DAKOTA CENTER FOR INDEPENDENT LIVING, INC.
BOARD OF DIRECTORS REGULAR MEETING MINUTES
April 30th, 2025, at 1:00 PM (Central time)
DCIL
3111 E Broadway Ave
Bismarck, ND 58501

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

DIRECTOR'S ABSENT: None

STAFF PRESENT: Royce Schultze, Kianna Roecker, Cody Kurtz, Chance Gaylord

CALL TO ORDER: Helen called the meeting to order at 1:00 PM. No call for public comment.

REVIEW OF MARCH AND MARCH SPECIAL MEETING MINUTES: The board reviewed the March and March Special Meeting Minutes. Trevor made a motion to approve; Susan seconded. Motion carried.

FINANCIAL REPORT: Chance reviewed the financial report for the Bismarck office for the period ending March 31, 2025. The state grant is under budget due to staff openings. Royce and Chance will update the board at the next meeting with a plan to use the excess funds. Glenn made a motion to approve the report, seconded by Trevor. Motion was carried.

OLD BUSINESS:

Executive Director Evaluation: Glenn explained the updated evaluation method based on ILRU's preferred approach, which utilizes four reflective questions to assess the Executive Director's performance:

What are the key accomplishments you have achieved over the past year? How is the community better off because of your work? What do you wish you had done differently, and how can you improve? What should the board hold you accountable for over the next year? Royce submitted written responses to each of these questions for the board's review. Gwen raised a concern regarding the subjectivity of the evaluation process, specifically asking how metrics would be defined and how responses would be scored. Glenn acknowledged the concern and agreed that opinions will vary with subjective methods. It was recommended that next year's evaluation should include a measurable list of goals that the Executive Director will be held accountable for. This would allow for a more concrete and objective rating process. In response to Gwen's question on the first bullet point, Royce confirmed an increase in performance, noting that TDPP has seen significant growth in exposure and a major increase in referrals. Accessibility assessments are scheduled for the summer. There have been a number of notable accomplishments, including updates to driver's license terminology in the manual. There has been a noted increase in referrals, with 23 referrals received in the last two months alone. The final overall performance rating for the Executive Director was 3.6. Gwen moved to approve the Executive Director's performance evaluation and seconded by Trevor. Motion carried

Cyber Security Update: The board discussed two cybersecurity service quotes. Go Pro Tech quoted $35 per computer monthly, totaling approximately $700 monthly. C-Ram's quote included additional firewall protection but would not include Dickinson. The board suggested talking with C-Ram about options for Dickinson and contacting Silicon Plains, NRG, or other similar companies.

MFP Bathroom Remodel: Cody had sent a letter stating that the case would be considered closed if there was no contact by May 21. P&A had already dropped the case due to a lack of communication from the client.

DCIL Kitchen Update: The office renovation project is currently partially completed. Additional cabinets will be installed, and plans are in place to redo the flooring, remove a wall, and install pull-out cabinets to improve functionality.

Workstation Update: The workstation has been completed. There was discussion about its privacy, but it looks good so far.

New Staff: Erica Newgard resigned for a higher paying position. Caitlin DiPietro will start May 19 as an IL Advocate. The agency will be fully staffed, except for the open position in Dickinson.

New Business

Meeting Decorum: A meeting decorum document was handed out to the board. Glenn asked if everyone understood that the proposed meeting decorum emphasized that all board members should feel comfortable bringing up concerns during meetings. Following the discussion, Linda motioned to approve the new decorum, Gwen seconded the motion. Motion carried

Glenn questioned how individuals attending meetings virtually can request recognition to speak. It was noted that the "raise hand" feature is available on Zoom. It was suggested that there should be a standard procedure for getting the floor during virtual participation. Trevor emphasized the importance of in-person attendance, noting that while some board members may be out of town, virtual participants often seem less engaged. He suggested that, with travel reimbursement available, in-person attendance should be the norm, with exceptions made only for illness or inclement weather. The board suggested Royce call board members who attend virtually to determine if this would be an issue and add it to the agenda for the next meeting. The board agreed that a special meeting may be necessary to review and implement the training. Prior to that, existing materials should be reviewed and updated to avoid causing confusion with outdated information.

