

Lutheran Church of the Incarnation Council Meeting Minutes August 11, 2020, 6:30 pm

Council Member Roster: Lori Martin Bodhiprasart (2021), Craig Copelan (2021), Jeff de Ropp (2023), Ed Green (2023), David Hartley (2022), Carol Huegli (2023), Paul Kolarik (2021), Karl Larson (2022), Becky Linvill (2022), Pr. Dan Smith

1. Introduction: Pr. Dan Smith, Carol (15 minutes)
2. Devotions – Lori
 - a. Lori provided a nice devotion, prayer and discussion on the topic of reconciliation
3. Pastor Dan Medical
 - Medical Leave- August 12 4 weeks
 - Pastoral coverage and care plans-
 - Bonnie Green will coordinate meals for Pastor and his family during his recovery.
 - Tentative Schedule
 - o Pulpit Supply - Casey Dunsworth- August 16, 23 and Vern Holmes August 30, Sep 6.
 - Sep 13- John Valentine
 - Sep 20 TBD – Synod has offered to assist on this date if needed
 - o Pastoral Care- Rev. Kirsten Moore and Rev. Chris Neufeld-Erdman
 - Contact information-Kirsten cell phone number 916.214.2859
 - Chris- 559.430.4764
3. Approval of July 14 meeting minutes: Craig, (5 minutes)- attached
- 4 August Treasurers Report and Review: Dave Kukis (15 minutes)
 - Paul checked in with the Synod regarding our PPP loan. Paul received a call from the ELCA treasurer. She said that the ELCA had received a PPP loan. The SBA is scrutinizing the expenditures. Some discussion of the much smaller loan received by LCI, Jeff will submit the final report.
- 5 Pastor Report (10 minutes) – Dan, Carol
- 6 Council Member Action Items: Carol Huegli (45 minutes)
 - Reopening the Church TF: Kevin Grayson
 - Guidance for Columbarium- Possible Action
 - Parkstash – Jeff

Motion: Gretchen Peralta to coordinate with Property Committee, LCI staff, & others as needed to develop Columbarium opening workplan including budget & target date. Final Council approval required with report reflecting that Columbarium Opening Plan requirements are met. (Columbarium item.

Discussion around this topic included a suggestion that the columbarium should have a sign that the outside worship area has not been cleaned but that all are welcome to use the area for prayer or remembrance. The sign would include the notice discussed in Specific Details within the proposed Columbarium reopening plan.

M/S Carol// Craig

7. Committee, Task Force and President's reports (information only may be a verbal report- 40 minutes)

- President's Report, Carol

- Applegate contract renewal during COVID 19

Craig Lundgren and Carol are working on updating the lease agreement.

Originally Council had approved a 14% increase in February 2020.

Applegate will reopen on August 27th pending childcare increasing approval of their reopening plan. Some discretion on their monthly rent may be needed.

Applegate renewed their operating insurance in June 2020, Some guidance was provided by ELCA to make sure that Applegate is listed as the primary on the policy.

Paul noted that he would like to see the approved plan that is developed for our files.

Applegate will operate outdoors as much as possible initially upon reopening.

Child care has been approved by the County as Stage 3 of the Covid 19 reopening. Churches unfortunately have not been approved for reopening yet.

Discussion- we should not try and manage the plans of the business Applegate they will be adequately reviewed by agencies that oversee the care of children and that provide guidance for Covid 19 at the state and county level. We should be supportive and keep a copy of their plan on file. Communication with Applegate has been exceptional.

Motion: Provide Executive Committee discretion to decrease Applegate rent if needed no more than 10% of September 1, 2020 – August 31, 2021 monthly rate (\$2,144) on a month to month basis.

Motion was withdrawn we will concentrate on obtaining a copy of the Insurance agreement and their plan for our files. If a discussion is needed regarding rent adjustment we will wait for a contact from Applegate.

- August Virtual Retreat Reschedule- Discussion with Dan's medical leave we will defer the retreat until there is a better time.

- Treasurer Recruitment- Karl Larson – Karl is committed to working in this position from August through October. There is a need to work on how to reduce the hours necessary for the treasurer. If the hours can be reduced to 10-12 hours per month Karl would be interested in continuing but he will be starting a new position in November.

