

# Habitat for Humanity of Merced County Board Meeting Minutes

March 28, 2016

Meeting Location: St. Paul Lutheran Church, Library

2916 McKee Rd., Merced CA

Meeting # 265

President (Administration Chair): Jan Sorge	present
Vice President: Michelle Paloutzian	present
Secretary (Public Relations Chair): George Gallaher	present
Treasurer: Patti Houbein	present
Construction Chair: Lyle Allen	present
Family Selection/Partnership Chair: Nellie Venegas	absent
Finance Chair: Donna Hall	present
Site Selection Chair: Don Spiva	excused
Member at Large: Pete Delacruz	present
Member at Large: Fred Pillsbury	present
Member at Large: Brittany Oakes	absent
Member at Large: Sean Arnold	present
Member at Large: Ida Johnson	absent

6:30 p.m. Call to order Jan Sorge, President.

**Devotion:** Jan “God doesn’t forget!” People forget all kinds of things but God doesn’t forget. Remember the lesson of Easter. May we always remember He is risen!

**Excused absences:** Don Spiva

**Guests:** Michael Mast

**February minutes:** Fred Moved and Pete seconded to accept as presented. Motion carried.

**Financial report:** Project #6 is paid up and we need to do a reconveyance of the deed. Jan will make an appointment with Fidelity Mortgage and take the original deed to start the process,. Patti has taken us off the Insurance policy as the mortgagee. We will change the Bravo home to Leap Carpenter and apply the refund to their mortgage. This way they will have less expensive insurance premiums when they pay off their home in the near future. Aurora has not made a March mortgage payment. Patti will get the city to release our performance bond. Lyle moved and Sean seconded to spend \$398.00 on decals for both sides of the truck. Motion carried. Patti asked to wait until all bills are in for Isabel’s home before preparing the promissory note. Lyle stated that the costs should be close to \$900.00. Fred Moved and Lyle seconded having Isabel pay \$150 per month if these terms seem to present a burden then drop the payment to \$100 per month with the payments beginning May 1, 2016 and end upon the completion of the obligation. Motion carried.

**Guest: Kingsview Work Experience Center—Michael Mast, Administrator:** Mr. Mast spoke about partnering using their building and possibly some of their clients for a

ReStore. Mr. Mast has heard Mr. Allen's radio appeal and thought there might be a way to join forces to our mutual benefit. The space is smaller than ideal about 4,000 square feet. Their clients work sub-minimum wage at a rate comparable to the difference between the time they complete a task and the average of three traditional workers accomplishing the same task. We would pay Kingsview and they would pay their workers and complete all work related records. The building is currently being used as a recycling center, but, due to a decreased demand for used cardboard and paper, will soon need to be repurposed. The Kings view clients work from 8:30 to 2:30 Monday through Friday. It is possible that arrangements could be made to allow some to work Saturdays. The clients have an on-site supervisor who is paid by Kingsview. It wasn't made completely clear if part of the supervisor's salary is the responsibility of HfH Merced. This will need to be clarified at a later date. Mr. Mast seemed flexible and willing to accommodate any reasonable conditions. He stated that there is no pressure and that we can keep an ongoing dialogue until we make a deal or find that a deal isn't possible. He agreed to have the board visit the site on April 11, 2016 at 12:00 noon. Sean asked if we could have a sign facing the freeway. Mr. Mast seemed open to exploring the idea as well as finding us adequate office space. The facility has public parking, a small office, and restrooms. It has a gas heater hanging from the ceiling and a swamp cooler. There is a large air conditioner unit on the other side of the building and it may be possible to run ducting to the area we may rent. The site is close to the freeway near Atwater. Maps or driving directions would need to accompany our advertising as it is not adjacent to the frontage road.

