

## **Disability Action Center**

These are minutes for the meeting of the Board of Directors, taking place March 26, 2020 at 10:00 a.m. virtually held due to COVID-19.

### **ATTENDEES:**

Mark Leeper  
Karl Johanson  
Jean Coil  
Katherine Haggard  
Tom Newhof  
Stanley Dau  
Sharlisa Davis

### **Staff:**

Steve Corr  
Vicki Leeper

### **ABSENT:**

Tom Trail  
Ashley Centers  
Mike Smith

### **PUBLIC:**

### **CALL TO ORDER:**

Meeting called to order at 10:20 a.m. by Jean Coil

- Introductions – Tom Newhof and Stanley Dau are new to the board. Tom originally wasn't able to attend but his travel plans were cancelled. Sharlisa Davis is an applicant who is attending.
- Announcements – At 11:00 am we will start our planning process

### **APPROVAL OF AGENDA:**

Agenda was introduced. Addition of Blue Cross Health Plan Continuation was added to Action Items.

- Tom Newhof made the motion to approve agenda as amended
- Katherine seconded the motion
- Motion passed by unanimous vote

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

Minutes from January 3, 2020 meeting were approved

- Karl made the motion to approve the minutes of the January 3rd
- Stanley seconded the motion
- Motion passed by unanimous vote

### **ACTION ITEMS**

**Board Recruitment:** One position is open. (Larry Topp). Sharlisa Davis submitted an application (attached). Kristen Blevins withdrew her application.

- Tom Newhof made the motion to accept Sharlisa Davis as new board member,
- Karl seconded the motion
- Motion passed by unanimous vote

**Voting of Officers:** Mike Smith and Ashley Centers are up for another term. Neither are here and we can table this vote until the next meeting in June. Jean Coil has been serving as President, Karl Johanson serving as Treasurer, Ashley Centers serving as Secretary. Larry Topp served as Vice President. We will continue with existing positions until the next meeting.

- Stanley made the motion to table the voting Mike and Ashley for another term.
- Katherine seconded the motion
- Motion passed by unanimous vote
  
- Katherine moves to table the voting of officers until the annual meeting in June.
- Karl seconded the motion.
- Motion passed by unanimous vote.

**Blue Cross Health Plan Continuation:** Health Insurance costs go up each year. Monthly rate went up to \$5,000. We shopped but there isn't anything any better. So March suggests approving the plan he is presenting. The current plan has a \$2000 deductible, there is a higher co-pay on medications, DAC will buy down the deductible to \$750 for staff on our medical plan.

- Tom Newhof made the motion to accept the Blue Cross Health Plan Continuation.
- Stanley seconded the motion
- Motion passed by unanimous vote

### **NEW BUSINESS**

**Update SPIL:** Mark talked about what the SPIL is for the new board members. The money coming to the states has changed how it will be spent over the years. The plan is made by both CIL's and SILC now. Since other directors have retired, Mark is the only one with experience to work on this. Washington has a little more trouble working together. The State Plans are moving forward with public comment for both states. This will continue working our Youth project in Spokane, and some of our funding has been moved on the Idaho side. DAC gets the lions share of the direct Federal funding. Discussion to recommend to have Mark sign off on the plan on behalf of DAC and accept a contract.

- Karl moved to recommend to have Mark sign off on the plan on behalf of DAC and accept a contract.
- Katherine seconded the motion
- Motion passed by unanimous vote

**COVID 19 Policies:** Mark was looking into providing additional sick leave if someone is quarantined. Staff is staying busy finding resources for consumers. DAC is considered essential business because of the PAS program. The office is closed to the public and some staff are already working from home. The offices are large and allow for distancing. Because we sublet the office in Moscow we need to remain in the office for DOL and VR. We are not accepting donations of durable medical goods since we can't get cleaning supplies. The computers are secure. We have Google voice so their personal phone numbers are protected. Steve said the crisis is allowing staff to interact with older and existing consumers, and interact and reach out. We are also building a Facebook group for agencies to provide information on resources available during this time. We can share what peers are doing with their own lives.

**3 Year Planning Session A:** (attached) Paul Dziedzic is from Issaquah and has worked with Mark over many years. His specialty is public policy and leadership. We must have a 3-year plan to qualify for our federal grant. Strategic planning is an organized discussion to think things through and arrive at a plan of action. We would do the initial discussion, so some work in between and come back to another meeting to decide the plan for the future. Paul gave an overview.

Mark talked about what we will have to think about including succession for a new Executive Director in the future. Recommend to have board member watch *Crip Camp* and *The Music Within* as a good background to Independent Living movement. Mark talked about Independent Living and our mission - that we are the best experts of our own lives. Mark stresses this is the board's choice of which directions and vision we pursue.

Board looked at Mission Statement. They were also given the basics on where DAC's funding comes from.

Mark showed the past three year plan to show what we have completed. We started out in one office in downtown Moscow. We now own three offices outright. We started a Youth Transition office in Spokane, Washington. Career Mentoring Day is now having to turn away students because it has grown. We have put on a conference at the CDA Tribe as per our Strategic Goals.

Paul asked if members would like to meet in a month for a 10-2 meeting to hash out the strategic plan. Sharlisa, Mark, Jean, Katherine, Tom, Stan were interested. DAC will do a doodle poll to find a date that works. Hopefully we can meet face to face, otherwise will do an abbreviated meeting through Go To Meeting or Zoom. **We are looking at April 30<sup>th</sup>, 10am – 2:30 for the Strategic Planning.** Please come prepared with what you want to see DAC involved in, what you think works, what didn't work, etc. DAC will send out an email about this ahead of time.

## OLD BUSINESS

### Clarification of Vacation/sick leave policy:

- 1) *Full-time employees are eligible for up to 12 days of sick leave per fiscal year. Sick leave will be given on a prorated basis for regularly scheduled part-time office employees. Sick leave will be available from the start of the calendar year, and will not accrue on a month-by-month basis.*

To clarify, if a person who works 16 hours a week and misses a day that they would normally work, would they get 8 hrs. If they miss a day they don't normally work on they do not receive sick pay.

## ADMINISTRATION

**Financial Report:** (attached) Mark talked about the bank balances, checking account is doing fine, the money that went into investments has taken a hit from \$796,000 to \$643,081. There is shock value in looking at that. Our investor's advice is to let it ride. It is expected to get back to normal in over 12 months. Customer count is the same. A little bit lower in billable hours. This shows we are consistent. Vanessa has been dealing with medical issues but updated us with spending down our grants. We have not touched this year's grant yet for Part B. Part C is under budget at this month. NW ADA grant is also under budget. We are planning a Hands Around the Capitol event for July, but it is possible to be cancelled.

### **Administrative Report: Mark**

**PAS Report: Steve** Trainings are being shut down due to COVID 19 and they have relaxed the nurses home visits due to this as well. The new Electronic Visit Verification will be put into place but will be delayed since it requires home visits for the training. We have a staff person with experience with this right now. We are doing a lot of checking in with our consumers through the phone.

**Marketing Update: (attached)** Really expanded our newsletter reach over the past three months. Ramps & Beer Virtual Fundraiser raised over \$1500!

**Staff Board Report: (attached)** This report is meant for keeping board members aware of what DAC is doing.

### **Constructive Thoughts – Stay well!!**

### **Public Comments –**

## MEETING ADJOURNED

- Jean moved to adjourn the meeting at 12:43 pm.

Next meeting **April 30<sup>th</sup>, 10am – 2:30 for the Strategic Planning.**