Motion: Approve Karl Larson as Treasurer effective September 1, 2020. M/S/C- Huegli/Martin

Motion: Approve formal communication to LCI members and friends providing permission to redirect future Sanctuary giving to the General Fund. M/S/C Huegli/Genetos

Discussion about the motion was extensive and there was a strong feeling that this was a stewardship concern and should include the input from that committee as to how this might affect their efforts in the future. The motion was withdrawn without a roll call vote.

- Solar panel installation update- Completed

8 Financial Secretary, Damian no report

9 Personnel Report, Jeff- is working with Chelsea to do annual appraisals for employees

10 Social Justice Committee- Jill provided a update on a book group, they will be starting a new one soon.

11. Education Committee- David mentioned that Jenny had spoken about restarting Sunday school for the youth in September/ October timeframe. \

Ed provided a closing prayer.

Meeting adjourned at 8:20.

Lutheran Church of the Incarnation Council Meeting Minutes
August 18, 2020, 6:30 pm
Special Budget Meeting

Council Member Roster: Lori Martin Bodhiprasart (2021), Craig Copelan (2021), Jeff de Ropp (2023),
Ed Green (2023), David Hartley (2022), Carol Huegli (2023), Paul Kolarik (2021), Karl Larson (2022),
Becky Linvill (2022), Pr. Dan Smith

Join Zoom Meeting

<https://us02web.zoom.us/j/88510292571?pwd=NVBZRHJQNW40eUliQTJvMmI5d09YZz09>

Meeting ID: 885 1029 2571

Passcode: 705487

One tap mobile

+16699006833,,88510292571#,,,,,0#,,705487# US (San Jose)

+13462487799,,88510292571#,,,,,0#,,705487# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

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Meeting ID: 885 1029 2571

Passcode: 705487

Find your local number: <https://us02web.zoom.us/j/88510292571?pwd=NVBZRHJQNW40eUliQTJvMmI5d09YZz09>

1. Introduction: Carol, Jeff (15 minutes)

- Review of material from Budget Task Force- Discussion

After extensive discussion the council decided to eliminate the copier lease arrangement as a cost saving measure.

Motion: The copier lease arrangement will be terminated. Lori Martin/ Ed Green M/S/C

Pastor's Report to Council

Lutheran Church of the Incarnation

July 14, 2020

Pr. Dan Smith

The summer program hasn't changed very much from last month. These are the things I'm working on:

- **Weekly worship**
- **Daily devotions by video**
- **Pastoral calls**
- **Cleaning out Breeze database.** We have transferred over all of our records from Icon to Breeze, and I am deleting people whose names I don't recognize and who have no notes entered or records of donations (there are quite a few). I am reaching out to some people we haven't seen in a while; I don't just want to give up on people. *Note: I could use help with some names I don't recognize. I'd like to bring some names to Council to see if you know these people. One example: Ronald and Kirk Ehmsen*
- **Developing a plan for the next six months at LCI.**
- **Social justice focus:** Congregation book study: *I'm Still Here: Black Dignity in a World Made for Whiteness* by Austin Channing Brown; reaching out to LOPP to find out about justice issues we can learn about and take action on. Date for congregational Zoom discussion TBA.

Notes:

- Joan Moren Memorial will go live on YouTube July 29 at 5:00pm; "Zoom Reception" at 5:00pm on July 30.
- The Bishop has exempted me from having to submit a parochial report; I submitted a verbal report of our ministry, and he said that was fine.
- Synod Assembly has been postponed to 2021.

Other items:

- [verbal update on my health situation]
- Thank you for prayers and support for my mother (Jean Smith)

Lutheran Church of the Incarnation
Treasurer's Report
June 30, 2020

Bank Accounts

FNB Checking (Operating Cash)

Balance Forward	176,447.23
Deposits June 2020	25,575.64
Expenditures June 2020	25,295.57
Closing Balance 06/30/20	176,727.30

Mission Investment Fund (Operating Cash)

Balance Forward	34,341.99
Deposits June 2020	32.29
Expenditures June 2020	0.00
Closing Balance 06/30/20	34,374.28

FNB Money Market (Protected Reserves)

Balance Forward	64,559.43
Deposits June 2020	2.95
Expenditures June 2020	0.00
Closing Balance 06/30/20	64,562.38

