

**The Arc of Carroll County, Inc.**  
**Board of Director's Meeting**  
**November 24, 2009**

The Board of Directors of The Arc of Carroll County met at The Albright Building on Tuesday, November 24, 2009.

**ATTENDANCE:**

**Board Members:** Sherri Chavis, *President*, Pat Richardson, *Vice President*, Lori Thomas, *Immediate Past President*, Tom Ferguson, Ron Morningstar, Lyndi McNulty, Sharon Pusateri, Chris Anderson, Jerome Ellis

**Staff Members:** Don Rowe, Mary Jo Walla, Danna Blum, Jenny Dalrymple, Lisa Albin, Stephanie Bell

***The following are highlights from the November Board of Directors Meeting:***

- The Arc's Investment policy was approved.
- PNC Bank was selected to handle The Arc's investments.
- The following organizational documents were approved:
  - Dimensional Health Care Contract
  - Comprehensive Developmental Services Contract
  - Risk Management Plan
  - Quality Assurance Program
  - Hazardous Communication Program
  - Accessibility Plan 2009
  - Corporate Compliance Plan
  - 2009 Policy and Procedures
- Several clients and staff from The Arc attended the town hall meeting in Frederick to voice our concerns about the recent budget cuts and request that DDA be spared from future cuts. Over 300 people attended the meeting, along with several state legislators.
- Lori Evans, legislative assistant for Senator Brinkley visited The Arc in November and met with Lisa Albin and I. We spoke of the impact of the budget cuts, shared some of The Arc's accomplishments, and advocated for no more budget cuts. We also invited Senator Brinkley for a future visit.
- Mary Jo and Becky were invited by DDA to attend a conference in Vermont last month. All related fees were paid for by DDA. The topic was "Employment First". Vermont no longer has sheltered workshops or day programs. Since our return, we have had a conference with DDA and other providers interested in preparing Maryland for an "Employment First" state.
- 25 Week Club cleared over \$5,000. 237 people attended the dinner on Friday, November 6, 2009.
- We have ordered six buses for next school year. We were able to submit the order in advance of the new EPA regulations and therefore avoid a substantial increase in cost. Part of the increase in cost was the new mandated installation of the Angel Trax camera system.

- There are 176 members as of November 17, a 17% increase over our baseline of 150. An employee membership drive is included in our annual payroll deduction campaign.

### **Strategic Plan Updates:**

- The following building renovations are complete:
  - \* Client changing room
  - \* Restroom privacy walls
  - \* Painting and replacing ceiling tiles in client employee hallway
  - \* Lobby area

Still waiting for replacement of the three front doors.

- The planning tool for clients and stakeholders is complete and staff is training on how to use the document. The purpose is to gain information regarding client preferences that will help us to plan for future programs, space needs, and organizational structure.
- New hire orientation is developed and being implemented. The process now includes more information about The Arc and its goals.
- The steering committee that focuses on creating more meaningful daytime experiences and connections for clients who prefer activities rather than work has met several times and has implemented several new options, which include; travelling to "Glazed to Perfection" to make pottery items, art projects at the Westminster Senior Center, weekly bowling groups, and the owner of "Studio on the Hill" is assisting a few clients with an entry for the Festival of Wreaths.