

Disability Action Center

These are minutes for the meeting of the Board of Directors, taking place September 24, 2020 at 10:00 a.m. virtually through Zoom.

ATTENDEES:

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

Staff:

Vicki Leeper

ABSENT: Katherine Haggard

Tom Trail
Mike Smith
Ashley Centers

PUBLIC:

CALL TO ORDER:

Meeting called to order at 10:15 a.m. by Jean Coil.

- Roll Call
- Announcements – This has been tough times for all of us. COVID, college plans, and work load have compiled to create stress.

APPROVAL OF AGENDA:

Agenda was introduced. Add Approval of Policy for Sale of Cars

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

APPROVAL OF MINUTES 6/25/20:

- Karl made the motion to approve minutes
- Stan seconded the motion
- Motion passed by unanimous vote

NEW BUSINESS

Spokane Office: Mark wanted to present updates on the Washington Grants for the Spokane Youth Office. We are spending out the grant on video series on Independent Living/Mental Health for Young People. Cares Act funding went to centers in Washington and Idaho, SCIL (Spokane Center for Independent Living) got \$250,000. We can't access that, but have had youth that needed COVID funds. Staff has tried to work with the staff at SCIL about help. Mark met with the director and suggested how they could use the funds in the correct way. (They have purchased furniture with funds) Their staff needs training, Mark suggested they take part in our own staff training. DAC has supported SCIL over the years. Even at the state level they are recommending consumers contact DAC staff instead. Nothing is happening to help people with disabilities, and they are not functioning properly. Mark has talked with the state about what we could do.

We could have another blunt conversation with the Director, or we could receive the grant if it will roll over and eventually create a 501c3 with a new board for local control. DAC is well respected up there. Karl thought we should pursue the grant and run the services in the interim while checking viability of spinning it off into its own organization when it's ready. This would be the best way to help the Spokane area. Mark will make the contact about our concerns. Stanley asked what the risk of diluting our own resources taking on Spokane. Right now, it currently affects Mark's time. He would like to get the problems resolved and the funding will provide staffing. Before taking over anything, this would come back before the board. Karl said the consumers aren't getting the services they need and that is wrong.

20/21 Work Plan: The boards 3-Year plan was presented to staff. In addition to a work plan addressing the 5 core services, the 20/21 Work Plan will address the direction the board wants DAC to move in. And board members are welcome to serve under any of the topics.

-Mental Health Support - Described for the board the video series we will produce on Mental Health.

-Systemic Change in Communication, Orofino was successful in high speed internet, but not Troy. We are working on hot spots for rural areas (Nez Perce Tribe) and working with our other CIL's in Idaho.

-Housing is a tough one, Lewiston staff is working hard to locate accessible housing, Spokane staff are serving on several City housing councils to advocate for affordable accessible housing. Moscow area can look into finding transitional housing for women from jail.

-Health care – we are working on helping provide the technology, training and support for tele-health. We will contact providers about accessible communication.

-Transportation is a larger systemic change to work towards. We have been testing how accessible the rural Medicaid transportation is.

-ADA Education- BluePath app should be up January, since we now have a webmaster. Creating presentations and switching to video during

-Advocacy – We will dedicate staff to participate in state and national advocacy. DAC invites the board to participate. in APRIL coming up in October 12-16.

-Rural Farmers – partner with Agribility and reach out to adults and youth (4-H FFA) with disabilities to educate about Assistive Technology. DAC could serve as a support link for accessing these programs remotely.

-Minority & Tribal – Develop relationships with native tribes and other minority groups. Utilize the Census and other sources to connect. SPIL directs to hold listening sessions twice a year.

-Rural Seniors – Staff will engage in rural meal distribution for seniors to connect. We can support food delivery, and technology. Karl would like to help with finding representation on the Commission for Region 2. Sharlisa may know someone too.

-Youth – Expand the Spokane Youth to reach other areas. Virtual Career readiness since we can't do CMD in person. Working with VR to provide services in schools on a contract basis. Communication access for kids in school, internships, SPIL plan to provide financial literacy for people with disabilities (Reality Town). Young Adult Leadership League (YALL) expanding.

-Training – both for board and staff. Board training will be at the March Annual Meeting. Staff for technology and systemic racism. Survey forms will be developed to evaluate effective services and track data from providing virtual services. Identifying underserved communities.

-Emergency Planning – We have been involved in this all along, SPIL obligates us to have people with disabilities participating in Emergency Planning. Training for personal emergency plans. Plan to produce virtual trainings on this.

