

**ACCESS INDEPENDENCE, INC.
REGULAR BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, SEPTEMBER 21, 2021, 5:30 PM**

1. Call to Order and Welcome

President Garrett called the Board of Directors Meeting of Access Independence, Inc., at 324 Hope Drive, Winchester, to order on Tuesday, September 21, 2021 at 5:30 PM. A quorum was present.

2. Roll Call

Board Members Present

Louise Garrett - President
Trish Dick – Vice President
Fay Dutton – Secretary
Lynn Wiley - Treasurer
Anne Brewster
Lisa Boone
Will Lawrence
Ahna Lise Stevens-Jennings

Board Members Absent

David Booth, Tim Knight, Irene Hardesty, and Brenda Ernst

Ai Staff Members Present

Charles Harbaugh IV – Executive Director
Karen Harris – Assistant ED/Accounting Manager (via Zoom)
Diane Burnes – Executive Administrative Assistant

Guest Present

Michael Hobert, Esq. (via Zoom)

3. Public Comments

None

4. Approve Minutes

The minutes from the August 17, 2021 Board meeting were distributed and reviewed. The minutes stand approved with one change.

5. Board Education

Michael Hobert spoke to the Board regarding the primary roles of the Board and the relationship between the Board and staff.

6. Report of Officers

Executive Director (Charles Harbaugh)

A report was enclosed for Board review.

- We are at 98% of our goal for Roll Your Own
- Thank you to the Board for help with donations for raffle prizes
- FY to-date we have added nine new service facilitation consumers

7. Report of Special Committees

- Board Retreat – 10/9 from 9-3PM
- Speakers; Maureen Hollowell will talk about SILs programs and Kevin Koziol will talk about the DARS Grant and 2022 site review
- Lisa Boone and Karen Harris will review financial statements and how to interpret them

8. Unfinished Business

Conflict of Interest forms – If you have not done so, please send your signed Conflict of Interest form into the office.

9. New Business

○ **FOIA Update**

The update clarifies the use of electronic communication means for a meeting.

- It authorizes the meeting to be conducted through electronic communication means when, on or before the meeting, a member notifies the chair that such member is unable to attend due to the medical condition of a family member, that they are required to provide care for, thereby preventing the member's physical attendance.
- Participation in an electronic meeting by a member due to a personal matter is limited to two such meetings per calendar year, or 25% of the meetings held in that year rounded up to the next whole number, whichever is greater.

○ **Bank Signature Cards**

The signature cards for Bank of Clarke County and United Bank need to be updated, and a motion and vote by the Board are required.

A motion was made by Trish Dick, seconded by Fay Dutton, to authorize updating Bank of Clarke County and United Bank signature cards to include Louise Garrett, Trish Dick, Fay Dutton, Lynn Wiley, and Charles Harbaugh. Motion carried.

10. Adjournment

A Motion was made by Fay Dutton, seconded by Anne Brewster, to adjourn the meeting at 6:14 PM. Motion carried.

Approved



Fay Dutton, Secretary

10/19/2021

Date