

# **Minutes of the April 21, 2015 Meeting of the Board of Directors**

Rob Roversi  
*Chair*

Stephen T. Davies  
*Secretary*

**Members Present:** Rob, Garry, Stephen, Gina.

**Staff:** Peggy.

**Guests:** Karen Oeth.

**Nurturers:** Randy-savory, Rob-sweet.

**Motions:** 1, made; 1, passed.

**Time:** 6:05 pm start, 8:25 pm end.

**Minutes Approved:** \_\_\_\_\_ (Date).

**Next Meeting:** .

Nurturers: Gina-savory, Garry-sweet.

## **Part I**

# **Regular Meeting**

## **1 Introductions**

## **2 Adjustments to the Agenda**

- 2.1. Ziggy's Questions.
- 2.2. Computer upgrade report.
- 2.3. Executive summary status update.
- 2.4. Staff support fundraiser.
- 2.5. Yurok Tribe contract status.

### **3 Training Committee Report**

- 3.1. TC did not meet last month.

### **4 Case Manager's Report**

4.1. Peggy requests that people email her with creative ideas for scenes and captions to use in posters using captioned photographs.

4.2. United Way is offering to publish HMS in a catalog of human services organizations. Peggy is soliciting artwork from Kat Eagan and others to broaden and enhance our artwork for use in publications.

4.3. Peggy is coordinating efforts to incorporate members of Humboldt Light Opera to participate in Arcata and Eureka Art's Alive street performances with HMS.

4.4. Peggy is coordinating and seeking help with contacting the Humboldt Roller Derby regarding dispute oriented mediation skits that could be performed during derbies.

4.5. Peggy and several board members met with one prospective HSU intern for an additional internship position. Peggy is scheduling interviews for an additional internship position at HMS.

4.6. Yurok Family Support Mediation Contract (YFSMC)

(1) At the time the contract was proposed, the parties understood that HMS mediators would not be required to travel to the reservation and that the tribe would need to authorize \$20 per hour travel time on a case by case basis. HMS has started taking cases on subject to the terms of the proposed contract which has not been formally executed.

The parties in the first Yurok case assigned are not able to travel to Eureka. Peggy received approval of the \$20 per hour travel reimbursement for this case.

As to future Family Support case referrals from the Tribe, the tribal contact with HMS is only going to offer HMS as an option to parties who are willing to travel to Eureka and/or a nearby convenient location.

Peggy informs the Board that she was verbally assured by Denise Bareilles that they would not ask for documents.

(2) Proposed contract language referencing a principle place of business in Arcata has been corrected to refer more simply to HMS's principle place of business or nearby location.

(3) Discussion re. Tribal Preferences in hiring. Consensus of legal consultants is that tribal preference would apply to employees hired for the specific purpose of working on tribal matters but would not apply to members of the volunteer mediator pool providing services to the tribe or to staff providing routine day to day operational support to HMS.

(4) The YFSMC requires that case documents be turned over to the tribe for record-keeping purposes each year. HMS does not disclose documents to third parties and this is an important operational policy for mediations in general. The standard consent to mediation form requires modifications to allow disclosures to the tribe in accordance with Tribal policies. Duncan has reviewed and made changes to the consent to mediate form to create a consent to mediate form adapted for use with the YFSMC.

(5) Proposed YFSMC provisions regarding the posing of a performance bond are boilerplate terms used by the tribe and were inadvertently included in the proposed draft and/or are not applicable to services provided by HMS under the agreement.

4.7. The process of assigning mediators to cases can be significantly delayed if prospective mediators do not return availability inquiries.

## **5 Treasurer's Report**

5.1. Printed Treasurers Report distributed, reviewed; not discussed.

## **6 Consent Calendar**

6.1. Motion made and passed approving Case Manager's Report, Treasurer's Report, and Minutes from March Meeting of Board of Directors (subject to amendments).

## **7 Public Relations Committee Report**

7.1. Stephen will finish Yard and Plant sale brochure by week's end.

## **8**

[Renumbered §7,1]

## 9 Office Relocation Update

9.1. The deadline for submitting moving expense reimbursements approaches. Rob asks board and staff to inform him of any remaining compensible moving expenses before losing opportunity for reimbursement of moving expenses.

## 10 Office Staff Overview

- 10.1. Personnel overview
- 10.2. Office volunteers
- 10.3. Job Description
- 10.4. Evaluations
- 10.5. COLA

## 11 Outreach Committee Report

- 11.1. Discussion re.contact regarding couples/divorce mediation.
- 11.2. Discussion re. local monthly bar meeting outreach.
- 11.3. Discussion re. best courthouse representative; Stephen says the Law Library Committee was responsible for setting up the third floor self-help center and will investigate via the library committee.

## 12 New Business

- 12.1. Peacemaker's Ball
  - (1) Discussion re. proposed dates; Sept. 27, October 17, and October 10, with a preference for October 10, 2015. Peacemaker's Ball scheduling should be on May's agenda.
- 12.2. Phase II Executive Summary, to be presented to board at May 12, 2015 bd. meeting.
- 12.3. Yard and Plant Sale
  - (1) Discussion re. storage prior to sale; Peggy can house a few plants prior to the show, Stephen is checking if Lost Foods Sanctuary can house plants.
  - (2) Karen is soliciting donations from local nurseries.
  - (3) Bea confirms Yard and Plant Sale volunteer time slots and number of volunteers needed via telephone.
  - (4) Volunteer Time Slots 8-10 (or earlier), 10-12, 12-2, 2-4.

(5) Publicity and brochures need to be handled timely by PR Committee because board will not meet again until one week before the event.

(6) Sign(s) should be prepared to promote other events, e.g. theater event tickets, support fundraiser tickets, quilt raffle tickets, peacemaker's ball, etc..

(7) Peggy to email volunteer pool for volunteers and for yard and plant sale donations.

12.4. Support Staff Fundraiser

(1) 30 People, \$25 Per ticket, 112 Trinima Road, August 15, 2015.

(2) Garry is organizing the event, which will be held at his house.

12.5. Ziggy's questions are timely and relevant; board to obtain Ziggy's ideas re. Peacemaker's Ball, alcohol contacts, fundraising.

## 13 Announcements

13.1. Board Chair reminds members that meetings are scheduled to commence at 6:00 pm. To prevent board meetings from running late into the evening, members are encouraged to arrive beforehand.

13.2. It was agreed following discussion that the next board meeting would be held Tuesday, May 12, 2015, instead of the 19th, commencing with a gathering at 5:45 pm.

## 14 Adjourn - 8:25 pm

### Part II

# Adjustments & Additions

## A Adjustments

Adjustments to April 21, 2015 Minutes v. 2.0, *final proposed, amended*

## **B Additions**

Additions to May 12, 2015 Agenda

Your Name:

Date:

Submit

Clear