Cumulated Surplus on 06/30/20

Total of all bank accounts	275,663.96
Less: all reserves	263,720.28
Operating Cash Surplus 05/31/20	11,943.68

Reserves 06/30/20

Operating Reserves:

20115 Designated Benevolences pending	100.00
20117 Memorial Fund	11,856.41
20213 Worship/Music Reserve	2,351.18
20214 Flower Fund	996.09
20301 Pastor's Discretionary Fund	2,032.14
20500 Youth and Children's Ministries	3,652.96
20509 Nursery Supplies/Equip	623.07
20551 Mission Trip Fund	4,713.01
20614 Hospitality	1,361.36
20759 Major Maintenance Reserve	26,474.43
20771 Building Fund	745.00
20776 Sanctuary Renovation	115,061.25
20777 Property Infrastructure Fund	26,421.00
24150 Paycheck Protection Plan Fund	0.00
Total Operating Reserves	196,387.90

Protected Reserves

24151 Endowment Fund	30,003.07
20760 Columbarium Fund	22,000.00
20761 Columbarium Niche Purchases	15,329.31
Total Protected Reserves	67,332.38

Mortgage Principal Balance

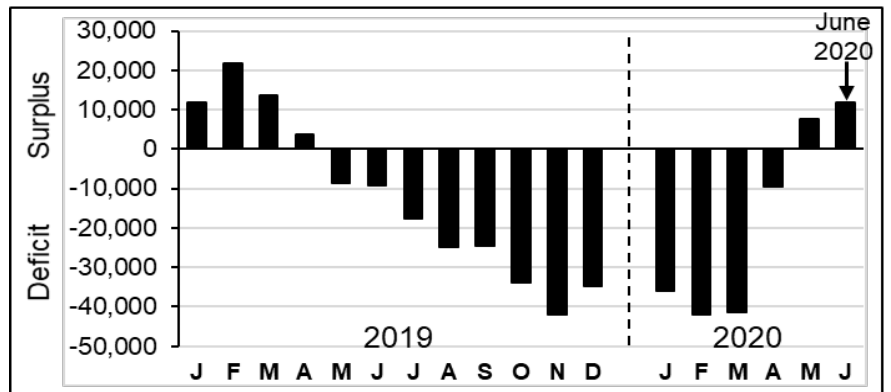
Thrivent First Mortgage as of 06/01/20	508,241.39
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Income

Income	Jan-May 2020	June 2020	YTD
Undesignated Income:			
Donations and Offerings	151,262.42	19,298.46	170,560.88
Rents	10,346.90	1,642.18	11,989.08
Designated for Benevolence	4,203.07	115.00	4,318.07
Designated for Reserve Accounts:			
Operating Reserves	52,620.90	1,802.29	54,423.19
Columbarium	112.04	2,751.85	2,863.89
Endowment Fund	5,001.97	1.10	5,003.07
Other Income	400.00	0.00	400.00
Total Income	223,947.30	25,610.88	249,558.18

Benevolence

Budgeted Benevolence	Jan-May 2020	June 2020	YTD
Mission Support (5.5%)	8,896.75	1,151.74	10,048.49
Designated Benevolences			
Additional mission support	0.00	0.00	0.00
Jan MMP: Yolo Crisis Nursery	345.00	0.00	345.00
Feb MMP: The Belfry/LEVN	390.00	0.00	390.00
March MMP: St. John's Program for Real Change	575.27	0.00	575.27
April MMP: Amor	1,212.50	0.00	1,212.50
Easter Offerings: Pine Tree Garden	110.00	100.00	210.00
May MMP: Yolo County Food Bank	1,310.30	0.00	1,310.30
June MMP: 4th and Hope	0.00	15.00	15.00
July MMP: Lutheran World Relief	0.00	0.00	0.00
Aug MMP: AMPARRO	0.00	0.00	0.00
Sept MMP: CASA	160.00	0.00	160.00
Oct MMP: CLU / PLTS	0.00	0.00	0.00
Nov MMP: Interfaith Rotating Winter Shelter	100.00	0.00	100.00
Dec MMP: Lutheran Hunger Appeal	0.00	0.00	0.00
Christmas Offerings: Future Development Youth Ctr	0.00	0.00	0.00
Total Benevolence			14,366.56
Total Benevolence as % of regular income			7.9%



Cash balance history, January 2019 to present.

