

## Disability Action Center

These are minutes for the meeting of the Board of Directors, taking place December 22, 2022 at 10:00 a.m. virtually through Zoom and in person.

### ATTENDEES:

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

### Staff:

Vicki Leeper  
Steve Corr

**UNEXCUSED ABSENT:** Stanley Dau

**EXCUSED ABSENCE:** Katherine Haggard, Tom Trail, Mike Smith

### PUBLIC:

### CALL TO ORDER:

Meeting called to order at 10:07 a.m. by Jean Coil.

- Roll Call.
- Announcements – Barbara finished her graduate degree! LAMI has two openings at the LAMI house (accessible) for residents.

### APPROVAL OF AGENDA:

Agenda was introduced. Mark would like to add the Salary Policy to the agenda.

- Tom Newhof made the motion to approve agenda with the addition of Salary Policy.
- Barbara seconded the motion
- Motion passed by unanimous vote

**APPROVAL OF MINUTES 9/29/22:** Tom asked for clarification about connection to blind conferences. Would like that to be funding a person to go to future conferences for the blind.

- Barbara made the motion to approve minutes with correction.
- Sharlisa seconded the motion
- Motion passed by unanimous vote

## ACTION ITEMS

None

## NEW BUSINESS

**Salary Policy:** (as attached) Includes adding a cause for paying for relocation costs for a new employee. Aerius was hired back for Spokane and we used funds to move his family up. He is now living in Cheney where he can use the bus route to get to the Spokane office. Also added occasional merit bonuses in lieu of raises. Mark explained the paragraph about Washington Nurses.

- Karl made the motion to accept the amended salary policy to include relocation expenses.
- Tom Newhof seconded the motion
- Motion passed by unanimous vote

**Holiday Bonus:** (as attached) Last year we were generous in our Holiday Bonus. Mark shared his plan for holiday merit bonuses, lower than last year since everyone has received a raise. We also sent \$50 bonus to in home care workers for this year.

- Sharlisa made the motion to accept the Holiday Merit Bonuses for staff as submitted.
- Barbara seconded the motion
- Motion passed by unanimous vote
  
- Karl moved to have a \$300 bonus for board staff (Mark and Vicki)
- Sharlisa seconded the motion.
- Motion passed by unanimous vote

**Overview of Employee Benefits Package:** We have moved holidays and don't observe Columbus Day, but it is now Indigenous Peoples Day, and we don't observe Veterans Day. Mark would like to add in Indigenous Peoples Day and Veterans Day and keep the other paid holidays. Tom disagrees with just adding two additional holidays. Barbara likes the Veterans Day observance. Sharlisa likes the change to Indigenous Peoples Day and would like to recognize that day too. Mark thought it shows respect to the tribe.

- Sharlisa made the motion to change wording from Columbus Day to Indigenous Peoples Day.
- Tom seconded the motion
- Motion passed by unanimous vote

Barbara feels we should observe Veterans Day without trading the Friday after Thanksgiving. Tom Newhof prefers observing only Federally recognized holidays.

- Tom Newhof moved to observe only Federally or state recognized holidays, will be paid holidays for employees. (i.e. New Years, Martin Luther King, Presidents, Memorial, Juneteenth, Independence, Labor, Veterans, and Indigenous Peoples, Thanksgiving, Christmas).
- Karl seconded the motion
- Motion passed by unanimous vote

- Karl moved we eliminate automatic day after Thanksgiving and Christmas effective January 1<sup>st</sup>, 2023.
- Tom Newhof seconded.
- Motion passed by unanimous vote

Table discussion on floating holidays until next meeting to allow for research in general practices for public and private sector.

Steve explained the wellness package of \$1000 for full time and \$500 for part time. Eye glasses increased to \$600 for every other year. Steve will produce a Benefits Package page to send out to all employees and new employees so there won't be any confusion. Tom likes enhancing these kind of benefits. These are taxable benefits.

- Tom Newhof made the motion to amend the amounts on the wellness package: \$1000 full time, \$500 part time, \$600 for eye care every two years.
- Karl seconded the motion
- Motion passed by unanimous vote

**Funding for BluePath Web Designer:** Mark sent everyone the proposal from Andrew on BluePath. It won't have a future on the website it's on, and is very complex and we haven't found anyone else able to do it. \$85,000 would be the cost and Andrew will dedicate the year to setting it up and it includes promotion of BluePath. Mark looked into the insurance and disclaimer for protection on it. We will continue to develop a document claiming ownership of BluePath to DAC.

- Karl made the motion to approve 1 year of funding (approx. \$85,000) for updating and promotion of BluePath.
- Tom Newhof seconded the motion
- Motion passed by unanimous vote

**Transportation Grant for Accessible Van:** Mark asks for a couple people to meet with him in the next few weeks to apply for one-time funding through Idaho. LINC is looking at getting a vehicle so driver training can happen for people with disabilities. We could get a van with 20% match (approx. \$16,000 local match) that we can use for things we do; assign it to an agency to operate, trips not currently provided by COAST, hotels to use (per donation), use it for our purposes, etc. Delivery might be 2024 due to delays. Karl suggests we prepare the grant to ask for an EV or hybrid model. If we receive the grant, further decisions about its use could be finalized later.

- Barbara made the motion to apply for the accessible van grant.
- Karl seconded the motion
- Motion passed by unanimous vote

## OLD BUSINESS

### 4 Day Work Week:

**Roof in Lewiston:** It leaked again! We will come back with costs to fix it or added value if its replaced.

## **ADMINISTRATION**

**Financial Report:** As attached. Checking balance is down due to billing issues based on technical issues. These receivables will still be coming in. Our investment is starting to climb again. Steve talked about the new Veterans program, it will be bringing in approx. \$6000 a month by January. Our goal is to have \$30,000 coming in per month at the end of 2023. We are up in both PAS customers and assistants from last year at this time.

**Administration Report:** Very busy doing year end reports (WA is nearly done and Idaho is finished). Tension on the Idaho side of SILC and separating out legal requirements and what they want. SPIL due date has been pushed out.

**Outreach Report:** As attached. Added bulk texting to our social media as a way to reach young people.

**Staff Board Reports:** Highlights, Hurdles & Successes – as attached.

**PAS Report:** as above.

**Constructive Thoughts and Public Comments:**

## **MEETING AJOURNED**

Jean adjourned the meeting at 12:06 pm.

**Annual meeting and 3-year planning will be March 25, 2023. This will be a full day event.**