**Family Services:** No report.

**Site Selection:** Please see written report attached to these minutes..

**Restore business plan:** Sean was shared the slideshow he developed that shows the steps in establishing a ReStore. Sean stated that we are close to meeting some of the requirements and that if we can agree on labor and rent costs as well as utility costs we could start planning to use the Kingsview location.

**Golf Tournament fundraiser:** please see attached report.

**Administration:** Jan is advertising for the yard sale and asked Patti to expect advertising expenses on the next credit card statement. Larry is cleaning items for sale and will go to the storage site to find other items to sale.

**Public Information:** Jan will resubmit the president's message that George misplaced. After that the newsletter will be ready to go to the printer.

**Construction:** Lyle reported work on Isabel's home is completed and the guys did a great job. Lyle may have the crew work at the storage facility for a few days.

**Church Relations:** Jan is sending information to many places.

**Volunteers:** Next orientation is set for April 13, 2016. 7 to 8 p.m.

**Recruitment:** Michelle reported she has developed information for Facebook, our newsletter and for our web site.

**Unfinished & New Business:** Michelle stated that we need to consider the small things, such as pricing, inventory control, money safety, and many other things that come up in the course of doing business in a retail environment. Patty stated that she has had thoughts about many of these concerns. Lyle stated that pricing may be as simple as discounting from retail on items donated from stores and doing internet searches. Some stated that taking inventory may not be necessary. Jan stated that bargaining might be done on some items. Lyle stated that we should run it as a store and lower the price in items that aren't moving but not bargain with individuals because this could prove to be counterproductive. Sean stated that people will know that things are well priced and will willingly pay our price because they will know it is a bargain.

**Meeting adjourned:** 8:13 P.M.

George Gallaher, Secretary

Habitat for Humanity of Merced County, Inc.  
Monthly Board Meeting Sign-in March 28, 2016

- 1 Geese Ingelcher
- 2 A. Wald
- 3 Lyle Allen
- 4 Patti Hokein
- 5 Pete Delacruz
- 6 FRED PILLSBURY
- 7 M. Michelle Paloufain
- 8 Jan Doye
- 9 Deana Hall
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_
- 12 \_\_\_\_\_
- 13 \_\_\_\_\_
- 14 \_\_\_\_\_
- 15 \_\_\_\_\_
- 16 \_\_\_\_\_

Jan,

Pam and I are going to be out of town on Monday the 28th. Here is news from me.

No new report on homes but did fill out all paper work for grant monies should hear next

month if we get the \$100,000 we asked for. Golf tourney is set for ~~October~~ <sup>Sept 30</sup> at 12:00 PM.

Price will be \$90 a player. We will be serving lunch (sliders and some snack plates for

after the round. Have purchase raffle gifts. Need to do the same thing as last year in

picking up items for the raffle prizes that worked real well. Also everyone should think

of who they can approach to donate to be a hole sponsor, team sponsor, or event sponsor.

I'll have the paperwork ready to go next month. Also on Stanislaus doing work in Merced

is because they were hired by the city to do rehab work. Think I hit the high spots if

there is anything else let me know.

Thanks

Don Spiva

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Finally got in to see Mark Hamilton about Stanislaus doing business in Merced. They were hired by the city to rehab homes. At first, people were required to pay the money back to the city that was borrowed to do work, when no one was agreeing to that the city received grant monies and no repayment was necessary. We can do the same all we need to do is apply. But we need to be able to respond and finish project in a timely manner. Hope the helps and sorry about missing the meeting.

Don Spiva

### Adult Development Program (ADP)

This program serves individuals/consumers who have cognitive, behavioral or physical limitations and require instruction in daily living and self help skills. Instruction focuses on consumer awareness, social development and vocational training. The objective of the program is to provide participants with opportunities for community integration. This program is started at a 1 to 4 ratio.

