

**ACCESS INDEPENDENCE, INC.
REGULAR BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, DECEMBER 5, 2023, 5:30 PM**

1. Call to Order and Welcome

President Hardesty called the Board of Directors Meeting of Access Independence, Inc. (Ai), at 324 Hope Drive, Winchester, to order on Tuesday, December 5, 2023, at 5:30 PM.

A quorum was present.

2. Mission Statement – Fay Dutton read the Mission Statement of Ai

3. Roll Call

Board Members Present

Irene Hardesty – President – via Zoom – personal reasons

David Booth – Vice President

Fay Dutton – Secretary

Trish Dick – Treasurer

Anne Brewster

Lynn Wiley

Lisa Boone

Will Lawrence

Pat Johnson – via Zoom – personal reasons

Board Members Absent

Sue Jones

Louise Garrett

Kelly Canterbury

Ai Staff Members Present

Charles Harbaugh IV – Executive Director

Karen Harris – Assistant Executive Director/Accounting Manager

Diane Burnes – Executive Administrative Assistant

4. Public Comments

None

5. Approve Minutes

The minutes from the October 17, 2023, Board meeting were distributed and reviewed. Seeing no changes, the minutes were approved as presented.

- 6. Board Education** – Charles reported on the three separate forms that track community activities in CILS First that count towards our center goals. This information is used in the 704 Report to DARS.
- **Yellow Sheet – Center Management form**
 - Tracks Administrative Units – training, data entry, Board, and staff meetings, etc.
 - Tracks Volunteer units
 - **Orange Sheet – Community I&R**
 - Used for non-intake consumers who want housing information, need equipment, assistive technology, etc.
 - **Blue Sheet Community Services**
 - Tracks presentations to the community, services to the community, etc.

7. Report of Officers

Executive Director (Charles Harbaugh)

- The ED Report was Enclosed for Board review.
- The 704 Report was enclosed for Board review.
- The 2023 Consumer Satisfaction Survey was enclosed for Board review. Three questions were updated to hopefully gain valuable insight into how well our services are being received and if the consumer feels they were supported in reaching their goals and more in control of their lives.

8. Finance Committee Report

- The IRS Penalty Waiver letter was enclosed for Board review
- Draft of the Independent Auditor’s Report and FY 2023 Audited Financials were enclosed for Board review.

Trish Dick moved to approve the Independent Auditor’s Report and FY 2023 Audited Financials. Lisa Boone seconded. Motion carried.

8. Personnel Committee

The Personnel Committee met and is recommending the Board approve the HIPAA Privacy Policy and Procedure Manual.

Trish Dick moved to approve the HIPAA Privacy Policy and Procedure Manual. Lynn Wiley seconded. Motion carried.

9. New Business

- 2023 Annual Report was distributed for Board review.
- Thank you to the Board for Giving Tuesday donations.

12. Adjournment

The meeting was adjourned at 6:02 P.M.

APPROVED



Fay Dutton, Secretary

2/20/2024

Date