- Karl made the motion to accept the 20/21 Work Plan for first year of 3 year plan
- Tom Newhof seconded the motion
- Motion passed by unanimous vote

ACTION ITEMS

2021 Budget: Mark did not get a budget sent out or shared with Karl ahead of time. It's a moving target right now, because we don't know exact amounts of our grants yet. Adding Cares Act Funding will put us in a different position for a federal audit. Karl wasn't sure that would trigger it. Staffing utilizing COVID funding is tricky so that we spend out our original grant. Mark went over income sources. He talked about a Merit Bonus instead of increases in Admin staff. A cost of living could be made to other staff. Karl suggested getting together about deadline for expenditures to look into increases 5% or below with boards consent to allow approval.

- Karl made the motion to have Jean, Karl and Mark will look at salary increases and 1-time Merit Bonus, to not exceed 5% for any one person.
- Jean seconded the motion
- Motion passed by unanimous vote

- Karl moved to accept the 20/21 Budget
- Tom Newhof seconded it
- Motion passed by unanimous vote.

Policy for Sale of Cars: Mark sent out the policy that we worked up. (attached)

- Stan made the motion to accept the Policy on Disposal of Surplus Autos as written
- Karl seconded the motion
- Motion passed by unanimous vote

ITD Contract: We have now received the contract to provide transportation for \$89,600 for rural people.

- Karl made the motion to accept the ITD Contract
- Tom Newhof seconded the motion
- Motion passed by unanimous vote

Acceptance of XX Grants: We don't know the amounts on Washington and haven't got the contract for Part B.

- Karl made the motion to accept the Idaho and Washington contracts and Part B at amounts TBD later.

- Stanley seconded the motion
- Motion passed by unanimous vote

OLD BUSINESS

Moscow Building Update – Parking lot: Steve explained the back lot was paved and a seal coat (\$2000) put down. New additional spaces and access lane have been painted (\$500-700). We got a good price on this bid. We now have more parking and well maintained.

Post Falls Update – Shed completed, Landscaping Maintenance: A shed is in place to store durable medical goods. We are collecting bids to maintain the property – weed and debris removal, tree limbs removed that are blocking signage or hang too low and update the bark.

COVID Update: We have been spending funds mostly on direct consumer support, and device purchases for consumers, and laptops for remote work for staff. We will be ordering meeting rooms that work for video conferencing. \$78,000 has been spend so far.

Raising VISA Limit: Mark contacted the bank about raising the limit, despite that we have had it for 25 years, but a lot of paperwork is involved. He will look at a US bank for a non-profit card instead.

ADMINISTRATION

Financial Report: Investments have been going up and down, about \$800,000. It's well managed. Karl said finances look good. Grants have to be spent out by the end of the month. Part C has been challenging because of COVID funds but will be spent out. Part B will have some carry over of \$2,000.

As attached

Administration Report: Mark has been impressed with staff doing their projects, COVID and Ramp Project, we are rotating staff out so at least one person is in the offices each day. We are utilizing protection – hand sanitizer, barricades, masks. Isolating a staff person when they return from travel out of the area. We had one caregiver that was positive and required policies to deal with it. Mark has been working a lot on the IT stuff with four offices. Mobile Device management should help with that.

Marketing Update: Added information about the statewide ADA Celebration. ADA Proclamations were in all rural communities.

As attached.

Board Reports: Information and Referral and Consumers are up, probably due to figuring out how to do it virtual and people getting comfortable seeking services. Access to parks will be presented state and nation wide as best practices options.

As attached

PAS Report: 83 customers between the 3 cities. There are comparisons from one year to the next on the report. Electronic Visit Verification (assistants using a remote app to track when they are with consumers, Federal app) is the biggest issue we are tackling. There is a national

advocacy movement to remove it because it is felt to be intrusive. We are letting the finance people choose the system and then we will train staff. This might be in place by November, we have until July 1, 2021 to have it successfully in place. The cost will be \$600 per month and will replace our current software. In the midst of training which is taking longer than usual because it's virtual and snail mail. Finished our re-credentialing. A two-year audit is coming up. As attached

Constructive Thoughts and Public Comments: Good 3-Year plan and resulting Work Plan from that! Well done!! The Mental Health Walk will be postponed until May and will Virtual

MEETING AJOURNED

Jean adjourned the meeting at 1246: pm.

Karl moved to adjourn

Tom Newhof seconded

Motion Carried

Next meeting will be December 17, 2020