

**Berkeley Youth Living with Disabilities**  
**Board Meeting**  
August 18, 2010  
Minutes

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

Board Members not present: Ailene Romero

Call to order 7:15 PM

Approve minutes of board meeting 5-27-10 with corrections  
(Rosenbaum, Novick)

Additions and changes to the agenda  
Discuss Board Fellow application

Director's Report

An incident occurred. All procedures were followed except the parent was not notified immediately. Disciplinary action was taken. Has triggered some clarifications in chain of command procedures. Will add a new protocol that when Executive Director is out of the area/vacation, the QMRP will be notified as well in case there is anything that needs immediate attention.

Staff appreciation event held. Very successful, and most staff are celebrating their year anniversary. We are hiring on-call staff again as pool has gotten small. One full time staff person is moving away and a part-time person will take his position. Interviews are in progress to fill the part-time position. Dryer was able to be repaired, instead of replaced. Will be needing a computer soon. Printer can be donated.

Medi-Cal arrears are in appeal. TARs take so long to be approved that by the time the first check came, Medi-Cal only paid 75% of what was owed. Constituent services have been utilized to try to get the monies owed for clients. The other 3 renewals were approved- everything that could possibly be asked for was sent up front so that there were no possible reasons for delay.

Cash flow is improved due to receiving monies for 5 clients.



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No new information about the DSN lawsuit.

Progress report on strategic planning: We will begin this September as a small group.

New policy review:

New Policies on the table:

**Compensation**

Basically need to say how the board arrived at the compensation using market comparables. Needs to be a board level process. And document as decision making is happening. Edited.

**Conflict of Interest**

there is actually a form to sign as the board. Will spend a little more time investigating other types of conflicts other than financial.

**Gift Acceptance Policy**

Will discuss in more detail tomorrow at fundraising committee.

**Document Retention Policy**

Needed- and client documents need to be organized and dealt with as well.

**Whistleblower**

Add language about not conflicting with mandated reporting policy.

**Ethics**

Nice to have, applies only to board.

Fundraising

Taproot Grant submitted, probably too late for Solano Stroll. Fundraising a little short, will need a big push for end of year.

Passed around names of donors to make sure that all thank you letters all done. Personal solicitation and phone calls may be an option.

New Business

We will be discussing accounting procedures next meeting and then a decision on perhaps changing the firm.

Board Fellows

We did not submit application for this year, although we had not done it because our last experience was not good. However, program contacted us to ask for our participation. Will work on submitting again with information from old applications.

Next meeting: October 7, 2010

Regular Meeting adjourned 9:00 PM



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