Lutheran Church of the Incarnation

Budget vs. Spending January - June 2020

Account Number	Account name	Actual Jan-June	2020 Budget	Percent of Budget
60000	Benevolence Funds			
60100	Synod Mission Support	10,048.49	19,250.00	52.2%
61000	Worship			
61200	Altar Supplies	0.00	1,500.00	0.0%
61201	Pulpit Supply/Guests	25.00	2,450.00	1.0%
61202	Music Licenses and Worship Supplies	314.80	2,000.00	15.7%
61203	Rooted Service	0.00	600.00	0.0%
61204	Chancel Choir	0.00	350.00	0.0%
61209	Special Music	0.00	600.00	0.0%
61213	Organ and Piano Maintenance	120.00	400.00	30.0%
61215	Devotional Booklets	266.49	180.00	148.1%
62000	Witness			
62300	Social Justice Committee	0.00	1,100.00	0.0%
62301	Pastor Outreach	54.00	800.00	6.8%
64000	Learning			
64500	Sunday School	0.00	750.00	0.0%
64501	Confirmation Ministry	0.00	1,160.00	0.0%
64502	Adult Education-Bible Studies	73.71	150.00	49.1%
64503	Nursery Supplies & Equipment	0.00	100.00	0.0%
64504	Lutheran College Scholarships	0.00	500.00	0.0%
64505	Membership Classes	0.00	100.00	0.0%
64506	Elementary Retreat	0.00	550.00	0.0%
64551	Youth - LCI Activities	98.40	2,520.00	3.9%
65000	Congregational Events			
65600	Synod Assembly	0.00	1,500.00	0.0%
65601	Council Retreat	0.00	100.00	0.0%
65602	Lutheran Magazine	0.00	20.00	0.0%
65603	Congregational Events	39.99	500.00	8.0%
65605	Hospitality	136.82	1,200.00	11.4%
65612	Professional Leadership Conference	18.00	500.00	3.6%
66000	Stewardship			
66650	Offering Envelopes	0.00	450.00	0.0%
66652	Stewardship Development	0.00	500.00	0.0%
67000	Administration			
67700	Office Supplies and Equipment	3,792.69	7,500.00	50.6%
67701	Postage	111.80	550.00	20.3%
67703	Social Media and Advertising	1,644.20	2,500.00	65.8%
67704	Bookkeeper	1,250.00	3,900.00	32.1%

Account Number	Account name	Actual Jan-June	2020 Budget	Percent of Budget
68000	Property General Maintenance			
68750	General Maintenance and Supplies	1,507.10	5,700.00	26.4%
68751	City Services	3,293.60	7,500.00	43.9%
68752	Telephone	1,132.78	3,200.00	35.4%
68753	Fire System	598.38	1,440.00	41.6%
68754	Utilities - PG&E	3,707.71	3,300.00	45.8%
68755	Utilities - Solar	0.00	4,800.00	
68756	Property Insurance	3,225.00	6,765.00	47.7%
68757	Cleaning Services	2,254.00	12,600.00	17.9%
68772	Mortgage (est 2015) Interest	8,764.37	36,660.00	38.1%
20774	Mortgage Principal	5,205.66		
70000	Support Staff			
70701	Administrative Asst Pay	5,211.47	22,000.00	23.7%
70703	Youth Director Salary	6,540.00	19,620.00	33.3%
70704	Youth Director Continuing Ed	0.00	500.00	0.0%
70705	Nursery Caregivers Pay	695.92	4,000.00	17.4%
70706	Music Director Pay	8,000.00	24,000.00	33.3%
70707	Music Director Continuing Ed	0.00	500.00	0.0%
70709	Cantor Pay	0.00	3,600.00	0.0%
70710	Substitute Musician	0.00	900.00	0.0%
70720	Workers Compensation Insurance	2,808.00	1,200.00	234.0%
70721	Payroll Taxes	3,451.24	7,500.00	46.0%
70722	Payroll Service fees	732.03	2,000.00	36.6%
71000	Pastors Compensation Package			
71901	Net Salary	17,892.72	44,932.00	50.0%
71902	Elective Deductions: FSA, Pension	4,573.20		
71903	Housing Allowance	22,200.00	44,400.00	50.0%
71904	Benefits: Retirement	2,977.72	8,933.16	33.3%
71905	Benefits: Health	11,524.00	34,572.00	33.3%
71906	Benefits: Disability	670.02	1,399.92	47.9%
71907	Benefits: Retiree Support	312.66	625.32	50.0%
71910	Benefits: Basic Group Life	312.66	625.32	50.0%
71911	Professional Reimbursements	137.00	3,000.00	4.6%

