



**MEETING OF THE
BOARD OF DIRECTORS
OF
IMAGINE SUPPORTED LIVING SERVICES
Monday, October 15, 2018**

A meeting (the “**Meeting**”) of the Board of Directors (the “**Board**”) of Imagine Supported Living Services, a California nonprofit corporation (the “**Corporation**” or “**Imagine**”) was held on the date hereof commencing at 11:38 a.m. local time, at the offices of the Corporation, 9063 Soquel Drive, Aptos, CA 95003. The following members of the board, constituting a quorum, were present in person at the Meeting: Mark Tracy, Janine Roeth, Will deDiego, Dave Ediger. At the invitation of the Board, also present were the following officers, employees, and guests of Imagine: Doug Pascover (Executive Director), Julie Ross (Director of Services), Patty Lopez (HR), Peggy Chandler-Carter (Bookkeeper), Lili Chavez (Administrative Assistant), and Mark Wilhelm (Prospective Board Member).

I. President’s Welcome

Mark Tracy

Mr. Tracy, President, opened the meeting and welcomed those in attendance and introductions were made around the room.

II. Secretary Report

Mark Tracy

Mr. Tracy introduced the Board minutes from the June 26, 2018 meeting. After discussion and upon motion duly made by Ms. Roeth and seconded by Mr. Ediger, the Board unanimously:

VOTED, that the minutes of the meeting of the Board held on June 26, 2018, in the form distributed to the Board at the Meeting, be and hereby are ratified and approved. Motion passed by voice vote.

III. Overview of Current Status

Doug Pascover

Mr. Pascover provided an overview of the current status of Imagine. He gave a very brief preview of the finances, discussed the loss of one of Imagine’s clients, mentioned the progress of the strategic plan, and gave a brief overview regarding self-determination. Ms. Ross also added that services are going well and staffing is stable.

IV. Financial Report

Doug Pascover

A. Treasurer’s Report

Mr. Pascover provided updates regarding the financial status of Imagine. There was no formal Treasurer’s Report for this meeting. The financials packets (made by Ms. Chandler-Carter) depict five months worth of information. Mr. Pascover also passed around a list of checks that were over \$500, and explained how the finances will look different in months with fundraisers vs. the months without fundraisers. Ms. Chandler-Carter also added that it is still too early in this fiscal year to determine where Imagine stands (referencing pages 5 & 6 from the financials packet). After discussion and upon motion duly made by Mr. deDiego and seconded by Ms. Roeth, the Board unanimously:

VOTED, to approve the financials packets as circulated to the Board. Motion passed by voice vote.

B. Independent Auditor

Mr. Pascover explained that it is time to look for a new auditor. He has reached out to auditors and interviewed one, but would prefer to find an auditor closer and more affordable. After discussion and upon motion duly made by Ms. Roeth and seconded by Mr. Tracy, the Board unanimously:

VOTED, to approve the finding of an auditor with consideration of location and price. Motion passed by voice vote.

C. Building Mortgage

Mr. Pascover discussed the mortgage of the Imagine office buildings, the possibility of trying to lock in a fixed rate and move away from balloon payments, and the need to start filling out mortgage applications. He also explained that the applications require authorization by the board. After discussion and upon motion duly made by Mr. deDiego and seconded by Mr. Ediger, the Board unanimously:

VOTED, to authorize mortgage applications to banks and lenders. Motion passed by voice vote.

V. Fundraising and Development Committee

Doug Pascover

A. New Board Member Chair

Mr. Pascover explained the need for a Board member to be the chair of the Fundraising and Development Committee, as the two Board members previously in charge are no longer on the Board. Ms. Roeth offered to take over this position. After discussion and upon motion duly made by Mr. Tracy and seconded by Mr. deDiego, the Board unanimously:

VOTED, to approve Ms. Roeth to the post of Chair to the Fundraising and Development Committee. Motion passed by voice vote.

B. Follow-up on Film Festival

Mr. Pascover introduced the follow-up on the Film Festival, and then turned the conversation over to Ms. Lopez who gave a brief follow-up of the event and explained that it seemed there was more of a community turnout this year, but less participation from other organizations. She also explained that the event started with about \$2500 from sponsorships, and that Imagine possibly broke even or made a little bit of money from the event.

VI. Board Development

Mark Tracy

Mr. Tracy expressed the interest of having a board member with a financial background, and then turned the conversation over to Mr. Pascover who brought up the topic of growing the Board. Mr. Pascover explained that this has been a conversation in the past, and it might be a good time for that growth to happen.

