DAKOTA CENTER FOR INDEPENDENT LIVING, INC.
BOARD OF DIRECTORS REGULAR MEETING MINUTES
December 30, 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 (present via Zoom), and Colette Fleck (present via Zoom)

DIRECTOR'S ABSENT: Linda Brew, Marcia Hettich

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

CALL TO ORDER: Helen called the meeting to order at 1:00 PM. There was no public comment.

REVIEW OF OCTOBER MINUTES: October minutes need corrections. The motion carried needs to be added to the motions made, seconded, and approved. Trevor made a motion to approve, and Gwen seconded it with corrections to the October minutes. Motion carried.

FINANCIAL REPORT: Chance reviewed the financial report for the year ending September 30, 2025. Glenn made a motion to approve, Trevor seconded, motion carried.

OLD BUSINESS:

CYBER SECURITY UPDATE: C-Ram set up two-factor authentication for all staff when they log into the computers. This was done to add another layer of security.

LAUGHING SUN DINE AND DONATE UPDATE: $575 was raised for this event. Gwen suggested DCIL get on the Giving Hearts Day website to get donations, and to look into sending out postcards to potential donors and anyone on the DCIL mailing list to encourage donations. This could be advertised during the winter Dakota Challenger

PAY SCALE: The board was okay with the pay scales.

NEW BUSINESS:

PPR 2024-2025: Royce explained to the board why the services requested and services received portion of the PPR is off, and it is due to the database migration. Glenn saw errors in the financial section, and Royce and Chance will update the financial numbers on the PPR. 17 counties were covered, but only 16 will show up due to a database error. Cody updated the PPR to reflect this issue in the challenges/barrier section of the PPR. Gwen suggested running a quarterly report for the PPR to ensure the numbers are accurate and to start narratives on the report, so we do not submit the PPR on the last day it's due. Gwen moved that the board receive quarterly reports to track and ask questions on the numbers for ongoing reporting. Trevor made a motion to approve the PPR with corrections, Gwen seconded. Motion carried.

BOARD TERMS: Glenn, Helen, and Colette's board seats are up at the end of December 2025. All 3 are fine with serving for another 3 years. No additional applications were received. Trevor made a motion to approve, Gwen seconded, motion carried.

BOARD OPENINGS: Susan Dingle has resigned, leaving one board position open. Gwen suggested having interviews beforehand for the applicants. Trevor suggested a panel to do the interviews. Gwen and Helen volunteered to be on the panel. Royce will lead the panel. Board positions will be posted on Facebook and the center's website. Helen suggested voting on officers. Helen will stay on as President for one more year, Trevor will serve as Vice President, and Glenn will continue as Treasurer. Gwen made a motion to keep all officers the same. Glenn seconded. Motion carried.

DICKINSON LEASE: Royce signed another 2-year lease for the Dickinson office, with a $50 increase /month.

MICRO PURCHASE LIMIT: – Royce has authority to approve up to $10,000, and the Micro Purchase Limit was increased to $15,000. Royce asked about increasing the $10,000 limit, but the board wanted to keep it at $10,000. The executive committee could review purchases of over $10,000 instead of the full board, and these expenses would be reported at the next full board meeting. Gwen motioned to approve, Glenn seconded. Motion carried.

STAFF BONUSES: The board approved Christmas bonuses for staff for 2025. Trevor suggested that the board approve bonuses for every year, but Glenn stated that it depends on funding and needs to be reviewed annually.

STAFF CHANGES: – Jared resigned in Dickinson, Stephanie was terminated, and Jeanne moved to an IL Advocate position. This leaves one MFP Transition Coordinator position open. Trevor suggested that when staff leave, the consumer be notified of the change as soon as possible to make the transition smoother.

FEDERAL MILEAGE RATE: Changed to $0.72.5 effective January 1st, 2026

ADJOURN: Helen adjourned the meeting at 2:42 pm. Trevor made a motion to approve, Gwen seconded. Motion carried.