### Day Training Activity Center (DIAC)

The DIAC provides training in areas of daily living skills, individual critical skills, art, pre-vocational skills, and functional food preparation. This program assists each individual to develop their abilities, aptitudes, and interests to lead a more productive life. Once a person receives a certain level of independence and work skills, he/she receives the opportunity to participate in paid work experience. The program goal is for each individual to progress to the point where he/she will be able to participate in other programs that provide opportunities for greater independence.

### Work Activity Program (WAP)

The Work Activity Program is composed of facility and community-based work opportunities. This program provides individuals with paid work experience. Each person earns according to his/her level of productivity and receives a paycheck every two weeks. The WAP provides work experience in sub-contract packaging, lawn maintenance, janitorial services, construction clean-up, award/trophy production, furniture repair/refinishing and food services.

### Supported Employment Program (SEP)

**Mobile Work Crews** Individuals in this program work in groups of 3 to 8 people under direct supervision. Crews work at different sites throughout the community and work a minimum of 20 hours per week.



**Enclave** This program also employs a group of 3 to 8 people working under supervision. An enclave is a stationary crew that works in an industrial or business setting. Individuals in this program also work a minimum of 20 hours per week.

**Individual Placement** Individuals that participate in this program are hired by a local business. A staff member or "job coach" works with the individual to provide support and training. This support gradually decreases as the person becomes familiar with the job. Assistance continues as long as it is necessary for the individual to successfully complete the job.

### Independent Living Skills (ILS)

The Independent Living Skills Program provides services to individuals who are considering living independently or who are already living independently. Trained counselors assess each individual to determine their strengths and weaknesses in critical living skills. Once the assessment is completed, training recommendations are made. Training takes place in the individual's home and in the community. It covers a broad spectrum of skills which may include shopping, money management, clothes laundering, transportation, medical appointments, and cooking. Kings View provides each of the services mentioned at no cost to eligible individuals.

### Results Of Services

Kings View is dedicated to helping individuals develop social, vocational, and economic independence in their "least restrictive environment." Our hope is that each individual's "least restrictive environment" will broaden as they learn and grow under Kings View's direction. Each person's outcome is different depending on abilities, home environment, motivation, and the community in which they live. Successes may come in small steps such as learning to cross the street safely, or in large bounds such as living independently or becoming employed. These services are funded by Federal and State monies for individuals who meet eligibility requirements.

### Eligibility

In order to participate in KWVEC programs, an individual must meet the following criteria:

- Be eligible for regional center services

- OR -

- Be eligible for California State Department of Rehabilitation Services
- AND -
- Be willing to participate in our program
- Be able to benefit from our services
- Be physically able to participate
- Be able to adapt behaviorally to the Center's programming

### Referral Process

Participants in our programs are usually referred through:

- California State Department of Rehabilitation - refers individuals with a variety of disabling conditions.
- Central Valley Regional Center - refers individuals with developmental disabilities.

The referral is started by contacting Kings View Work Experience Center staff who will initiate the admission procedure. This process will include determining eligibility, an initial home visit, interview, and a tour of KWVEC. During a 60-day trial period each individual will be evaluated to insure proper placement within the Center's programs.

## Kings View Work Experience Center

### Purpose

The primary mission of the Kings View Work Experience Center (KWVEC) is to serve people who have developmental disabilities. We believe in the dignity and worth of each person and in their right to rehabilitation, education and community integration. It is Kings View's aim to provide quality services to people who need assistance in the development of social, vocational and independent living skills.

### History

Kings View Work Experience Center was established in 1973 as part of the Merced County Mental Health Program. Initially the program emphasized the value of work as a therapeutic tool providing services to 20 mental health patients with 3 staff.

In 1975, KWVEC expanded services to a wider range of people which included adults with developmental disabilities. As funding became available, Kings View continued to expand its services and moved to its current Atwater location in 1978. In May, 1988 Kings View opened a satellite office in nearby Los Banos. Today, the program serves over 200 people with disabilities throughout Merced County.

