

**Berkeley Youth Living with Disabilities**  
**Board Meeting**  
October 7, 2010  
Minutes

Board Members Present:  
Rachel Kasa, Secretary  
Steve Rosenbaum, Vice President  
Sherry Novick

Others Present:  
Aileen Alfandary

Board Members not present:  
Ailene Romero, President  
Lise Karler, Treasurer/Parent Advocate

Call to order 7:15 PM

Approve minutes of board meeting 8-19-10

With emailed corrections: "Vice President" to replace Parent Advocate, and 75% Medi-Cal instead of 25%.

Motion approved unanimously.

Additions and changes to the agenda

Discuss Board Fellow  
Internal Controls- Check Signatures

Director's Report

Paychex is offering HR Services and this time it seems we should take advantage of this. They offer a 3 month period where they update the handbook, job descriptions, etc.

Tasks:

Update Handbook  
Update Job Descriptions for:  
QMRP and Assistant Director, Program Instructor

The Board consensus is that they would rather pay a consultant on an hourly basis for specific issues and utilize DSN and Foundation Center and other non-profit assistance for revisions of job descriptions. For other HR issues, research will be done



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by the next board meeting. Will also utilize Board Fellow in this task.

Hired 2 on-call positions and training one full-time position. Client TAR was approved, but only for 1 year because the case manager only entered the date for a year. Currently going to get TAR approved for two years at this point. have not received payment yet, but should be soon. Other client's payments still in progress of obtaining.

Client incident report for missed medication. State Surveyor was notified as per licensing protocol. No adverse effects noted.

No news on DSN lawsuit. Reliotech offers grant for new computers. Will apply.

#### Board Fellow

Two students have been selected for us

Steve is taking the lead on this.

Sherry: If they don't feel like they are building something and are a part of an exciting project, they don't get involved. We want someone who doesn't need to be taken care of, but the board can share in the responsibilities. They can get disenfranchised really easily if they don't feel like they are doing something really important.

#### Suggested Projects Items:

1. Overall Strategic Plan for Expansion- the Board Fellow's piece

2. Business Plan

Analyze operating budgets for our two options

1) Create a 2 house budget, 2) 1 house and day program budget.

3. Green Build: feasibility of going solar and/or other green changes.

#### Fundraising Report

Year End card is in design progress. Options will be reviewed on the 21st, envelopes addressed on Nov 6th.

New Build Policies final approval by board. Will take effect immediately.

#### **Compensation**

We removed other definitions to have only one

#### **Conflict of Interest**

approved

#### **Gift Acceptance Policy**

Fundraising committee reviewed and has no issues.

#### **Document Retention Policy**

Dates corrected.

#### **Whistleblower**

Added language about not conflicting with mandated reporting policy.

#### **Ethics**

Motion to approve new board policies. (Novick, Kasa)



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New Policies will sent out on electronic mail and signed at the December meeting.

Prior to December 9th meeting, we will read over internal controls policies and best practices materials provided and be prepared to have a discussion about check signing practices.

Next meeting: December 9th, 2010

Regular Meeting adjourned 8:39 PM



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