



The Hope Center for Autism, Inc.
June 16, 2020 Board of Directors Meeting Minutes

In attendance: Michele Drake, president; Angela VanEtten, Director; Mark Murray, Vice President; George Koester, Treasurer; Dawn Itzkowitz, Director; Susan Maxwell, Director (Joined via Zoom)
Absent: Susan Burrows, secretary (Joanne Sweazey is taking notes in Susan's absence) and Brad Davis, Director

The meeting was called to order at 5pm.

1. **KC Daniel, auctioneer** presented to the board regarding the possibility of auctioning the property on Savannah Road in Jensen Beach. KC was introduced to Joanne Sweazey through Jeremiah Baron who is selling the property for The Hope Center.
 - a. KC reviewed his experience for the board and provided a packet of information for the board and past successes. Residential sales are primarily 70% of the auctions. He is working with Baron to gain more experience in the commercial end. Property doesn't sell because of price and promotion. KC said at auction he increases promotion and decreases price. An auction gets people's attention.
 - b. Michele asked who the land was being marketed to in the past. KC shared that it has been promoted as 2 acres in the past but recommends separating into 4 lots which he feels would be a great opportunity. Advertising budget was shared, and KC said that Jeremiah did offer to pay for the advertising or at least donate towards the fees. KC shared advertising possibilities and may want to include the Palm Beach Post which would increase the advertising budget by \$1500. Brochure would be completed.
 - c. Mark asked about the method of sale. KC explained that if it sells regardless of price the sale is more likely. He did say that sometimes when you put a base price people don't show up because it's not absolute, so they don't participate in the auction.
 - d. The mortgage holder, Glasrud, may be part of the strategy to ensure the highest bidder regardless of price. Mark was concerned about selling below the mortgage price. KC said that he would like to meet with Glasrud to see if he would support the bid to cover any differences between sale and mortgage that is owed. KC wants to ensure that Glasrud is part of the plan. KC said that his job is to make bad people behave.
 - e. If we say yes now than a week to get things ready, 3 Sundays in the newspaper, probably auction in middle to end of July

- f. Mark's concern is how you break it up to make it more digestible for the consumer.
- g. George is uncomfortable with the auctioneer. He is concerned that we could negotiate a loss, but in an auction, we may not have the ability to take it. If we can confirm is the same as it is coming back to the board then George is okay. We need to decide the worst-case scenario as a board.
- h. Angela asked if Jeremiah had listed the property as separate lots and advertised it that way. To our knowledge it has not been separated for advertising at this time.
- i. Get it in writing that the sale is based on board confirmation.
- j. As long as we have final say on the sale and it doesn't cost us anything then we move forward.
- k. Michele made a motion to sign with the auctioneer with the buyer paying 10% fee to the auctioneer with a buyer confirmation. Angela seconded. We have to say no if it's not enough. All were in favor
- l. The current agreement must be edited to include seller confirmation
- m. Call to order
- ❖ Approval of agenda items
 - Treasurer's report was added to the agenda and approved
- ❖ Any additions/deletions to agenda?
 - Review and approve agenda
- ❖ Approval of minutes from January 2020 (clarify under governance page and need to note that Angela is not an advocate for individual children but will advocate for The Hope Center for Autism.), March 3 and March 31, 2020
 - Mark made a motion; Mark seconded and all in favor
- ❖ **Consent Agenda**
 - Threat Assessment Policies and procedures
 - Send it back out to board- did not forward prior to the meeting for review
 - SBA disaster loan was acquired for 150,000 at 2.5% over 10 years
 - Between payroll protection and SBA disaster loan we received \$410,000 due to COVID relief.
 - Based on current costs and current funds available we would be able to pay for full renovation costs, but reserves will be wiped out. Executive director will continue to search for additional funding options including loans.
 - Parent and Staff Satisfaction surveys
 - Michele were concerned with the 1-2 people that were not happy based on the surveys
 - It is thought that staff who have different beliefs about the approach to education for students with autism are likely the parties that were unhappy.

- The board discussed that we don't need behavior technicians as they are not engaging in any activities that the paraprofessionals are not doing and have not demonstrated skills beyond that of the paras, yet their pay is significantly more. The board voted to eliminate the behavior technician position and salary.
- ❖ The treasurer and board discussed the salaries of the behavior technicians. Since behavior technician position is being eliminated then there is no pay for that position. Behavior technician position is eliminated. We would like to offer a paraprofessional position to those people. Michele made a motion to approve the removal of behavior technician position and Mark seconded. The 2019 2020 budget included behavior technicians. This position is eliminated for the 2020-21. Behavior technicians will be offered an opportunity to apply for another position. The salary schedule for paraprofessionals is based on the behavior technician salaries from the Martin County School District. The salary schedule is below.

Paraprofessional payroll tier

Years' experience	206 days
0	20900
0.5	21008
1	21218.08
2	21430.26
3	21644.56
4	21861
5	22079.61
6	22300.41
7	22523.41
8	22523.41
9	22941.67
10	22941.67
11	23583.46
12	23889.77
13	24356.52

14	24764.92
15	26012.51
16	26012.51
17	26356.9
18	30484.74
19	30484.74

■ COVID survey

- Mental Health Plan
- Safety & Crisis Plan
- Distance learning plan draft
- Updated 2019 audit
 - State auditor requested that Hope Academy be added to the audit paperwork as it is a co-located school with the Hope Center for Autism. Only one audit will be required, but both schools must be listed on the audit paperwork.
- Safety and crisis plan

Mark made a motion to approve the consent agenda. All approved

We discussed year-round school. Mark talked about his experience in Jupiter which went year-round also.

❖ **Governance**

- Workman's comp exemption paperwork - Joanne will review and send the information.
 - George reviewed the process
- Review current requirements
- Schedule a time to meet with Angela to review policies
- Sunshine law information

❖ **Executive Director Update**

- Finance
 - Building update on current construction and final construction costs
 - Construction budget update May 5, 2020
 - ◆ Currently we owe 554884.80 for the interior
 - ◆ 39792.41 for site work
 - ◆ Change order for front sidewalk, added fence for playground and laundry room will be about 10,000
 - No permit/change to site plan for sidewalk

- ◆ Total owed: 604677.21
 - Jim talk to him about golf tournament
 - Joanne will ask Collin at Center State for \$150,00
 - George offered to share benefits of donating to people that may be willing to donate to the school - tax advantages
- ◆ Tour of construction/building
- ◆ June 25 - July 7 George in Michigan, but will participate virtually if needed in any meetings



- Funding for construction completion
 - Savannah road land sale
 - ◆ Comps for surrounding property
 - ◆ Baron would like to auction land - meet KC Hawkins, auctioneer
 - Capital campaign will begin ASAP
 - ◆ Signarama
 - Bricks for sale – will look into best offer
 - ◆ Wall costs already provided – will move forward on sale of donor wall
 - ◆ Tagline: we have the building, we have the desks, chairs and technology, WE NEED WALLS
- 750 people to donate \$1,000
- MC Community Foundation
- Medicaid

- ❖ Next step would like to participate in a future meeting and share information with the board about their group. A special meeting will be planned to highlight them.

Signed,

Susan Burrows

Susan Burrows, Secretary

Minutes approved at June 29, 2020 meeting