TOTAL

135,721.63

360,552.72

37.6%



50.0%
is "on target"
for June

From: B, C, K and M Linvill <bckml@earthlink.net>
Sent: Tuesday, July 14, 2020 3:52 PM
To: Craig Copelan; Carol Huegli; Jeff de Ropp; Damian Genetos; Lori Bodhiprasart Martin; Ed Green; David Hartley; Karl Larson
Cc: Paul Kolarik; Daniel Smith
Subject: Fw: Summary of Social Justice Meeting 7/7/20 with action and next steps

Dear All,

Please see the 7/7 LCI Social Justice Meeting Minutes for tonight's Council Meeting.

Thank you,
Becky

-----Forwarded Message-----

From: Paul Kolarik
Sent: Jul 8, 2020 4:59 PM
To: Paul Kolarik , Jill VanZanten , Karen Hamilton , Daniel Smith , Vernon & Marcia Holmes , Lee Grayson , Lynn Evert , Becky and Carl
Subject: Summary of Social Justice Meeting 7/7/20 with action and next steps

Summary Social Justice 7/7/20

Attendance:

Ellen Kolarik, Jill VanZanten, Karen Hamilton, Lee Grayson, Vern Holmes and Dan Smithle

Ellen provided updates on YIACJ, and the Poor People's Moral Justice Jubilee Policy Platform.

Karen and Ellen shared what they heard/learned at the townhall led by State Senator Dodd.

Ellen shared her email from ApoYolo and Karen (who is already assigned to the August MMP for AMPARRO) agreed to shift the focus of giving for August to ApoYolo.

MMP; Jeff deRopp is working with council to find ways to make the treasurer job more manageable. He requested that check gifts for MMP be made out directly to the MMP rather than being handled as a pass through the LCI budget to reduce the amount of paperwork that the treasurer would need to process. Pros and cons of this approach were discussed. Ultimately, this will be a council decision since how we process the MMP- while not changing the true giving of our members, could have an impact on the "apparent" benevolence giving of LCI.

Pastor Dan then joined us for a discussion of how to make the fight against individual and structural racism an integral part of our Christian lives including both the worship, community and educational experience at LCI.

The consensus was to create a program that made fighting racism integral to our christian experience rather than an extracurricular activity.

Dan has already included references to the reality of racism in most of his recent sermons. He is open to working with Social Justice to develop themes reflected in whatever educational tools SJ chooses to share with the community.

Selecting a reading is difficult since many of the SJ group have already done the "easier" reads including the congregation wide book group on *Waking Up White*. Is the congregation ready/able/interested in the more difficult books which have a stronger message of condemnation even when coupled with messages of hope?

Books of interest include:

The Cross and Lynching Tree by James H Cone: critique from a reader suggested that this may be a challenging read for whites but that it is filled with hope. Some concern that it may not be a good "beginner" book for some of our members

Dear Church - critique- compilation of topics that does not pull any punches and transitions from black issues to other causes with inter-sectionality to structural racism- also deemed to be a hard read

How to be an Anti-Racist by Ibram Kendi

I'm Still Here by Austin Channing Brown- personal narrative, often funny but still hard hitting

So you want to talk about race by Ijeoma Oluo

Other options to supplement a book read might include a book or article recommendation each month

In addition, the LOPP (Regina Banks) may be able to direct us to specific legislation for which we can encourage our members to advocate thus tying our theology to action. This could be weekly or monthly or just as issues arise.

Action:

1) *I'm Still Here* was selected as the summer read - Jill agrees to write a blurb for review by the group for Wednesday 3 Things and the Bulletin

2) SJ members are encouraged to read *The Cross and the Lynching Tree* now to determine if it is a good choice as a possible Fall more intense book study

3) Dan to talk with Regina Banks regarding ongoing legislation advocacy suggestions which tie into Structural racism

Next meeting is Thursday July 16 at 6:30 - P. Dan is setting up a meeting on the LCI Zoom account and should send us a link

Agenda for this meeting to include

Discussion groups for *I'm Still Here* - how many sessions, times (linked to our traditional service time or at another time of the month), length of discussion and identifying facilitators. Then how to get the work out to maximize attendance. Do we advertise in other white congregations in Davis?

