

## **Disability Action Center**

These are minutes for the meeting of the Board of Directors, taking place September 28, 2018 at 11:00 a.m. at the Gritman 1<sup>st</sup> Floor Conference Center, Moscow, Idaho.

### **ATTENDEES:**

Mark Leeper  
Karl Johanson  
Jean Coil  
Ashley Centers  
Katherine Haggard  
Mike Smith

Staff:  
Vicki Leeper

**ABSENT:** Tom Trail, Sonia VanWoerkom

**PUBLIC:** Jean Coils husband and daughter, Mike Smith's assistant Ashley. Katherine Haggards daughter

### **CALL TO ORDER:**

Meeting called to order at 11:13 a.m. by Jean Coil.

- Roll Call - Introductions
- Announcements

### **APPROVAL OF AGENDA:**

Agenda was introduced. Recommend to add acceptance of ADA Grant to action items.

- Karl Johanson made the motion to approve agenda
- Katherine Haggard seconded the motion
- Motion passed by unanimous vote

### **APPROVAL OF PREVIOUS MINUTES:**

Minutes from June 29, 2018 meeting were approved. Ashley had some typos to correct.

- Mike Smith made the motion to approve the minutes
- Ashley Centers seconded the motion
- Motion passed by unanimous vote

## NEW BUSINESS

**SPIL Forums:** Every state is required to do a state plan for independent living every 3 years. Mark presented a slide show about what SPIL's are and do. Idaho's SPIL is setting up forums and also survey monkeys to gather data for the plan. Washington hasn't set up their forums yet. Katherine would like a copy of the Roles slide.

**NCIL Update:** Jean and Karl attended NCIL this past July. It was fun to march in the rain to the capitol. The staff handed out water bottles and rain ponchos. The hotel was very accessible. Workshops covered changes to Medicaid and more. Everyone had a chance to meet with both Washington and Idaho legislators. Jean said the event was very inspiring for her son who went as her assistant. She found the curb cuts difficult as they were deep and filled with water. Hard to get over lips on the subway but people were very kind and helped out. NCIL handed out information on the Disability Integration Act. They talked about emergency preparedness and expanded Medicaid, housing fairness act with the Idaho representatives. Karl is now a member of the transportation committee at a national level. ADAPT went to Senator Connely's office and spent the night in jail.

**Memorial for Dianne Milhollin, board recruitment:** Dianne Milhollin passed away, Mark went to the memorial last Wednesday. Tom Trail had suggested a memorial for her. Either a donation to Juvenile Diabetes Association or Idaho Commission for the Blind. One of the things most important to her was public transportation. Mark proposed using a one-time Grant to purchase an accessible mini-van to add to the public transportation with a plaque or something to dedicate it to her. We have the money and ability to write a proposal for that van. Currently hotels don't have accessible vehicle, we could have this for hire. Or we could use it for an Uber or Lyft taxi for after hours and evening utilizing paid volunteer drivers on a on call basis. Mike is all for having an accessible van for 7 days a week. Who would handle insurance? Are there limits for distance? It could be used for our events and for moving equipment back and forth. Katherine would like to help with this project.

- Karl Johanson made the motion to approve to apply for the grant funding for an accessible van.
- Katherine Haggard seconded the motion
- Motion passed by unanimous vote.

**Upgrades for Moscow Office:** We received one bid for concrete as attached. No other contractors wanted to bid. We are still trying to find more quotes.

**Transportation Special Project Funding:** Talked about previously.

**iPads for Board Members:** If there is an electronic barrier for a board member to participate we wanted to discuss if there is interest in providing these for board members. Katherine is interested in just the keyboard. This could save on printing out board paperwork. All board documents can be placed online and made accessible to everyone on the board. Mark can get a 5% savings from Apple.

- Karl Johanson moved that the board approve of DAC doing this for the board members who would like it.
- Ashley Centers seconded the motion
- Motion passed by unanimous vote

**Bi-monthly or quarterly meetings:** meet at 10:30 to 1:30, Mark stressed that we want this working for you and you feel connected to what we do.

