



Board of Directors Meeting Minutes
Tuesday February 16, 2021, 6:00 PM

Location: Zoom Video Conference:

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For Audio Only, Dial:

1-669-900-6833

and Enter Meeting ID 89726168155#

BOARD OF DIRECTORS

Cindy Thomas – Chair
Domenica Giovannini – Vice-Chair
Ronda Black – Secretary
Randy Stewart – Treasurer
Fred Carroll
Vacant Seat
Vacant Seat
Ingrid Alverde - City of Petaluma Designate
Vacant - Petaluma School District Designate

1. ROLL CALL – 6:06 P.M.

All present

2. PUBLIC COMMENT

Public comment on issues not on the agenda. Time for comment on agenda items will be made available during discussion of those items. No action can be taken by the Board on issues raised in any comments; however, the Board may refer questions to PCA Management for review.

-None

3. BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENT

- None

4. AGENDA APPROVAL

- Stewart 1st / Black 2nd / All Approve

5. APPROVAL OF MINUTES

Minutes for January 19, 2021 PCA Board of Directors Meeting.

- Stewart 1st / Black 2nd / Approved

6. TREASURER'S REPORT

Report for November and December 2020, and January 2021 Financial Statements (Stewart)

Jenny investigating payroll over budget in December will discuss with Randy.

7. EXECUTIVE DIRECTOR'S REPORT

Report for November and December 2020 and January 2021 (Belway)

Zoom account available for office

Account attached to SMILE account-checking to see where donations went prior to bank linked

TelVue invoice to be paid quarterly

Grant update

Employees back from leave

Additional programmers and members

8. CONSENT CALENDAR

None.

9. REPORTS OF COMMITTEES

- Executive Committee (Thomas, Giovannini, Black, Stewart)
Close session meeting employee issue Jan. 12th
Retreat March 6th 10-2
- Finance Committee (Stewart, Black)
Didn't meet
- Nominating Committee (Giovannini, Carroll, Alverde)
None
- Policies & Procedures (Thomas, Giovannini, Alverde)
None
- Outreach Committee (Thomas, Black, Carroll)
Ronda gave an overview of Boxed Lunch with Bach event.

10. OLD BUSINESS

- A) Implementation Plan Review - Standing Item (All)
No action.
- B) Discussion and possible action for reopening PCA post Shelter in Place – Standing Item (All)
No action.
- C) Discussion and possible action for timeline/completion date of Operations Manual (Belway)
Belway tasked with completing draft for board approval

11. NEW BUSINESS

- A) Discussion and possible action to approve an attendance policy (Exec. Committee)
Table Draft of Policy to next meeting
- B) Discussion and possible action to purchase attendance tracking software (Exec Committee)
Software (whenlwork.com) to be used for time tracking/attendance. Low cost, simple to use per bookkeeper.

12. ADJOURN TO CLOSED SESSION:

- A) Personnel matters
- Stewart 1st / Giovannini 2nd / All Approve

13. REPORT OUT OF CLOSED SESSION

Personnel matter.

14. ADJOURN

- Stewart 1st / Carroll 2nd / All Approve
Adjourned at 6:46pm