

THE HARFORD CENTER, INC.
4 North Earlton Road
Havre de Grace, Maryland 21078

February 21, 2018

The Harford Center, Inc. Board of Directors met on Wednesday, February 21, 2018. Board members present were:

Ms. Mary Jo Beach	Mr. Jerry Reyerson
Ms. Helen Chapman	Mr. Patrick Spicer, Esq.
Ms. Rachel Harbin	Mr. Roger Thompson
Ms. Eve Holbrook	
Ms. Jennifer Holbrook	

Absent:

Ms. Nancy Brugh
Ms. Pam Gwaltney
Ms. Aurora Kahoe (for Councilman Chad Shrodes)
Mr. Alex Lumbard
Ms. Janice Warczynski

Staff Present:

Mr. Tim Battaglia, Finance/HR
Ms. Sherry Nolte, Executive Director

(Note: Due to inclement weather, the Board did not meet on January 17, 2018.)

I. Call to Order

The meeting was called to order at 6:01 p.m. by Helen Chapman.

II. Minutes of December

Jennifer Holbrook made a motion to accept the minutes from December 20, 2017 as written; the motion was seconded by Jerry Reyerson and the motion passed unanimously.

III. Old Business

- a. Strategic Plan - Licensing – Sherry Nolte reported there will be huge changes coming down from DDA. They are redoing the waivers. Day hab will be billed by the hour instead of a one stop service. The Center has to reapply by April. There are significant changes in the coming years. Sherry Nolte will keep members posted.
- b. Strategic Plan – Government Mandates – Sherry Nolte reported we are 100% compliant with the Department of Transportation mandates.

IV. New Business

- a. Rachel Harbin informed members of the ribbon cutting ceremony on April 25 at 10:30 a.m. for the sensory trail paved route that is wheelchair accessible at Schucks Regional Park (301 Schucks Road in Bel Air - behind Richard's Seafood off of Route

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22). The Miracle League of Harford County is raising money for a wheelchair accessible baseball field at Schucks Regional Park.

V. Committee Reports

- a. Branding Committee – No report.
- b. Policy Committee – A meeting is scheduled for March 5 from 2-4. A policy is forthcoming on the pickup and drop off of clients.
- c. Membership Committee – Rachel Harbin reported Eve Holbrook, Jennifer Holbrook and Nancy Brugh were approved by the County Council for reappointment. Roger Thompson's term expired in January so his paperwork will be submitted for reappointment. There are 2 vacancies (a 3 year and a 2 year). Sherry Nolte met with Tammie Zavislan and she will consider joining the Board. Rachel Harbin emailed Jesse Bane to see if he would be interested, but he has not responded as yet.
- d. Finance Committee –The committee met February 20 and will meet again on March 20. The Center is on track with funding. The committee wants to review the bus maintenance report. The finance policies need to be reviewed by the committee. The county loan will be paid in full in June. The cost to increase mileage reimbursement to 54.5¢ per mile would be about \$4,000 for the remainder of the fiscal year. The first bid for ADA compliant doors was \$19,000. Security of the building is a main concern. The Center isn't eligible to apply for the FEMA grant suggested by P. Gwaltney. Once the security cameras and ADA compliant doors are installed, Sherry Nolte will inform our insurance carrier as it may lower our premium. Discussed investigating the cost of instituting a system for robo calls. The Finance Committee would like to know the return on investment of the two positions hired – what have we seen in gain; Sherry Nolte will report out on this at the next Finance Committee meeting.
- e. Investment Committee – The gain in January was \$17,294.
- f. Fundraising Committee – Jennifer Holbrook met on 7th and 21st to get a calendar together for the year. An email was sent on Valentine's Day and a mailer will be sent for St. Patrick's Day. There will be a Joe Corbi fundraiser next month; this fundraiser is low effort with a quick reward. Investigating holding a designer bag bingo in June/July. The bull roast in October will be renamed the Ghoul Roast so in case we don't have oysters one year. Considering doing a happy hour kick-off event called Boos and Brews. The next meeting date to be determined. They are looking for new members for the committee.
- g. Standing Committee – Nothing new to report.

