

**ACCESS INDEPENDENCE, INC.  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, NOVEMBER 16, 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, November 16, 2021 at 5:31 PM. A quorum was present.

**2. Roll Call**

**Board Members Present**

Louise Garrett - President

Trish Dick – Vice President

Fay Dutton – Secretary

Lynn Wiley – Treasurer (via Zoom at home – scheduling conflict)

Anne Brewster

Lisa Boone

Will Lawrence

Ahnna Lise Stevens-Jennings

David Booth (via Zoom at work – scheduling conflict)

Tim Knight (via Zoom at home – due to medical condition)

Brenda Ernst (via Zoom at home – due to medical condition of family member))

**Board Members Absent**

Irene Hardesty

**Ai Staff Members Present**

Charles Harbaugh IV – Executive Director

Karen Harris – Assistant ED/Accounting Manager

Diane Burnes – Executive Administrative Assistant

**3. Public Comments**

None

**4. Approve Minutes**

The minutes from the October 19, 2021 Board meeting were distributed and reviewed. Seeing no changes, the minutes stand approved.

**5. Report of Officers**

**Executive Director** (Charles Harbaugh)

A report was enclosed for Board review.

- The 704 Report was attached for Board review. The report deadline to DARS is 12/5/2021. Consumers served and community service hours were down.

- Outside Agency Funding Requests for Frederick, Warren, and Shenandoah Counties will be submitted by November 30<sup>th</sup>

**6. New Business**

- Policies and Procedures Manual updates were distributed for Board approval.

**Trish Dick moved to approve the Policies & Procedures Manual as presented. Will Lawrence seconded. Motion carried.**

- Closed Session

**Trish Dick moved that the Board of Directors of Access Independence, Inc. convene in closed session to discuss related payroll matters pursuant to the personnel exemption at §2.2-3711(A)(1) of the Code of Virginia. Fay Dutton seconded. Motion carried.**

**Trish Dick moved to certify that the content of the closed session meeting discussed only matters identified for the purpose of the closed session. Fay Dutton seconded. Motion carried.**

**Roll Call:** Louise Garrett, Trish Dick, Lynn Wiley, Fay Dutton, Lisa Boone, David Booth, Anne Brewster, Brenda Ernst, Ahnna Lise Stevens-Jennings, Will Lawrence and Tim Knight

**Trish Dick moved to approve what was discussed in the closed session regarding the Executive Director's salary. Fay Dutton seconded. Motion carried.**

**7. Adjournment**

**The meeting was adjourned at 6:15 PM.**

**APPROVED**



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Fay Dutton, Secretary

**2/15/2022**

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Date