

**EXECUTIVE COMMTTEE**

**ZOOM CALL**

**Minutes**

**December 14, 2020**

**Board Members:** David Carlson, Clark Machemer, Bob Murray, Wendy Marcus

**Excused**: Darren Burns, Matt Gittleman, Chris Halkyard, Kelly Marx

**Staff:** Purna Rodman Conare, Mary Cannan

**Line of Credit**

Purna Rodman Conare reported our finances are positive and we no longer need to increase our Line of Credit. We transferred $1 Million from the Operating Account and a school district with a large outstanding balance paid us. These two factors helped to turn things around. It was noted that the Board was not in favor of increasing our Line of Credit.

**Wayne Property Update**

We reviewed the Wayne Project with our lawyers and discussed our concerns regarding the water drainage system and other issues. They advised us that it would be an extensive legal battle and not much we could do. Our contractor is notifying the seller of our decision to withdrawing from the property. We will be losing $200,000 but our $16,000 deposit will be returned. **The Executive Committee unanimously agreed with the decision to withdraw from the Wayne Property.**

One of our closest competitors and ally, the Passaic County Elks has voted to close their Day Program. Our October Financials show our Day Programs making money due to the State paying us for half a program and moving staff to our residential program. The Passaic Elks cannot move staff because they do not have a residential program. When we went Fee-for-Service we predicted some agencies will close. In time, we may benefit from these closures.

When we heard about the Passaic County Elks closing, we had second thoughts about withdrawing from the Wayne Project. But it verifies we should hold on to the Day Programs. Do not invest but do not divest.

**COVID-19.**

We are beginning to see the surge of COVID-19 surface again in the residences and schools. When the pandemic hit in March, it was challenging because it was all new, but now we have protocols in place to help us with this second surge. We are doing our best to keep schools open and help our families who lose income due to school closures.

**Increase for Day Program DSP’s**

The Day Program DSP’s will be receiving an increase. We are running the rates to determine the increase and will be sending out an email to get your approval with the new rate. Our current rate is $12.40, and we want to increase it to $13.65.

The meeting was adjourned at 6:25 pm.

Respectfully submitted,

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Clark Machemer, Chair Purna Rodman Conare, President & CEO

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Mary Cannan, Recorder