

## Disability Action Center

These are minutes for the Annual meeting of the Board of Directors, June 22, 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  
Katherine Haggard

### **Staff:**

Vicki Leeper  
Steve Corr

**UNEXCUSED ABSENT:** Mike Smith

**EXCUSED ABSENCE:** Stanley Dau, Tom Trail

**PUBLIC:** Diana Armstrong, Byron Waters

### **CALL TO ORDER:**

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

- Roll Call.
- Announcements –

### **APPROVAL OF AGENDA:**

Agenda was introduced.

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

**APPROVAL OF MINUTES 12/22/22:** Correct the unexcused absence of Tom Trail.

- Tom Newhof made the motion to approve minutes as corrected.
- Karl seconded the motion
- Motion passed by unanimous vote

## ACTION ITEMS

**Approval of 3 Year Plan:** Most of the plan is the same as the previous one, with the addition of a succession plan for the Executive Director.

- Karl made the motion to approve and accept the new 3-year plan.
- Katherine seconded the motion.
- Motion passed by unanimous vote.

## NEW BUSINESS

**Board Stipend Policy:** Optional \$25.00 per hour per officially called meeting attended. Every individual would opt in in order to receive it. This is not a big budget consideration. It would be under the \$600 per limit per person and not likely to create an income increase. This would be in addition to mileage for travel.

- Karl made the motion to approve an optional board stipend of \$25 per hour per officially called meeting.
- Katherine seconded the motion.
- Motion passed by unanimous vote.

Constructive thought was to include honorary board members in the Stipend Policy.

- Karl made the motion to approve honorary board members in the optional stipend of \$25 per hour per officially called meeting.
- Tom seconded the motion.
- Motion passed by unanimous vote.

**Tom Trail Position:** An honorary board member is non-voting. They can participate in discussion and can make a motion. Joann had responded to Jean about Tom willing to become an honorary board member. Byron Waters has applied for a board position. He has received our services for a couple of years and represents a point of view of marginalized people with disabilities who were incarcerated.

- Karl made a motion to have Tom Trail removed as a voting member of the board.
- Tom Newhof seconded the motion.
- Motion passed by unanimous vote.
  
- Karl made a motion to have Tom Trail as an Honorary Board Member.
- Jean seconded the motion.
- Motion passed by unanimous vote.
  
- Tom Newhof made a motion to install Byron Waters as a voting Board Member effective at the next meeting.
- Karl seconded the motion.
- Motion passed by unanimous vote.

**Credit Cards for Veteran Care:** Our Veteran Care Program employees travel as far as Republic and some of this travel will be in the fall and winter. We are looking for a company credit card for each VDC employee to use for gas and possible hotel during travel with a limit of \$1000. It's awkward to purchase rooms via Mark's company card. Gas has been reimbursed. Karl suggested the card having a policy to limit purchases and exclude alcohol

and other non-business-related purchases. We already offer per diem for meals to be reimbursed. They currently use our company cars, so we don't pay mileage. Karl, Steve, Mark and Vanessa will help write the policy.

- Katherine made a motion to getting the cards now and approve a written policy via email.
- Sharlisa seconded the motion.
- Motion passed by unanimous vote.

**Cell Phone Policy:** as attached. Spokane currently has DAC purchased cell phones and data. We have another staff member who uses her personal cellphone for all her DAC work. She could replace her cell phone on payments and we would reimburse that per month. Mark stated the monthly reimbursement of approx. \$40 a month is pretty standard nationwide.

- Tom Newhof made a motion to accept the cell phone policy.
- Barbara seconded the motion.
- Motion passed by unanimous vote.

## OLD BUSINESS

**Revisit Extra Holiday Thanksgiving and Christmas:** Current policy that was adopted is attached. Barbara suggested it's a nice thing to offer staff members to add in the days after Christmas and Thanksgiving. This is a bonus that does not affect our budget and if it's policy it is allowed under federal grants. It's hard to maintain quality staff. Katherine offered adding a policy of adding two personal holidays in addition to their earned vacation time that could be flexible. Staff currently has 1 personal day right now. We could add 2 more that could be used for Thanksgiving and Christmas or other times. Karl pointed out then the office could stay open.

- Karl made a motion to change the policy to add two personal days that are flexible to be effective next fiscal year.
- Katherine seconded the motion.
- Motion passed by unanimous vote.

## Reconvene at 11:52

**Public Health Advocate Hired:** An update that we hired Hollyanna Call to contact medical offices about access and meet with consumers about their barriers they face accessing medical care and education about asking for accommodations.

**Vehicle Purchase:** We currently have 3 aging vehicles and the pick-up is expensive to use. Looking at leasing or purchasing a new or used vehicle for VDC. They can easily travel 237 miles round trip sometimes. VDC requires them to do home visits in October and March. Sometimes visits are required for getting paperwork signed as snail mail is getting lost and is less secure. We have some employees using their personal car since we have several employees doing the visits. Reimbursement (.65 per mile) it would be over \$10,000 a year. Steve thought we can lease cars for the two busy months of March and October. Signing up new VDC consumers can require 3-4 home visits. This program is fiscally viable.

- Karl made a motion to begin the process of leasing or purchasing a vehicle with the amount being reported back to the board.
- Barbara seconded the motion.
- Motion passed by unanimous vote.

**Revisit Pronouns on Email:** Personal views don't matter, and we have seen language change, but equity does not. We have connections in Spokane that feel the pronouns are important to them. Our policy currently is to be neutral and not have pronouns on the emails. We could possibly lose staff and funding over this. It could also be an issue with risk management. Mark would like it to be optional for staff to use the pronouns in their emails. Tom Newhof is concerned about whether it would be carried out to include their choice of bible verses, quotes, and other additions to their signature. Karl suggested specifying just the pronouns and it's risky for the company to prohibit the use.

- Katherine made a motion to change the policy to allow the choice to use pronouns on email signature.
- Barbara seconded the motion.
- Motion passed by unanimous vote.

### **Administrative Updates**

- Financial Report – as attached. Karl explained how non-profits like to have 6 months worth of cash to maintain operations, and we are around a year's worth. Mark explained how we are trying to carefully spend down the grants in Spokane.
- Administration Report – Staffing issues in Spokane, so Erin is taking over as program manager.
- Outreach Report – as attached. Highlight is BluePath being chosen as the selected ADA accessible link for Eastern Oregon Hells Canyon Tourism. Koppel Farm accessible bed is ready to use!
- Staff Report – Highlights, Hurdles, and Outcomes: not included. Molly is working on tracking our data. Sharlisa is working with Jolene on peer connection groups with Mental Health. Added two new employees for the VDC. A new employee starts in Lewiston to help with financial.
- PAS/VDC Report – DAC passed the audit. We continually fight over the interpretation on Self Direction. Some of the consumers do not really qualify for self-direction. Still navigating Care-when and EVV. Looking at a new software program for that. The reduction in consumers is because of a lack of caregivers and sometimes due to their passing away.

### **MEETING AJOURNED**

Jean adjourned the meeting at 1:46 pm.