

Disability Action Center

These are minutes for the meeting of the Board of Directors, taking place December 21, 2018 at 10:00 a.m. at the Zeppoz, Pullman, Washington.

ATTENDEES:

Mark Leeper
Karl Johanson by phone
Jean Coil
Katherine Haggard
Mike Smith
Sonia VanWoerkom

Staff:
Vicki Leeper
Steve Corr

ABSENT: Tom Trail, Ashley Centers,

PUBLIC:

CALL TO ORDER:

Meeting called to order at 10:29 a.m. by Jean Coil.

- Roll Call - Introductions
- Announcements: Toby Olson from the Washington Commission on Disabilities has passed away suddenly.

APPROVAL OF AGENDA:

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

- Katherine made the motion to approve agenda
- Mike seconded the motion
- Motion passed by unanimous vote

APPROVAL OF PREVIOUS MINUTES:

Minutes from September 28, 2018 meeting were approved.

- Jean made the motion to approve the minutes with corrections for the mis-spelling of Ashley's name.
- Katherine seconded the motion
- Motion passed by unanimous vote

NEW BUSINESS

Draft Annual Report: Mark presented the draft of the 704 Report, which is similar to the one Sonia has to do. The pages he sent out is just 3 sections of the full report. One of the topics in the report is how to capture information passed through Social Media. DAC is having an increase in number of files being opened. Mark stressed that we dislike looking at our results as just numbers. We are counting the numbers as best we can, including durable medical goods distribution, to help with our report. The 704 is due to be submitted at the end of January. Mark asks the board to approve based on this draft that it will signed as such in January.

- Jean moved to approve the draft 704 Report for signature for submittal.
- Katherine seconded the motion
- Motion passed by unanimous vote

ACTION ITEMS

Salary Schedule and Marketing Specialist and ED Salary adjustments: Karl submitted a proposal for a salary schedule and increases to ED and Marketing Specialist (attached). This document gives parameters for pay schedules and the ED can make changes for staff within these parameters.

- Jean made the motion to accept the recommendation by the finance committee to increase the salary schedule for the board staff positions as presented.
- Katherine seconded the motion
- Motion passed by unanimous vote

Acceptance of \$1500 from Moscow Elks: An article came out in the newspaper about the Moscow Elks donating to our Ramp Project. \$30,000 in Lewiston was granted to Interlink for the Ramp Project in the Valley, Interlink is one of our partners.

- Jean made the motion to accept the funds of \$1500 from Moscow Elks.
- Sonia seconded the motion
- Motion passed by unanimous vote

OLD BUSINESS

Dianne Milhollin Memorial Van Funding: There was a grant available, but we were really busy at the time and it was difficult for us to come up with something to compete statewide for funding. DAC didn't have the data documents to support the need for Uber type service. Of course, it is, but that data isn't there. Karl and Mark will continue to look at future funding for that and work on collecting the data for it. Uber has increased funding for accessible vehicles, so we may be able to work off that model and purchase our own vehicle. Katherine spoke with a representative at APRIL that might help perform a needs assessment to gather the data needed. Rural areas are difficult. We might be able to create a pilot program with Uber that includes payment from hotels for having the accessible transportation, and partner with COAST for vetted volunteer drivers, etc.

Upgrades for Moscow Office: It's been hard for Mark to concentrate at work so DAC staff has cleared out the storage room, and we have had construction come in to build in the access panel for utilities and we have looked at carpeting and paint, so Mark can have a confidential office. We still need to add more electrical outlets and possibly may move the door to be away from the restrooms.

We have had water coming in to the entryway. It appears the concrete was built to not slope away from the building. We have removed the water, but we don't know what damage may have been done to the sill plate and subfloor. Mark and Steve filled the crack and that helped. DAC will look at grooves to help funnel the water away, Steve is looking at a metal awning that needs to be approved by an engineer.

ADMINISTRATION

Financial Report as presented: DAC is good shape. The stock market is up and down. Since the last board meeting we deposited another \$100,000 to our investment. The Washington State funding is being sent as a flat amount each month that we are not spending it all. Mark anticipates sending some of that money back at the end of the contract. PAS customers are up as are the work hours. Since last meeting we have increased the wages and are the highest paying center in the state. Washington still pays higher than Idaho, but in some areas of Washington they require you to be a CNA. We just sent out a Christmas gift to each worker. PAS is currently going through the Medicaid review. We are under in the Washington IL grant, but we have plans to host a youth conference. Doesn't look like any other agency will be taking this project on in the future. Mels runs this program for us and hosted a Career Mentoring Day in November and plans to do one in the spring. Dept for the Blind has been partnering with us for the costs. Part B funds have gone to send youth to APRIL, and helped fund a conference in Boise. We will purchase brochures, etc. for ADA to finish up the grant for the NW ADA. It was suggested for DAC to submit a workshop request for the BluePath app at NCIL next year.

Administrative Report: Mark is focusing on a grant for rural transportation through COAST. This last bill that came from COAST showed a discrepancy in the past month of \$5000 that we have overpaid. They are willing to make payments back to us monthly. Karl suggests DAC funds this amount to COAST to cover it and use this information to show legislators, etc. that these services were needed and funded through DAC.

- Jean made the motion to approve the retroactive subsidy of the \$4792.00 to COAST for rural transportation
- Karl seconded the motion
- Motion passed by unanimous vote

Mark wanted to update the board about the SPIL 3 year plans for both Washington and Idaho, which means Mark has had to work with both. But he is no longer the chair of the Washington SILC. In Idaho the funds are split unevenly between the SILC and the Vocational Services for the Blind. He has been working with others mediating with both groups to find a better distribution solution. In talks with Medicaid we found some funds to possibly use for a diversion project to keep people out of nursing homes.

Marketing Update

Vicki Leeper presented the Marketing Report, explained about James Pickard doing a weekly radio show called Disability Talk from DAC NW every Monday at 7:00 pm. BluePath app is in limbo until Kyle can get the website corrected enough to sync the two. We are still working on a contract through Washington Governors Committee to fund the maintenance of website and app. With Toby's death, we are still hoping they will do it.

Staff Board Reports

Vicki Leeper presented the Staff Board Reports

1st Choice PAS Report

Constructive Thoughts

Public Comments – None

MEETING AJOURNED

Jean Coil adjourned the meeting at 11: 59 pm.

Next annual meeting will be March 29th