VII. Strategic Planning

Janine Roeth

Ms. Roeth discussed the Strategic Plan, and how it has gone through a lot of review and received a lot of input. She discussed how the Strategic Plan is ready to be adopted, and expressed the need for a committee to be keeping track of the Strategic Plan and report out to the Board at each meeting. She also highlighted some upcoming dates (ranging from the end of October 2018 to January 2019) and goals in the Strategic plan that should be met. There was a suggested amendment to the *Person Centered Planning* section on page 3, where Mr. Pascover will add a statement. Also, on page 8, it is written that Ms. Roeth and Ms. Ross will be creating a committee; the deadline for this has been moved to December 2018, and Ms. Roeth has been suggested to take the post of Chair for the committee. Mr. deDiego also brought up the idea of having bi-monthly Board meetings, with expected attendance. After discussion and upon motion duly made by Ms. Roeth and seconded, the Board unanimously:

VOTED, to approve the appointing of a Strategic Planning committee with Ms. Roeth, Mr. deDiego, and Mr. Ediger as members – and Ms. Roeth as the Chair to the committee, also to adopt the Strategic Plan as amended with dates and the statement added by Mr. Pascover. Motion passed by voice vote.

BREAK -- 12:26PM

Mr. Pascover also introduced Jen, Imagine's new Payroll Specialist

Mr. Tracy brought the meeting back to order at 12:53PM

VIII. Risk Reduction

Will deDiego

A. Professional Liability Insurance

Mr. deDiego briefly discussed the current insurance and explained how Imagine's insurance agency suggested getting Professional Liability Insurance. Mr. deDiego is still waiting to hear back regarding a quote for the Professional Liability Insurance. After discussion and upon motion duly made by Ms. Roeth and seconded by Mr. Ediger, the Board unanimously:

VOTED, to approve the purchasing of Professional Liability Insurance of up to \$8,000. Motion passed by voice vote.

B. No-Lift Policy

Mr. deDiego turned the conversation over to Ms. Lopez who passed around two handouts: "Safe Consumer Handling and Movement Quality Standards" and the "Leave Request Form." She reviewed both handouts and explained how the policies may vary individual-by-individual, and adapt to the individualized protocol of each consumer. Ms. Lopez also explained the need to train heavily on these policies during onboarding. Mr. Pascover added that part of the reason insurance prices have gone up, is due to the Safe Consumer Handling Quality Standards. After discussion and upon motion duly made by Mr. deDiego and seconded by Ms. Roeth, the Board unanimously:

VOTED, to approve the "Safe Consumer Handling and Movement Quality Standards" in the form distributed to the Board at the Meeting. Motion passed by voice vote.

Ms. Lopez went on to explain that item #5 is what changed on the "Leave Request Form." It needed to be updated to reflect changes with Time & Attendance. After discussion

and upon motion duly made by Mr. Ediger and seconded by Ms. Roeth, the Board unanimously:

VOTED, to approve the “Leave Request Form” in the form distributed to the Board at the Meeting. Motion passed by voice vote.

IX. Employee Empowerment **Rhonda Kinard**

There was no update give at this meeting.

X. Old Business **Doug Pascover**

Mr. Pascover reported that there was no old business to be discussed.

XI. New Business

A. Privacy and Data Security Agreement **Doug Pascover**

Mr. Pascover explained that precaution is already taken with confidential information, but that he added a new statement to the “Privacy and Data Security Agreement” handout. He explained that the benefit of Imagine having this agreement is that Imagine won’t have to go through HIPAA audits. Ms. Roeth also added that it would be useful to maintain any additional documentation showing existing practices at Imagine. After discussion and upon motion duly made by Ms. Roeth and seconded by Mr. deDiego, the Board unanimously:

VOTED, to approve the “Privacy and Data Security Agreement” in the form distributed to the Board at the Meeting. Motion passed by voice vote.

B. Set Meeting Dates For Rest of Fiscal Year

Mr. Pascover asked if there were problematic dates for anyone, and it was decided that meeting dates would be discussed via email. It was also decided that the next Board meeting will take place on: *TUESDAY, DECEMBER 11, 2018 AT 11:30AM*

All participants except Mark Tracy, Janine Roeth, Will deDiego, Dave Ediger, Doug Pascover, and Julie Ross left the meeting at 1:23 p.m.

XII. Executive Session **Mark Tracy, Janine Roeth, Will deDiego, Dave Ediger, Doug Pascover, and Julie Ross**

XIII. Adjournment

Attest:

Will deDiego
Secretary

Approved:

Mark Tracy
Chairman