

**Fourth & Hope**  
Board of Directors Meeting  
November 28th, 2017 6:00pm  
Board President, Bob Partlow, presiding  
Location: 108 W. Woodland Ave., Woodland, CA  
Agenda

Attendees: Robert Partlow, Larry Peterson, Pat Stoffregen, Scott Mansell, Doug Zeck, Jr., Executive Director,  
Suzi Ishikawa, Brad Parsons, Trudie Martin, Nick Roncaroni, Shelia Brymer

**Consultants:** Carol Sousa Cole, Scott Thurman

**Absent:** Tom Liberto, Wayne Garske

6:01 meeting called to order

Robert Partlow

Prayer: Doug

**Agenda Approval**

Robert Partlow

- Motion to accept by Trudie Martin, second by Scott Mansell, unanimous approval.

**Minutes**

Robert Partlow

- Motion to accept last month's minutes by Pat Stoffregen second by Scott Mansell, unanimous approval

**Financial Report**

Brad Parsons, Scott Mansell

- (See financial report) A/R (528,000) still has major impact against the cash position. A/P 111,000 moing down with major payments put out today. 8 months without use of LOC. West Care is 34% of total income. Discussion (Doug) about possibly changing billing method with software (Avatar) and look at billing individuals instead of groups, to relieve A/R. Move to accept financial report by Trudie Martin, second by Nick Roncaroni, unanimous approval.

**Executive Director/Staff Reports**

Doug Zeck

- Shelter Thanksgiving meal didn't happen. Late donations will go towards Christmas meal provisions. Ray's cafe cooked TG dinner for F&H staff. Woodland Rotating Shelter to expand into Episcopal church, on 2nd. Shelter for women, overnight, 1/7-february 3. F&H will help with one staff person to help manage that site. 5 families at F&H now, suggesed to winter shelter group to accept families, not just women. That would allow for more men to be housed within the cafeteria and in the shelter. Cal Works suggestion to take families, but some of the families need case work assistance and case workers would prefer that they stay there. Residential treatment: Bed Bugs are a major issue now. Building Hot Boxes to treat with heat, bedding, clothing, pest control companies. Providers do not want clients to be housed without Pest control certifications. Buying military style metal bunk beds. Need to replace 24 bunks at the shelter, at some point, with more at WH. Goal to get WH ready for January with all new beds (\$700 each). Still doing OK, even with very low bedcount. Outpatient has been very active, making up the difference. East Oak is open and being filled, occupancy to be completed by January. Shelter having difficulty with new garbage separation requirements. Failure to separate properly can result in fines. Outreach: Turnover and billing/receivables has slowed progress in implementation of CABHI program. F&H will have to have reserve in place to help start new programs and avoid the same situation for future projects. Staff development, using public leads better, public forums (staff). Amara has developed online training for staff to meet requirements.

**Committee Reports**

- **Finance:**

- **Development and Fundraising:** Shelia Brymer proposed as new board member. 7-0 voted in.
- **Mission:** Set a date for the Annual Board Retreat. Last Saturday in January (27th) in new Community Room at East Oak. 9am - 3am. (What are the values that we should carry forward at F&H into the future?)
- **Executive Committee:** Closed Session to consider Executive Committee Resolutions for vote by the Board. Resolution summary to be distributed separately.
- 1. IRA resolution vote: 7-0 passed. Motion by Trudi, second by Pat vote 7-0, all three proposals, inclusive.

**Adjournment prayer**

Robert Partlow