

**Fourth & Hope**  
**Board of Trustees Meeting**  
**Remote – by Zoom**  
**February 22, 2022, 6:00 pm**  
**Board Vice President Catherine Portman, presiding**  
**Minutes**

**Present by Remote Connection:**

**Board Members:** Larry Peterson, Pat Stoffregen, Scott Mansell, Brad Miller, Catherine Portman, Theresa Lee, Marla Garske.

**Staff, Consultants, Community:** Doug Zeck, Jr. Executive Director, Brad Parsons, Amara Pickens, Dawn Brown, **Potential New Board Member:** Nancy Laughton

**Called to order:** 6:00 Meeting by Catherine Portman who also offered opening prayer.

**Agenda Approval:** A motion to approve the agenda was made by Pat Stoffregen and seconded by Larry Peterson. The vote was unanimous in favor of approval.

**Approval of Minutes for the January 15, 2022, Board Retreat:** A motion to approve the minutes was made by Brad Miller and seconded Pat Stoffregen. The vote was unanimous in favor of approval.

**Financial Report:** Brad Parsons reviewed the financial statements through January 31, 2022. He reported that January was not a good month for us with a net loss of (\$22,201) vs. budgeted net income of \$18,444. The lack of PSH for CH funding, a large \$13,892 water bill from the City of Woodland for the Beamer location, and \$7,810 of conditional use permit fees were the main reasons for the net loss. For the 7 months ending January 31, 2022, we show \$1,969,003 revenue minus \$1,954,501 expenses resulting in positive net income of \$14,502. We trail our YTD budget by (\$144,698). We finished with positive net income of \$233,475 for the same 5-month period last year. Things should start to get better. Nancy recommended we talk to the water department for a forgiveness of unknown water running. Amara explained there was a client that was turning the water on and leaving it on all night. The client has left, and they believe everything is under control. Catherine also asked if there is anyway to get the CH funding sooner, but it was explained that we are at their mercy of the county and that they are shorthanded with staffing issues. A motion was made by Larry Peterson and seconded by Scott Mansell to approve the January 21, 2022, Financial report.

**Audit Report:** We had our yearly independent Auditor's report as of June 30, 2021. The report came back cleaned and unmodified, and the PL looks strong. CPA had suggestions of improvement and it was discussed in the financial committee. Brad stated it took a little longer to get the audit done and that we might consider getting a new CPA firm to do it next year. A motion was made by Scott Mansell and seconded by Larry Peterson to approve the Independent Auditor's report.

**Executive Director/ Staff Reports:** Doug Zeck reviewed the Director's report, which was emailed to Board members. Currently looking for a full-time resources/administration position. Molly Eleen has left fourth and hope. Shelter parking issue has improved, and additional parking places have been added. Working on getting lighting. Client numbers are down do to some active covid cases. But the last tests were clean, and a 2<sup>nd</sup> test will be done soon. An office space has been set up as an

isolation/quarantine room for symptomatic clients. Doug Zeck stated he met with the City of Woodland Planning Commission and received an approval for a conditional use permit at 207 Forth St., The Mission, and 814 Court St. for the relocation of our SLE program. They are finalizing the contracting process with Sac county and should be under contract with Yolo, Westcare, VA Sutter and Sacramento County before this fiscal year ends for treatment services at Walters house. EBW housing has had a lot of activity. There was a tour on February 3<sup>rd</sup> that included City and county representative and funding partners. Work is being done for two large sources, Project Home key funds from the State of California as well as a grant application to fully fund the new Walter's house at East Beamer way. Doug Zeck also reminded us that we will have to pay Friends of the Mission for Walter's house. Larry Peterson asked if a check can be donated for the purpose of going directly to build the shelter and was told yes just to put the donation request in the memo line. Doug also brought up that there is possible funding to finish the build out of the shelter (Kitchen, bath, laundry), if we put in some additional rooms for Isolations.

**New Business:** Marla Garske brought up that the stove at Fourth and Hope oven is not working correctly. It was decided to check on repairs or replacement. After reviewing the issue, we will discuss it at our next meeting.

**Old Business:** None

**Committee Reports:**

- **Finance Committee:** Pat Stoffregen reported that the Finance Committee met via Zoom before the Board meeting and reviewed the financial statements through January 31, 2022.
- **Development Committee:** Dawn Brown stated that \$150,000 collected so far of the goal of \$225,000. Of donations. The Sushi is not rolling some of the fundraisers are not going well due to restaurant employee shortage. For big day of giving a farm to fork demonstration with a Latin flair with Chief Julio possible as American Legion Hall is being discussed. Dawn joined the Associations of fund-raising professionals to learn more about Fund raising, she is also working on putting corporate packages together. Dawn showed us the Doner Bill of rights to possibly go in the packages. The volunteer program is going well we have 11 to 12 groups coming in regular. Websites are up to date with waivers being signed online. Marla Garske joined the development committee with Catherine Portman.
- **Executive Committee:** No meeting

**Adjournment and Closing Prayer:** A motion was made by Pat Stoffregen and seconded by Marla Garske to adjourn. At 7:00 pm with a prayer by Doug Zeck.

Taken by  
Theresa Lee, Secretary.