? Identify other relevant documents for members to read and explore e.g. The ELCA Anti-Racism Pledge, any other ELCA documents, Ta-Nehisi Coates - The case for Reparations etc. Then determine through what media we will share our suggestions (Dan's sermons, bulletin/Wednesday 3 things) and on what time line (monthly, weekly etc).

Blessings
Ellen

LCI Columbarium Opening Plan

Objectives:

1. Lutheran Church of the Incarnation (LCI) is a community that seeks to serve God through proclamation of the Word, Sacraments, music, and service within our church and to the wider community. Our goal is to live out Christ's love and truth daily.
2. LCI will provide a safe, clean environment for all staff and congregants.

General Principles:

1. The LCI Columbarium, being an outdoor public space, is available to church members and the public for private prayer and reflection at any time.
2. There is no way to control access to this area as it is currently configured.
3. The Columbarium will be difficult to clean and sanitize except for the two benches. Thankfully, sunlight and fresh air have been shown to effectively reduce viruses in an outdoor environment.
4. LCI will use social media, website, texts, email, newsletters, etc., to communicate the steps being taken to protect congregants, visitors, and staff so that they are familiar with the policies before arriving at the facility.
5. Congregants who are older than 65 or who have comorbidities that place them at greater risk of COVID-19 complications should individually assess their own risk when making the decision to visit the Columbarium.
6. The Church Council should be prepared to alter or rescind these guidelines if active COVID-19 cases are discovered in the congregation, local conditions worsen, or if ordered to do so by the appropriate public health authorities.

Specific Details:

1. This document will serve as the written COVID-19 prevention plan for opening the Columbarium and will be available in the LCI office.
2. The Church Council will designate a person to implement this COVID-19 prevention plan. This person will:
 - a. Train and communicate with other staff on the plan.

- b. Regularly evaluate the Columbarium for compliance with the plan and document and correct any deficiencies identified.
 - c. Be responsible to review the Center for Disease Control's information related to protecting oneself and others from COVID-19, located at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. They should also be familiar with the California Department of Public Health's guidance for places of worship, (CDPH Guidance Document) located at [CDPH COVID-19 Documents](#).
 - d. Ensure that adequate supplies of hand sanitizer and disinfectant are available at the Columbarium entrance.
3. LCI staff will perform a comprehensive risk assessment for the Columbarium Reopening using the checklist found at appendix A (Yolo County Social Distancing Protocol) which can be found at [Yolo County COVID-19 Documents](#) . The checklist will be posted at the Columbarium entrance and updated as needed.
4. LCI will post signage (see example appendix B -- at least 24" by 24") at the Columbarium entrance, to remind congregants and visitors about the following:
- a. The cause of COVID-19,
 - b. The symptoms of COVID-19 and the need to exclude themselves if they have symptoms or are close to someone who has been diagnosed with COVID-19.
 - c. Maintaining six feet or more of distance from one another,
 - d. Sneezing or coughing into a cloth or tissue, or if not available into one's elbow,
 - e. To not shake hands or engage in any unnecessary physical contact.
5. LCI staff will maintain contact information for the local health department. Yolo County Public Health Officer Contact information:
- Dr. Mary Ann Limbos
Interim Health Officer of the County of Yolo
25 & 137 N Cottonwood Street,
Woodland CA 95659
Public Health: 530-666-8643
6. The Church Council should:
- a. Turn off public drinking water fountains and place signs informing congregants and visitors they are inoperable.

- b. Discourage staff, congregants, and visitors from engaging in handshakes, hugs, and similar greetings that break physical distance.
- 7. Congregants and visitors should perform a symptom check (see appendix C) prior to arrival to LCI and should be asked to use hand sanitizer and to wear a face covering.

General Cleaning and Disinfecting Protocols:

- 1. A Sufficient supply of cleaning and disinfecting products must be available prior to opening the Columbarium. Disinfecting products should be listed on the EPA approved list of Products with Emerging Viral Pathogens and Human Coronavirus Claims (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>). Household bleach (4 teaspoons per quart or 5 Tablespoons per gallon of water) is effective and a fresh solution should be made each day. Other products have longer shelf lives. Products should be applied in the recommended manner (see appendix D).
- 2. Ask users to clean and disinfect the seating when they are finished.
- 3. Install a hand sanitizer dispenser (touchless if possible) at the Columbarium entrance.