VI. Report of Executive Director – Sherry Nolte

- a. Sherry Nolte emailed her report to Board members.
- b. Items of Note:
 - Lt. Governor Boyd Rutherford visited the Center. Roger Thompson and Rachel Harbin were able to attend. Councilman Curtis Beulah and Community Services

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Director Amber Shrodes also attended. Sherry Nolte presented an overview of the Center during the visit, which she presented to the Board members during the Board meeting. Areas for improvement were not shared with the Lt. Governor; they include: worker's compensation (worker's comp injuries 20/claims 8), and individual injuries (of the 101 injuries of individuals, 86 were not preventable and 15 were preventable) – our response - we will bring in a nurse to give instruction on how to lift, training on securing wheelchairs, gave instruction to staff on what they can do such as practice safe lifting/get a buddy when needed, immediately report injuries, clear the area of hazards, and call Dimensional Health Care immediately for any change in baseline. Selective Insurance did a walk-through of the building and identified areas of concern. We're not in crisis mode anymore and are able to look to continuous quality improvement. The Home and Community Based Waiver date of compliance has changed from March 2019 to March 2022. Discussed the need for a third site, which may be a hub and not an actual site since 70% of our population will be in the community 100% of the time; partnering with the Epicenter was suggested. Without grants and fundraising, the Center would not be financially balanced, since we would have a gap of about \$4,000 for each client. Rachel Harbin commented on the great job that Sherry Nolte did with the visit. Helen Chapman thanked Roger Thompson for standing in for her and for everyone who did such a good job.

- There were 4 snow days budgeted and the Center has closed 4 days so any additional days will be a loss of \$10,000 per day.
- The transportation coordinator was hired.
- Sherry Nolte and Tim Battaglia met with Gavin Zorbach, Coordinator of Special Needs Transportation for Harford County Public Schools to obtain information.
- Sherry Nolte attended Night to Shine at Mountain Christian, which was sponsored by the Tim Tebow Foundation. This is a free prom for special needs students.

VII. Adjournment

The meeting adjourned at 7:30 p.m. The next meeting is March 21, 2018 at 6:00 p.m.

Respectfully submitted,
Tammy Brinkman

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Action Item	Person Responsible	Due Date
Send paperwork for reappointment of Roger Thompson.	R. Harbin	3/21/18
Report at the next Finance Committee meeting on the return on investment of the two positions hired – what have we seen in gain.	S. Nolte	3/20/18
Review finance policies.	Finance Committee	4/18/18
Investigate the cost of instituting a system for robo calls.	S. Nolte	4/18/18
Investigate the possibility of advertising the Harford Center receiving the Orion Fleet Intelligence Leadership in Fleet Safety Award for 2017 by placing magnets on the buses.	S. Nolte	2/21/18
Inform our insurance carrier once the security cameras and ADA compliant doors are installed as it may lower our premium.	S. Nolte	When installed
Let Sherry Nolte know if you have ideas on what would be good to have in the database so it can be included on the front end instead of us paying for an enhancement.	Board Members	1/17/18
Let Sherry Nolte know if you know of anyone in the community who would like to join the Standing Committee.	Board Members	Ongoing
Begin searching for a third location in the next to 2-3 years.	Strategic Planning Committee (N. Brugh)	
Investigate door cameras for security/doors.	S. Nolte	11/?/17
Complete a root cause analysis. Contact APG and Federal Mutual to see if they can assist and come up with what is a tolerable number of incidents.	S. Nolte / M. Beach	Ongoing
Let Rachel Harbin know of possible Board candidates.	All Board Members	Ongoing
Determine how to market the program service plan.	Branding Committee	Ongoing