

DAKOTA CENTER FOR INDEPENDENT LIVING, INC.
BOARD OF DIRECTORS REGULAR MEETING MINUTES
October 16, 2025, at 1:00 PM (Central time)

DCIL
3111 E Broadway Ave
Bismarck, ND 58501

DIRECTOR'S PRESENT: Helen Baumgartner, Gwen Beckler, Glenn Lauinger, Trevor Vannett, Eunice Meidinger, and Colette Fleck were present via Zoom.]

DIRECTOR'S ABSENT: Linda Brew, Marcia Hettich, Susan Dingle

STAFF PRESENT: Royce Schultze, Chance Gaylord, and Cody Kurtz

CALL TO ORDER: Helen called the meeting to order at 1:07 PM. There was no public comment.

REVIEW OF AUGUST MINUTES: Staff evaluation the second sentence needs to be updated. If staff score less than the average score, you should get less than average increase and if they score a 1 or 2, no increase and they will be put on a coaching plan. Trevor moved to approve with corrections, Eunice made a second. Motion carried.

FINANCIAL REPORT - no report

OLD BUSINESS:

EXECUTIVE DIRECTOR EVALUATION CRITERIA - Number 4, is moved to section 2. 2nd section under 4, unrestricted funds were changed to restricted funds. Glenn asked if each board member would score Royce and then the average will be taken for the final evaluation. The board would discuss the varies criteria and score off that as well. The ED evaluation will be done in February. Trevor moved to approve, Gwen made a second. Motion carried.

STAFF EVALUATIONS: Royce shared with staff during the October staff meeting about the new evaluation process. Gwen stated that it was explained to staff incorrectly. There will be no 2% between October and March. They will not get any increase at that time, but will then get the increase in April. Royce and Cody expressed staff concerns over this delay in increases and the board voted to give the affected employees a pay differential instead. The 5 employees affected by the delay in evaluation will get a pay differential:

Oct - \$500, Nov - \$400, Dec - \$300, Jan \$200 - Feb - \$100.

CHYBER SECURITY UPDATE – No update

BOARD TRAINING – no update.

LAUGHING SUN DINE AND DONATE – Have not gotten a total amount of donations

POLLING SITES SURVEYS UPDATE – The total amount paid per polling site is \$325 not the \$35 that was reported at the prior meeting

NEW BUSINESS:

BCBS PREMIUMS - health care premiums went down 15% for the year 2026. The dental plan stayed the same and vision plan went up slightly.

ON THE CLOCK TIME SYSTEM: Time clock system started on 10/1.

FORGED CHECKS - In early September the bank identified 3 fraudulent checks. Police report was filed by Glenn. Royce has been in contact with the officer investigating the report. The bank closed that account and opened a new DCIL account.

BOARD MEMBER POSITIONS: Helen, Colette, and Glenn board positions are open in December.

NEW PAY SCALES: The positions that have the same pay scale can be reported on the same form. TDP scale did not match up with the non-degree versus degree. Gwen suggested that the scale for having a degree should be higher. Royce and Chance will work on the pay scale and present at the December 2025 meeting.

ADJOURN –Trevor made a motion to adjourn; Gwen made a second motion. Meeting was adjourned by Helen at 2:40pm. Motion carried.