General Physical Distancing Guidelines:

- 1. Ask visitors to maintain six feet or more of distance from others. Members from the same household may be seated together but should maintain six feet or more of distance from members of other households.
- 2. Minimize the number of different individuals who come into close contact with each other.
- 3. Children should remain in the care of those in their household unit and not interact with children of other parties at any time while visiting the Columbarium.
- 4. Discourage staff, congregants, visitors, etc., from engaging in handshakes, hugs, and similar greetings that break physical distance. Take reasonable measures to remind people to wave or use other greetings.
- 5. ~~Reconfigure parking lots to limit congregation points and ensure proper separation (e.g., closing every other space).~~

Specific Plans for Reopening the Columbarium for Private Prayer and Reflection:

1. The Columbarium may be opened by the Church Council for personal prayer and reflection, provided Yolo County and State COVID-19 guidance is followed.
2. There will be a sign set up outside at the Columbarium entrance directing visitors on proper procedures:
 - a. Each visitor should have completed a symptom self-assessment (see appendix C) prior to arrival.
 - b. Each visitor will be expected to use hand sanitizer. Hand sanitizer should be available at the Columbarium entrance.
 - c. Six feet or more of distance will be maintained between individuals who are not part of the same family unit. The benches are only 4 ½ feet wide, so only one visitor per bench at a time.
 - d. Face coverings are mandatory.
 - e. Healthy hygiene practices (cough and sneeze etiquette) are expected.
 - f. Those who may have increased COVID-19 risk are urged to evaluate their personal situation and risk to others prior to attending.
3. The existing benches will be used. If visitors bring folding chairs, they should be set up 6 feet or more apart from each other and the benches.
4. At the end of the visit, the visitors should sanitize the benches, if used, with the provided EPA-approved disinfectant (see appendix D).

Appendix A, Reopening Checklist.

Social Distancing Protocol

Business name:

Facility Address:

Approximate gross square footage of space open to the public:

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

- ☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- ☐ Signage shall be readily visible at a minimum of 24" x 24" to ensure visibility

Measures To Protect Employee Health (check all that apply to the facility):

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ All employees have been told not to come to work if sick.
- ☐ Symptom checks are being conducted before employees may enter the work space.
- ☐ All desks or individual work stations are separated by at least six feet.
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - ☐ Break rooms:
 - ☐ Bathrooms:
 - ☐ Other:
- ☐ Disinfectant and related supplies are available to all employees at numerous location(s)
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at each workstation
- ☐ Soap and water are available to all employees
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures:

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

- ☐ Limit the number of customers in the store at any one time to [Click or tap here to enter text.](#) [insert maximum number here], which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- ☐ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- ☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
- ☐ Optional—Describe other measures:



Yolo County
Social Distancing Protocol

Appendix A, cont.

Social Distancing Protocol

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Optional—Describe other measures:

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- ☐ Preventing people from self-serving any items that are food-related.
 - ☐ Lids for cups and food-bar type items are provided by staff, not to customers to grab.
 - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
- ☐ Optional—Describe other measures (e.g. providing senior-only hours):

Measures To Increase Sanitization (check all that apply to the facility):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures:

Personal Service Guidance (Realty, Legal, etc.)

- ☐ Conduct business virtually when possible. If not possible, all hygiene and social distancing standards must be followed.
- ☐ No open houses or open hours, interactions should be by appointment only

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name:

Phone number:

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



CS 316291A 05/05/2020

cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](https://www.epa.gov/pesticide-registration/epa-registered-household-disinfectants).

cdc.gov/coronavirus

Appendix C, COVID-19 Symptom Checklist Example.



Employee Checklist: COVID-19 or Something Else?

People should not go to work if they are sick. Sometimes it is difficult to tell if someone is sick from an infectious disease, such as COVID-19, that will spread to other people, or experiencing a condition that does not spread to others, like allergies. This table can help employees and employers decide if someone who is sick should stay home or go home.

