

DAKOTA CENTER FOR INDEPENDENT LIVING, INC.
BOARD OF DIRECTORS REGULAR MEETING MINUTES
March 13, 2025, at 1:00 PM (Central time)
BisMan Transit Office
3750 E Rosser Ave
Bismarck, ND 58501

DIRECTOR'S PRESENT: Helen Baumgartner, Gwen Beckler, Susan Dingle, Glenn Lauinger, Linda Brew, [Colette Fleck, Eunice Meidinger, and Marcia Hettich were present via Zoom.]

DIRECTOR'S ABSENT: Trevor Vannett

STAFF PRESENT: Royce Schultze, Kianna Roecker, and Chance Gaylord

CALL TO ORDER: Helen called the meeting to order at 1:00 PM.

REVIEW OF DECEMBER MEETING MINUTES: The board reviewed the meeting minutes from December 2024. Helen made a motion to approve; Gwen seconded. MC

FINANCIAL REPORT: Chance reviewed the financial report for the period ending January 31st. The Dickinson budget is under budget due to staff shortages. Kianna and Royce were tasked with identifying any needs in the Dickinson office and will present their plan at the April 2025 meeting. The financial report for the period ending January 31, 2025, was approved with Glenn making the motion, Linda seconding, MC

OLD BUSINESS:

REVIEW UPDATED PERSONNEL POLICY: Several suggestions were made to update/correct the personnel policy. Suggestions:

- Sick Leave (Pages 31 & 32): Corrected error where it should say 40 hours instead of 39 hours.
- Full-Time Hours (Page 24): Full-time hours should be clarified as 35-40 hours under the "Classes of Employees" section.
- Leave Requests (Pages 32 & 33): Use "a program director" as a blanket term for all staff of whom staff should go to with leave requests.
- ADA Amendments (Page 23): Add "and ADA amendments" to reflect recent changes, including the abolishment of some cruel rules from the past.
- Policy Review Statement (Page 6): Include a statement that the policy is reviewed annually and upon any updates.
- Ensure any changes in the document are reviewed with staff and have staff sign off on the updated policy.

Gwen made a motion to approve the Personnel Policy, and Susan seconded the motion. MC

CAFETERIA POLICY: The suggestion of offering staff the option to use the \$500 for Aflac was removed. Janell raised concerns that offering this could be seen as promoting Aflac and could potentially create a conflict with ERISA. As a result, the \$500 option for Aflac was removed from the plan. No other changes to the cafeteria plan were noted. Glenn moved to approve the changes to the cafeteria plan as presented, Susan seconded the motion. MC

UPDATED BYLAWS: There was a discussion about whether electing officers yearly is too frequent. The consensus was that it's important to review this annually to ensure the officers are still interested in and committed to their roles. This allows for flexibility and ensures leadership stays engaged and effective. Anyone identifying any issues or discrepancies in the bylaws is encouraged to inform Royce so that updates can be made before submitting them by the end of March 2025.

INDEPENDENT LIVING DIRECTOR UPDATE: Kianna Roecker was hired as the new Independent Living Program Director. She began this new role as of January 16th, 2025, and will complete her three month probationary period as of April 16th, 2025.

EXECUTIVE DIRECTOR EVALUATION: Due to time constraints, the board will complete Royce's evaluation at the April 2025 meeting. Royce was asked to type up his answers to the four questions presented to him as part of his evaluation and send them out to the board members.

PROGRAM PERFORMANCE REPORT UPDATE: Royce explained that the agency is finalizing the PPR due by March 31st, 2025. The PPR is almost complete and will be submitted to the Board at a special Board Meeting in March 2025 for review. Royce and the program directors decided to change databases from CIL FIRST to CIL SUITE. The main concern was that services were not being counted accurately in the previous system. The new database will allow for more accurate tracking, ensuring every service provided can be documented properly.

MFP BATRHOO REMODEL UPDATE: Cody met with the consumer, who was unhappy with some work completed by a previous contractor through the MFP program. Cody explained that DCIL will not cover the cost of repairs, but DCIL is willing to finish the remodel that was left incomplete by the previous contractor. The consumer understood the situation and signed the contract that was presented, stating this. They are now willing to proceed after discussing it with Cody. Cody is currently waiting for the contractor to complete the remaining work on the project. The consumer has since expressed an interest in looking for cheaper contractors to do the work for which she is responsible, but has not yet gotten back to Cody to select a different one. DCIL will set a deadline for the consumer to select a contractor.

DCIL KITCHEN REMODEL UPDATE: Royce noted that the cabinets have been ordered and that the countertops have been picked out. DCIL had staff vote for their favorite

countertops, which was almost a tie between two colors, so Royce decided on the final countertop color. The only thing left is picking out hardware for the doors.

WORKSTATION UPDATE: The workstation has been successfully installed in the Activity Area of DCIL. The only remaining concern is finding a solution to cover the workstation's opening to provide staff privacy.

STAFF CHRISTMAS BONUSES: Royce provided an overview of the staff bonus structure that was initially discussed at the December 2024 meeting. Royce and Chance noted that all staff seemed happy with these bonus amounts

Bonus Structure:

- Under 6 months of employment: \$75
- 6 months to 1 year of employment: \$150
- 1 to 5 years of employment: \$300
- 5 to 10 years of employment: \$600
- Over 10 years of employment: \$1000

NEW BUSINESS:

STAFFING UPDATES: A few full-time staff have been hired in the Bismarck office. There are two new Independent Living Advocates, Erica Newgard and Andrew Hager. We also hired Janie Wester for the TDPP program and Mandy Kraft for the MFP program. We were also selected as a host agency for the Senior Community Service Employment Program (SCSEP). Diane Bird was selected to work approximately 20 hours per week, helping with tasks such as answering phones, light cleaning, filing, and scanning paperwork. SCSEP manages the financial aspects, while DCIL hosts Diane and provides on-the-job training. We were also approached by the University of Mary's Social Work program to see if we would host Social Work interns. We accepted and currently have Philomena Foxhoven interning on Tuesdays and Thursdays through April 2025.

REPRESENTATIVE PAYEE REVIEW: Royce explained that Social Security conducts reviews every 2-3 years. They selected seven names from our current list of consumers receiving representative payee services for this review. Protection and Advocacy is contracted through SSA to complete these reviews.

TOMMY'S CARWASH UPDATE: DCIL met with Tommy's Carwash marketing team and managers, as they have selected our agency to receive a portion of the sales for the month of April 2025 from their top washes. We will meet in person to make various promotional videos and collaborate with their Facebook event. At the end of April 2025, Tommy's Carwash will present our agency with a large check for the portion of the sales that were donated.

CYBER SECURITY UPDATE: Kramer Insurance talked with the Executive Director about increasing cybersecurity due to the rising risks of hacks and scams, particularly when

dealing with our consumer's finances, medical information, and other sensitive data. Royce is currently in the process of getting bids from agencies such as CRAM, MARCO, and Fireside.

RESCHEDULE APRIL MEETING: A Discussion was held on when to have the April 2025 Board Meeting. The day that worked for everyone was April 30, 2025, at 1:00 pm in the DCIL Conference Room.

ADJOURN: Eunice made a motion to adjourn. Susan made the 2nd to adjourn. The meeting was adjourned at 3:13 pm.

Submitted by Kianna Roecker