



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

**Location: Zoom Video Conference:**

[Click Here to Join the Meeting](#)

or go to [www.zoom.us](http://www.zoom.us) and enter Meeting ID 897 2616 8155

**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. 12<sup>th</sup>  
Retreat March 6<sup>th</sup> 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