TDPP Request To Update Bathroom: A proposal was presented for installing a roll-in shower in a trailer home. There were only two companies that could do this, and one of them was booked out. The project cost exceeds $10,000, requiring board approval. State administration approved the modification due to the client's risk of institutionalization. Linda motioned to accept the bid, and Trevor seconded the motion. Motion carried

NDAD Grant: An application was submitted for the Gibbens Memorial Grant to support the creation of a raised ADA-accessible garden and a KIDS Program. The KIDS Program is designed to engage children in hands-on gardening activities, promoting learning about accessibility, nature, and healthy living in an inclusive environment. To help promote the program and increase community awareness, the Friday Flyer distributed through Bismarck Public Schools (BPS) will be utilized to reach families in the area and encourage participation.

Eagles Grant: An application was submitted to Eagles to support the Consumer Appreciation meal and two ongoing programs at DCIL.

Review DCIL Services and Programs: The board reviewed the mandatory core services for all Centers for Independent Living in North Dakota. This year, the driver's permit program expanded to three additional schools, with notable successes such as four students from Standing Rock and one from Mandan obtaining their permits. For Brain Injury Awareness Month in March, DCIL set up a booth at the Capitol and hosted a brain injury panel featuring four survivors and one family member sharing their experiences. There are plans to expand these panels, including exploring a partnership with a social work instructor to hold a cross-disability or brain injury panel at the University of Mary or Bismarck State College. ADA accessibility assessments have resumed, with 4-5 completed annually. These include helping local businesses improve accessibility. The Assistive Technology (AT) booth has been very popular, and efforts are underway to expand outreach and increase consumer participation. DCIL partners with ND Assistive to offer free or low-cost equipment rentals so consumers can try devices before purchasing. Cody provided an update on the Money Follows the Person (MFP) and Transition and Diversion Pilot Program (TDPP). The agency is awaiting confirmation of continued funding through 2027. While MFP activity slowed during winter, caseloads are picking up as the weather improves. TDPP involves less paperwork, whereas MFP requires extensive documentation, including assessments, transition plans, and ongoing follow-up for 365 days post-transition. The Department of Justice (DOJ) audits the transition plans thoroughly to ensure compliance with all requirements. DCIL created a Post Transition Coordinator position to improve follow-up, which the DOJ has praised and encouraged other CILs to adopt. Disability etiquette training, covering the dos and don'ts of interacting with people with disabilities, continues with plans to enhance the content. Social and recreational activities are offered at least twice monthly, including events like smoothie socials, movies, community outings, and consumer computer and electronics training held monthly at senior centers. The Renters Rebate assists low-income individuals through the tax department, potentially returning around $400 to eligible participants. Tax preparation was limited due to TurboTax not offering the free edition. Payee services support 26 consumers in managing their finances. The service charges $35. Lastly, the agency has developed an Intimacy and Relationship Guidance program for consumers, which addresses the aspects of relationships and intimacy, including internet and social media safety to prevent exploitation.

OPEN: Glenn and Gwen presented their ideas on the executive director evaluation, providing a handout outlining key areas to incorporate and proposed percentage weights to measure performance. The evaluation includes specific categories with individual scoring metrics, allowing for measurable goals. The board agreed to review this framework and discuss it further at the next meeting. During the discussion, turnover was also addressed, noting that the average employee tenure of 2-3 years is now considered the norm, and it was suggested this topic be included under the Leadership and Teamwork section of the evaluation. Gwen will circulate the draft evaluation to board members so they can submit individual feedback. Additionally, Helen mentioned the Burgers in the Park event hosted by the Dakota Mandan Lions every Tuesday night and asked if we would be interested in participating by providing individually wrapped desserts. Royce will get back to Helen on this. The agency is currently in the middle of a new database migration and is working through a few technical issues. Staff created a tracking sheet for board members to keep track of their participation in the community, such as other boards they serve on. Helen and Gwen requested access to the spreadsheet link.

ADJOURN: Trevor made a motion to adjourn. Gwen seconded to adjourn. The meeting was adjourned at 3:14 pm.

Submitted by Kianna Roecker