

Disability Action Center

These are minutes for the annual meeting of the Board of Directors, taking place December 16, 2021 at 10:00 a.m. virtually through Zoom.

ATTENDEES:

Mark Leeper
Tom Newhof
Karl Johanson
Tom Trail
Sharlisa Davis
Jean Coil
Stanley Dau
Barbara Merchant
Katherine Haggard
Mike Smith

Staff:
Vicki Leeper
Steve Corr

UNEXCUSED ABSENT:

EXCUSED ABSENCE:

PUBLIC:

CALL TO ORDER:

Meeting called to order at 10:16 a.m. by Jean Coil.

- Roll Call
- Announcements – welcome to new board member Barbara. Linda Meyers would like to volunteer services as a photographer.

APPROVAL OF AGENDA:

Agenda was introduced. Salary increase for admin and Christmas Bonuses for staff to be added to agenda.

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

APPROVAL OF MINUTES 9/23/21:

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

NEW BUSINESS

Board Staff Salary Review: Cost of living increase, holiday bonus. There were no increases in 2020, just a merit bonus on 5% or less approved by board in September 2020. Mark explained the increases have been built into the budget. Mark has an increased workload from the building of the Spokane CIL. Karl has reviewed the proposals and recommends a 10% increase for both Admin positions starting October of 2021.

- Tom Newhof made the motion to approve an Executive Director and Board Admin salary increase of 10% to be retroactive to October 2021.
- Karl seconded the motion
- Motion passed by unanimous vote

Close US Bank Account: We had multiple accounts when we exceeded the FDIC insured amounts. We have since closed the Wells Fargo accounts. The problem that has come up is Mark personally banks at US Bank. This has caused a confusion within the bank and linked DAC accounts to his personal accounts. He has asked repeatedly to have the accounts separated, as it poses a risk. They have not found a way to correct it. Mark explained the history of DAC's banking. Latah Credit Union did not have business accounts at the time we diversified. Karl recommends moving it over to Umpqua Bank, where we already have an account.

- Karl made the motion to approve closing the US Bank Account and shift the funds to Umpqua Bank.
- Barbara seconded the motion
- Motion passed by unanimous vote

Veterans Services: Mark received a request to take over serving Veterans Directed Care in Idaho for services that this group in Montana can't provide. They were interested in us providing services in Spokane too. The services provide money for each Veteran and they can even hire their spouse to provide in-home services at \$20 an hour rate. Benewah and Shoshone Counties will need the services. Their mission matches ours and would bring income to DAC for providing the services, should we get the contract. It might require DAC to hire a part time billing clerk.

- Stan made the motion to approve for Mark to proceed with application to provide the Veteran services.
- Barbara seconded the motion
- Motion passed by unanimous vote

ACTION ITEMS

INDEX Federal Grant Funds: Spokane office has received \$286,411.00 from Title 7 Part C funding.

- Tom NewHof moved to accept the federal grant funds for INDEX.
- Barbara seconded the motion.

- Motion passed by unanimous vote

Holiday Staff Bonuses: Every year we give a gift around Christmas, last year we gave \$250 for fulltime employees, half that for part-time. For those that can't receive any increases without losing their SS, it has been difficult. The max they could receive is \$50 or less a month. Mark recommends \$350 for full time employees, new full time \$250 and \$175 for part time, because the increased costs people are experiencing. The board could approve this same package for their employees.

- Jean made the motion to approve holiday bonuses for DAC staff as above.
- Katherine seconded the motion
- Motion passed by unanimous vote

- Jean made the motion to approve holiday bonuses for the board staff: Executive Director and Admin Staff as above.
- Karl seconded the motion
- Motion passed by unanimous vote

Financial History Training: Mark presented how our finance history came to be. DAC is financially healthy as non-profits go.

OLD BUSINESS

Future of BluePath: Working with Oregon centers to map accessible medical offices in their area. Mark has funded \$12,000 to Andrew (the original creator) has been rebuilding Blue-Path to better accept the app and connect directly to corporate Google accounts like Starbucks, Walmart and others. Mark asked about whether we could push some funds to BluePath to get it up to snuff across the nation. We could hire Andrew to build it up, promote it and hopefully spin it off at some point. Karl suggested protecting our intellectual property of BluePath by checking with an attorney as BluePath could be monetized in the future. Karl suggested looking for investors for BluePath as well, ie; CoPeace.

Spokane SCIL update: Ads are out to find support staff, not a lot of response. We have been going through a large amount of furniture and equipment that is in storage. We will take some, but forward the computers to a center in Ellensburg, and furniture and such to Spokane Tribes. Working on forming advisory groups to help with decision making. Moving slower than we hoped. The new VOIP system for phones will be installed between all offices.

Post Falls/Lewiston Update: Post Falls can't put the second sign up yet. They are promoting vaccination at an event this weekend. Lewiston has had the flood damage repaired. All offices have mask mandates and are a mixture of working from home and being open.

ADMINISTRATION

Financial Report: as attached. Karl explained DAC is doing well. Vanessa is still closing out 2020-2021 year which finished September 30th. All grants were spent out except Part B in Washington, which is on a 2-year cycle. Future reports won't have the US Bank lines on it

anymore. Karl will meet with Mark and Vanessa after W-2s are done and come up with a better format to report fiscal data to the board. Karl would like to have Tom Newhof join the finance committee. The committee can look at how to handle investments so funds can be made available for approved purposes. Sharlisa asked if grants are all restricted. Mark explained only Washington Group Health grant is the only unrestricted fund.

Administration Report:

Marketing Update: As attached. Mental Health Videos came out and generated a lot of news stories!

Staff Reports: As attached. Changing the format of staff reports again, but it maintains a staff focus on the board 3-year plan.

PAS Report: Mark explained the numbers of customers on the finance report. It's been difficult to find in-home care workers to fill positions, so billable hours are down. As a group, the state has been advocating for more funding. DAC will raise their rate to \$11 per hour. We have given bonuses for vaccinations. Looking at sign on bonuses, and a hazard bonus for each month worked during the pandemic to encourage people to sign up. Our audit went well, except for the self-directed differences, which resulted in a meeting that rebuilt the documents to include self-direction. Tom asked how we compare to other agencies. We are mid- to upper range for the state.

Constructive Thoughts and Public Comments: NAMI North Central Idaho working to expand the Idaho Panhandle Mental Health Walk into Post Falls in 2022. It was great having a full board again, happy holidays everyone!

MEETING AJOURNED

Jean adjourned the meeting at 12:16 pm.

Next meeting will be Annual Meeting March 24, 2022