Lake, make up weekends, normally wouldn't schedule with this holiday weekend, to get all 10 weeks of programming in • Dave asked to be filled in on Katie's replacement Justin • Katie cited he starts 25th, got family here, moving van stuck on pass 3 or 4 days, has been sending update to Parks, telling people they are doing a great job, moved from Colorado, right outside of Denver, he is ready & excited to get started
<p>1:45 p 1:50 p</p>	<p>Review Assignments & Adjourn</p>	<ul style="list-style-type: none"> • Jonathan wrap up: thank those attending Board Chairs academy, put name on form, return to Sonia • Jan told Sonya great job with directors' report, that wasn't governance, shortened it, executive leadership, not taking more of Board time, leading next Board Chairs Academy about governance • Jonathan called for motion to adjourn meeting, Terry motioned to adjourn, Dave seconded. Vote all in favor. None opposed. Meeting adjourned at 1:50pm