

## Disability Action Center

These are minutes for the Annual meeting of the Board of Directors, March 25, 2023 at 10:00 a.m. virtually through Zoom and in person.

### ATTENDEES:

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

### Staff:

Vicki Leeper  
Steve Corr

### UNEXCUSED ABSENT:

**EXCUSED ABSENCE:** Tom Trail

**PUBLIC:** Kristin Kemak, Facilitator

### CALL TO ORDER:

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

- Roll Call.
- Announcements – Yay! Stanley is here in person! And Go Zags!

### APPROVAL OF AGENDA:

Agenda was introduced.

- Mike made the motion to approve agenda as presented.
- Stanley seconded the motion
- Motion passed by unanimous vote

**APPROVAL OF MINUTES 12/22/22:** Correct spelling of Tom Newhof name under roll call, add Lami openings at the house. Administration financial report bringing in \$6,000 a month.

- Stanley made the motion to approve minutes as corrected.
- Mike seconded the motion
- Motion passed by unanimous vote

## ACTION ITEMS

**Employee Medical Benefits:** Mark explained about the quote from BlueCross present plan and is increasing by \$1500 a month, partially due to having older employees. We can shop for something that won't be as nice of coverage, and takes a lot of time to go through to make the change. Mark suggests increasing the employee contribution from \$100 to \$200 (pretax dollars) per person to counter some of this increase, and it would keep the benefits the same. DAC covers some of the deductible and we also offer wellness benefits as well. We have 15 people currently on the plan. The cost for dependents also went up. We are not eligible to shop for plans in Washington. Stanley suggested a plan with higher deductible to keep from raising the employee contribution. We could wait 3 months to re-evaluate. Not raising the contribution would keep us competitive for employee contribution.

- Tom made the motion to keep the same health plan at new costs.
- Karl seconded the motion.
- Motion passed by unanimous vote.

**Board Elections:** Sharlisa Davis to another 3-year term.

- Karl made the motion to elect Sharlisa Davis to another 3-year term.
- Tom seconded the motion.
- Motion passed by unanimous vote.

**Officers:** President Jean Coil, Vice President Katherine Haggard, Secretary/Treasurer Karl Johanson. Open for nominations.

Mike nominated himself for President, Jean nominated herself for president.  
7 for Jean, 1 for Mike. Jean Coil will serve as President for another year.

- Made a motion to Keep Vice President and secretary/treasurer as is.
- Katherine seconded the motion.
- Motion passed by unanimous vote.

## OLD BUSINESS

**Veterans Benefits Program Update:** (future car purchase and fiscal management costs)

Currently we have 33 veterans signed up, 22 that we are providing benefits for and we are receiving \$34,378 for just for the sign on fee. Will be the monthly income we are receiving for this program. \$24,641. We pay \$2970 for the fiscal management costs. Upwards of \$21,000 is our net, from which we pay our staff member. Yearly projected income will be \$294,430 which is for paying staff. There will be costs for traveling too since veterans are located all over the region. Estimates for mileage for 33 veterans (6000+ miles per year) twice a year (March and October) would cost \$8699 for reimbursement. We anticipate getting to 50 veterans which would raise those costs. This would require an employee to put 10,000 miles on their personal car a year. We have hired 1 staff member that would be dedicated to this program. That could increase to 2 staff people when we increase to 50 participants. Mark suggested looking at getting two vehicles eventually. We could get just one right now and fill in during with our current cars.

Stanley suggested renting or leasing for the two months that are heavy travel. We will revisit next board meeting and Mark will have information about car costs vs rental and lease.

**Transportation Grant Update:** (accessible van) We scored very well on the grant and have since supplied letters of support and it is looking positive to receive \$90,000 for an accessible van and admin costs. They want the project pushed out since it's hard to get vehicles right now.

**BluePath Web Redesign:** New design is in the works, and we are adding a recreation component to cover camping and trails. Visit Oregon is considering BluePath for their byway project in Eastern Oregon that would include BP on their website, maps and brochures, and kiosks. This could expand to other tourism departments. The app will go into production in July.

**3 Year Planning Session – Kristin Kemak, Facilitator:** Kristin introduced an exercise to Identify 5 core values of our company. Those were: Independence, Kindness, Honesty, Humor, and Empathy. Reviewed the 2020-2023 3 Year Plan. Most of it met with approval to just continue. The biggest change to work on was a detailed exit plan for the Executive Director. Kristin brought up “The Bus Binder” and led the team through a process of preparing for what will happen should we suddenly lose our Executive Director (hit by a bus). Through this facilitation we found we need to have another name on fiduciary accounts, have secure storage and access to all passwords, have historical documents in one place, and build a “To Do” list for each month of the year. The board wanted to plan on a 12 month recruitment period for a replacement (June of 2024) and a year of job shadowing starting in June of 2025.

Request made to have financial meeting in the next week.

## **MEETING AJOURNED**

Jean adjourned the meeting at 2:47 pm.