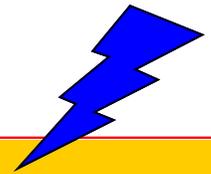


Action Item #1



November 18, 2022

ISSUE: The list of persons authorized to sign checks on the Columbia Bank (formerly Merchants Bank of Commerce) corporate checking account must be updated to reflect current officers and employees.

BACKGROUND: If the list of signers is not updated to reflect only current officers and employees, persons who are no longer employed by or on the Board of Directors of the Regional Center might sign checks and possibly misappropriate funds. Contributions, including those made to Holidays are for Caring, are deposited into this account.

DISCUSSION: Because the authorized list of check signers and employees authorized to use debit cards is not current, a new list of signers is submitted for Board approval. The bank now requires the Executive Assistant, who uses a debit card for purchases, be an authorized check signer.

ACTION REQUESTED: Board of Directors approval of the following the authorized signers is requested:

Columbia Bank account ending in 3701 (one signature required):

Melissa Gruhler, Executive Director

Michael J. Mintline, Chief Financial Officer

Audra K. Feedback, Controller

Shelly Nickle, Executive Assistant (will use debit card)

Board of Directors approval to delete the following authorized debit card user is requested:

Cynthia Presidio, former Executive Assistant