## ACTION ITEMS

**Signers for checkbooks:** Virgil is still a signer at Post Falls. He has been ill. DAC needs a board resolution to change staff on accounts.

- Karl made the motion to pass resolution to allow the ED to make changes on checking account with prior consultation with fiscal officer.
- Ashely seconded the motion
- Motion passed by unanimous vote

**Policy of Mandatory Direct Deposit for payroll and staff:** There is cost associated with issuing payroll checks: purchasing checks, time to sign, mailing, stop payment, etc. More and more places are requiring to go to direct deposit. Mark is thinking having a policy that when someone signs up as an employee they have 2 months to set up automatic deposit.

- Ashely made the motion to set a policy for automatic payroll deposit within two months of hire.
- Katherine seconded the motion
- Motion passed by unanimous vote

**Policy for Conflict of Interest:** This is from the onsite review and recommended we update our conflict of interest policy.

- Karl made the motion to accept the new conflict of interest policy.
- Katherine seconded the motion
- Motion passed by unanimous vote

**Application for Stepping Stones Grant: \$3000 for durable medical goods**

- Karl made the motion to apply for funding
- Ashley seconded the motion
- Motion passed by unanimous vote

**Acceptance of Idaho Part B yearly funds – approx. \$55,000. Acceptance of ITD 5310 funding - \$74,719 per year for two years to continue the contract with COAST, Acceptance of ADA Center Idaho Grant \$65,501:** Part B is used for newsletter, ITD is used for contract with COAST for providing services, continuation of ADA funding.

- Karl made the motion to accept the grant fundings with minutes reflecting the exact amount.
- Ashley seconded the motion
- Motion passed by unanimous vote

**Salary Schedule Update:** October is the start of a new fiscal year and typically we do salary adjustments for staff. We have the funds from our Part C grant to pay these increases. Some staff cannot receive increases. Vanessa has had extra stuff to do with the Spokane Center, he would like to do a 5% bonus in lieu of a raise. Steve will be taking on more administrative duties like personnel management and would like to give a \$7000 increase. These are still within the salary schedule. Karl thought these should be presented in a report with the exception of Marketing Specialist and ED increases.

- Karl Johanson made the motion to accept this report on salary adjustments. A special meeting by phone could be done to address the board employees increases.
- Katherine Haggard seconded the motion
- Motion passed by unanimous vote

## **OLD BUSINESS**

**Branding:** Example of idea for branding: DAC NW – Your key to independence.

## **ADMINISTRATION**

**Financial Report: As presented:** Karl and Mark have met with our financial adviser to adjust for the erratic stock market and move to a more conservative investment strategy for the future. Checking account is high and we are looking at moving \$100,000 into Edward Jones account. \$50,000 will be moved into Wells Fargo savings. We work hard to stay under \$250,000 FDIC with each institution. The end of the fiscal year is coming up and we need to spend down the grant. Travel expenditures and computers should take care of it. IL Conference will pay out some of Part B funds. Dan Walker’s video production will take care of ADA funding.

- Karl made a motion to move \$100,000 into Edward Jones account. \$50,000 will be moved into Wells Fargo savings.
- Katherine seconded the motion
- Motion passed by unanimous vote

**Administrative Report:** An elderly woman came in to get durable medical goods and slipped and fell in the parking lot. Mark called for emergency help. They transported her to Kootenai Medical Center with a brain bleed and broken elbow. Mark has offered to help her get her van back to her. Our insurance office received a full report.

### **Marketing Update**

Vicki Leeper presented the Marketing Report, showed the BluePath promo video

### **Staff Board Reports**

Vicki Leeper presented the Staff Board Reports

### **1<sup>st</sup> Choice PAS Report**

**Constructive Thoughts** Accessible swing at East City Park October 11

**Public Comments** – None

## **MEETING AJOURNED**

Jean Coil adjourned the meeting at 2:07 pm.

Next meeting will be December 21<sup>st</sup> – Holiday Bowling Party at Zeppos at 10:00 am