COVID-19 OR VIRUS SYMPTOMS

Symptoms can range from mild to severe illness and may appear 2-14 days after a person is exposed to the virus.

COVID-19 symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion/runny nose
- Nausea or vomiting
- Diarrhea

Older adults and people with underlying medical conditions are higher risk of getting serious COVID-19 complications.

Common virus symptoms may include:

- Runny or stuffy nose
- Headache
- Coughing
- Body ache
- Sneezing
- Low-grade fever

If you have symptoms of a respiratory virus or COVID-19, then you should stay home or leave work and notify your supervisor.

ALLERGY SYMPTOMS

Seasonal allergies can range from mild to severe and can be triggered by pollen from trees, grass, molds, etc.

Symptoms may include:

- Sneezing
- Runny or stuffy nose
- Watery and itchy eyes
- Itchy sinuses, throat or ear canals
- Ear congestion
- Postnasal drainage

Spring allergies usually begin in February and can last until fall. Some less common symptoms of allergies can include:

- Headache
- Shortness of breath
- Wheezing
- Coughing

For CDC info on COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/>

For Yolo County info on COVID-19:

<https://www.yolocounty.org/coronavirus-roadmap>

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)

RE: Summary of Recent Activities by the Social Justice Committee

From: Carol Huegli (cchase18@sbcglobal.net)
To: pesko@sbcglobal.net; ccopelan95694@yahoo.com
Cc: bckml@earthlink.net
Date: Friday, August 7, 2020, 03:20 PM PDT

Thank you Ellen ☺

Craig, please add this as a Social Justice Update for the August 11, Council Meeting Materials.

Sent from [Mail](#) for Windows 10

From: [Paul Kolarik](#)
Sent: Friday, August 7, 2020 2:43 PM
To: [Carol Huegli](#)
Cc: [Vernon & Marcia Holmes](#); [Becky and Carl](#); [Lynn Evert](#); [Paul Kolarik](#); [Lee Grayson](#); [Jill jillvz@sbcglobal.net](#); [Karen Hamilton](#); [Marvie Paulson](#)
Subject: Summary of Recent Activities by the Social Justice Committee

Carol- I am sending you this summary about the recent activities of the Social Justice Committee.

While we have not had a formal "meeting" with minutes in July, we have had multiple planning sessions and want to keep you up to date.

Over the last year, our focus has been consciousness raising regarding individual and structural racism. Given the recent horrendous death of George Floyd, this topic seems even more acute than ever.

1) We put together 2 discussion sessions (Sunday 8/2 and Wed 8/5) for the book *I'm Still Here* by Austin Channing- Brown. In this book, the author - a black professional female- shares her own experience of living black in a white world. 19 members of our congregation participated in addition to the 7 of us who planned and facilitated the events. Our goal was to reach every adult and teen in our congregation. Clearly, we did not reach this goal - but did learn the power of a personal invite by phone. Future events will be scheduled such that we have time to do more member to member calls for publicity in hopes of improving turnout.

2) To followup on the Discussion group above - we are starting an outreach to those members of our congregation who participated - in hopes that they will reach out to other members whom we missed. We would like to schedule one more session (date TBA) . We urge council members to participate as well - as dismantling structural racism - is essential if we are truly wish to love all of our neighbors. The book is available at the Avid Reader and is about a 3 hour read.

3) The director of the Lutheran Office of Public Policy - will be hosting a zoom session on 8/25 (time to be announced) which will do a deep dive into Proposition 16 - on the November ballot. In this session, she will review what brought about Prop 209 in 1996 (which passed thus making discrimination of any kind on the basis of race, ethnicity and other factors illegal and in this way blocking affirmative action by the public sector) and what the current ballot measure Prop 16 could do if passed. Since this session is intended to be an educational opportunity regarding how racism plays out on a structural level and how we - with the power of our vote - can be instruments of change - Social Justice is planning to publicize this event as much as possible. We will be reaching out to members with phone calls as much as possible. We hope you - as members of council - will also attend.

4) We are researching books as well as other media for another discussion/study on structural racism. We are tentatively scheduling something for late fall but wish to be thoughtful regarding scheduling around the election.

5) I anticipate we will start working on the 2021 MMP schedule next month.

To save time at your meeting, it is fine to simply share this email with the council prior to the meeting. Our group welcomes any feed back that the council may have.

Blessings

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