### Services Provided

In order to serve individuals with differing levels of mental and physical impairments, Kings View offers five programs: The Adult Development Program (ADP); Day Training Activity Center (DTAC); Work Activity Program (WAP); Supported Employment Program (SEP); and Independent Living Program (ILP).

## Kings View Work Experience Center

Kings View Work Experience Center is a program of Kings View Mental Health System. Our organization is part of a non-profit system of health care started by the Memorial Church in 1948. The programs are community based, and provide a variety of opportunities for the mentally disabled, developmentally disabled, and chemically dependent. Our facilities are located throughout the Central Valley from Atwater to Tulare, California. Kings View is an equal opportunity employer.

### Program Locations:

#### Atwater

100 Air Park Road  
Atwater, CA 95301  
(209) 357-0821  
FAX (209) 357-0898

Mailing Address:  
P.O. Box 774  
Atwater, CA 95301

Office Hours: 8:00 a.m. - 4:30 p.m. M-F

#### Los Banos

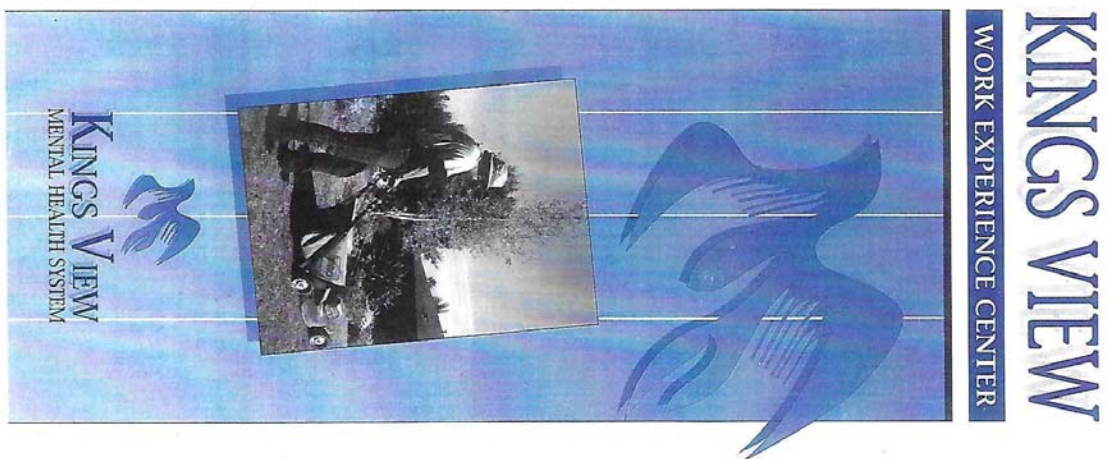
7th & I Streets  
Los Banos, CA 93635  
(209) 826-8118  
FAX (209) 826-8913

Mailing Address:  
703 I Street  
Los Banos, CA 93635

Office Hours: 8:00 a.m. - 4:00 p.m. M-F

CARP Accredited

MAN0208116



## Calendar:

April 2– Yard Sale – St. Paul Lutheran Parking Lot

April 13 –Volunteer Orientation – St. Paul Lutheran Library

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April 25 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library  
Devotion: Patti

May 23 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library  
Devotion: Donna

June 27 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library  
Devotion: Lyle

July 25 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library  
Devotion: Michelle

August 22 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library  
Devotion: Pete

September 26 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library  
Devotion: Sean

September 30 – Friday 8:30 a.m. Golf Tournament – Rancho Del Rey, Atwater

October 24 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library  
Devotion: Nellie

October 29 – Saturday 5:30 p.m. Annual meeting/potluck, St. Paul Lutheran

November 28 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library  
Devotion: Ida

December 26\* – Monday, 6:30 p.m. Christmas gathering – bring appetizers to  
Share – short board meeting. At the home of Jan & Larry Sorge  
Devotion: George

\*May have December meeting on a different date. Board will make a  
determination in the future.