

Disability Action Center

These are minutes for the annual meeting of the Board of Directors, taking place June 23, 2022 at 10:00 a.m. virtually through Zoom.

ATTENDEES:

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

Staff:

Vicki Leeper
Steve Corr

UNEXCUSED ABSENT: Mike Smith, Tom Trail

EXCUSED ABSENCE: Katherine Haggard

PUBLIC:

CALL TO ORDER:

Meeting called to order at 10:37 a.m. by Jean Coil.

- Roll Call.
- Announcements – The federal audit will be happening.

APPROVAL OF AGENDA:

Agenda was introduced. Suggested to move Action Items to the top.

- Jean made the motion to approve agenda as corrected.
- Barbara seconded the motion
- Motion passed by unanimous vote

APPROVAL OF MINUTES 3/24/22: Sharlisa sent the correction to the last paragraph.

- Karl made the motion to approve minutes with correction to last paragraph
- Barbara seconded the motion
- Motion passed by unanimous vote

ACTION ITEMS

FUNDING: ITD Funds Recover Act: \$18,966. Mark has been talking with Craig at COAST to figure out the spending. **Accept next 2-year Grant of ITD funds:** \$188,160 starting this September. COAST is the only respondent to proposals. Correct the amount for Health Care Grant to \$260,526.

- Karl made the motion to accept all the pending funds and the corrected amounts from last time.
- Jean seconded the motion
- Motion passed by unanimous vote

NEW BUSINESS

Staff Retention – 4-day Work Week: As a way to retain staff, this is something to consider, same pay for 1 or ½ day less work. This keeps our budget the same. This is a way to increase the benefit, without forming a cliff when funding may drop. We currently start people at \$18 an hour and that doesn't recruit very good prospects. Barbara suggested the option of letting people choose their day off and that may allow the office to stay open 5 days a week. Or take the 4-day work week 3 weeks and 1 week is 5 days. It doesn't cost us more for the fixed cost of staying open.

Travel Stipends: Initiate a taxable stipend for people who commute over 5 miles to help defray the cost of fuel. This might include the two parking permits we pay for in Spokane as a taxable benefit. This could have a cut off once gas prices go down or a temporary timeline that forces a review in a year and that way it's not locked into the budget. Tom supports \$3 a gallon to be looked at again in a year. Mark would look at 5-mile commute and get \$15, over 10 \$20 a week or whatever it works out to. Have it run through the fiscal year, September 2022, and review. This would affect maybe 3-4 employees.

- Sharlisa made the motion to allow the Director to put the temporary taxable gas stipend to be reviewed at the end of the fiscal year of no more than \$20 a week for over 10-mile commute, subject to financial review.
- Tom seconded the motion
- Motion passed by unanimous vote

Veteran Directed Care Program: Brochure attached. We are already getting referrals, and the program is shaping up to be really nice. Steve explained how it works. We should have 30 referrals in the next 6 months. Vanessa is working on becoming a FMS, in the time being we are going through a service in Montana.

Increase 401k contribution: Increase it to 7% as we are currently at 5%. Some foundations are matching 10%, the universities are 7%. Mark would like to increase our eligible participants to 7 1/2% minimum, so the monthly pay out would increase from \$940 to \$1410 per month, 10% would be \$1880. We currently have 4 employees participating.

- Sharlisa made the motion to allow increase 401k contribution to 7 ½%
- Barbara seconded the motion
- Motion passed by unanimous vote

OLD BUSINESS

Post Falls/Lewiston Office Update: Lewiston still needs to replace an air conditioning unit. The roof leaks are under control. Still looking for a contractor for the automatic door opener. We may want to look replacing with rubberized roof and replacing all air conditioning units in the future. Post Falls is getting a landscape clean up. The sign placement is still pending.

ADMINISTRATION

Financial Report: As attached. Last meeting the board asked for separation of restricted and unrestricted cash in checking. About \$20,000 in the accounts is restricted, since they pay an amount up front. \$560,000 is unrestricted. DAC Closed out the U.S. Bank accounts as directed from previous board meeting. Investments are showing a loss because of the stock market. PAS generates income, but also adding VR benefits planning and Veterans Benefits Planning will increase that and we will add that to the report in September. Mark has been feeling overwhelmed because we used to only have 1 grant to manage and now have 14 grants. We will be sending people to NCIL at the end of July. We are hiring a person for Lewiston/Moscow and are looking to hire a half time in Post Falls. As more restrictions are put it place, it's hard to spend out the COVID funds.

Administration Report: DAC will be purchasing a new PA system for outdoor events. Healthcare Access Position. A grant to help people with disabilities get access to health care. Working with medical offices to provide accessible services, second providing training and workshops for people with disabilities to advocate for accessible services. We have the materials ready, but haven't had the staff to put it into practice. We are hiring a person for Lewiston/Moscow.

PAS Report: Currently paying assistants \$13 an hour using the increase in grant funding for that. Increased customer base. Steve asked the new people why they are signing up with DAC, they didn't like the services they were getting through a different company, or they had their own assistant and heard about us through word of mouth. Advocacy group is working to raise rates.

Outreach Update: As attached. Working on a new video for Washington State Police statewide post training for blind and visually impaired awareness training. Unfortunate snafu with Disabled Hikers and our Newsletter requiring a retraction. All is well now. NAMI/LAMI want to be involved in the rock painting for the ADA. Nutrition workshop and interactive with LAMI/NAMI and Latah Recovery Center.

Staff Board Reports: Highlights, Hurdles & Successes – As presented

Constructive Thoughts and Public Comments:

MEETING AJOURNED

Jean adjourned the meeting at 12:16 pm.

Next meeting will be September 22, 2022 and will be hybrid.