

**Fourth & Hope  
Board of Directors Meeting  
April 24, 2018, 6:00pm  
Board President, Suzie Ishikawa, presiding  
Location: 108 W. Woodland Ave., Woodland, CA  
Minutes**

**Attendees:** Robert Partlow, Jim Pascoe, Larry Peterson, Pat Stoffregen, Suzi Ishikawa, Doug Zeck, Jr. Executive Director, Shelia Brymer, Tom Liberto, Nick Roncaroni, Trudie Martin, Scott Mansell, Brad Miller

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

**Absent:** Ken Bryant

6:00 meeting called to order

Suzi Ishikawa

Prayer: Doug

**Agenda Approval**

Suzi Ishikawa

- Motion to approve by Pat Stoffregen, second by Nick Roncaroni, unanimous approval.

**Minutes**

Suzi Ishikawa

- March minutes review and approval was tabled, due to failure to distribute to the board prior to the meeting. March minutes will be presented for approval at the May meeting.

**Financial Report**

Brad Parsons/Scott Mansell

- See Filed Report—We finished March with net income of \$24,082, versus a budgeted net loss of (\$8,721). Treatment and Outpatient SLE finished together at about \$33,000 positive. We finished the 9 months ending with March 31 with a positive variance of \$152,363. Brad Parsons noted that the \$121,000 cash reserve is about half of one month's expenses.
- Brad stated that he is confident that we will exceed our budgeted net income by 100,000 and maybe next year we should transfer a prorated amount based on that total to new reserve bank account. **A Motion was made by Scott Mansell to authorize Doug Zeck to open a savings account at Yolo Federal Credit Union, with Doug Zeck as the authorized signer, and to fund it with \$8333 per month, starting in May. The motion was seconded by Nick Roncaroni and was passed with unanimous vote of the board.**
- Discussion followed about possibly realizing a significant reduction in receivables, with the goal of adding that to the fall back savings fund. Doug feels that the 400,000 current is actually low, and that we might not be able to expect to reduce the total much more, so adding any receipts to the savings might not be possible.
- Shelia Brymer started a conversation with a question as to whether we can expand services, now that we have more money in reserve. Discussion followed concerning Fourth & Hope's recent history and current intentions (to follow in Doug's report), and how that might affect the ability to increase program services. Nick asked if outpatient figure was a "fluke" or if there is a chance that that program will continue to grow. Doug mentioned that we are now receiving the Cache Creek organization's clients for this program, which has increased the income. Doug does not currently intend to budget at the current rate but does expect it to continue, at least for some time.
- Carol Souza Cole posed a question about cost per client for shelter (answer from Doug was that it is about \$13 per night), with a goal to be able to use the figure in future donation requests.

- **Motion was made to accept the financial report by Shelia Brymer, seconded by Brad Miler, with unanimous approval.**

#### **Executive Director/Staff Reports**

Doug Zeck

- See filed report. Biggest highlight is with confidential communications with City of Woodland, Woodland Opportunity Village, F&H and Friends of the Mission who have been working on a project to create housing village to help reduce homelessness. Not “tiny houses”, but Small mobile-home style manufactured houses. Doug stated that there is great deal of political will invested by the city, and investment behind the project, so Doug feels that a good project can be realized. Part of project would be to move Walter’s House to the project property, with site supervision to be provided by F&H. The City is proposing a corner lot at Kentucky and East Street, across from the PIRMI rice mill, with the city thinking of leasing that property. Scott (FOM) and Doug feel that that scenario would be an expensive proposition, and not in line with FOM’s standard operating practice of purchase at reduced rate, with eventual forgiveness of loan. The City’s goal is Fall of 2019, but Doug stated that he feels that is a bit optimistic. However, both Scott and Doug are willing to hear them out on their proposal. F&H might need to look for additional funding to have 1-2 additional employees for site supervision. The current Walter’s House property would become shelter for families. Suggested that, if a family has been in shelter for 9-12 months, they would be moved to that location for shelter. Additional cost for that project would possibly be relieved by available government funds. Plan B would be to move current Fourth Street transitional housing clients to the Walter’s House property.
- There was discussion of staff pay rates and how and why they get increases. President Suzie suggested that we table that discussion for another time and dedicate another meeting to thorough discussion of that topic.

#### **Old Business:**

- **Action: Discuss and Ratify revised Fourth & Hope Employee Handbook. Motion to accept revised handbook made by Scott Mansell, seconded by Tom Liberto, with unanimous approval. Question by Brad about availability of training for staff concerning sexual harassment. Doug stated that we are contracting with a professional service for that specific training--\$5600 per year cost to F&H.**
- **Action: Received from board members and filed signed copies of F&H Board's Conflict of Interest Policy forms.**

#### **Committee Reports**

- **Development and Fundraising:** Next Wed., May 2, will be the F&H Shelter Open House, from 11 am until 2 pm. Bob has distributed fliers to local churches, DA and Public Defender’s offices. Board members are encouraged to distribute to other groups and friends that they would like to invite. Sandwiches and drinks will be provided for a donation. We will also have a booth at the Plaza on Thursday, starting about 11:30. Share the BigDOG Facebook page on your Facebook page. Bob will send a real-time thank you to each donor. Suggestion to contact David Hardin about signage that he produced for last year’s Open House. Trudie recommended that we have a poster outlining the new Outreach program for those guests that are interested. Also, add “Extended Hope” statements. Trudie suggested including Printed material encouraging volunteering, with who to contact, and what opportunities are available for volunteers. Also put word in for help in Empty Bowls.

#### **Notes**

**Adjournment at 7:33 and Closing prayer** by Bob.

Suzi Ishikawa

**Next Meeting:** May 22, 2018

