DAKOTA CENTER FOR INDEPENDENT LIVING, INC.
BOARD OF DIRECTORS REGULAR MEETING MINUTES
JUNE 19, 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, Eunice Meidinger, Marcia Hettich [Colette Fleck and Linda Brew were present via Zoom.]

DIRECTOR'S ABSENT: None

STAFF PRESENT: Royce Schultze and Chance Gaylord

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

REVIEW OF APRIL MEETING MINUTES: The board reviewed the April Minutes. Trevor made a motion to approve; Marcia seconded. Motion carried.

FINANCIAL REPORT: Chance reviewed the financial report for the period ending May 31, 2025. Eunice made a motion to approve the report, seconded by Linda. Motion was carried.
An error in the budget calculation for Royce's raise was identified and corrected. Royce will now receive the remaining 3% retroactive to October 1st, 2024. Royce's evaluations will be conducted each April.
The board requested Royce to do a salary comparison with other center directors. Royce completed a comparison and sent it to Glenn before the meeting for his review. Based on the comparison, Gwen made a motion to increase Royce's salary by 10% effective June 1st, 2025, and Glenn seconded the motion. Motion carried.
The board discussed having all staff evaluations in April. Staff evaluations will not be completed between September 1 and March 30, with a potential one time increase until their evaluation in April. This one time increase would be part of the increase they would potentially receive in April.

OLD BUSINESS:
Executive Director Evaluation Tool: Gwen reviewed her ideas on the Executive Director evaluation tool that will incorporate goals set by the board and be scored on a point system. The annual review for the Executive Director will be during the board's April meeting. Trevor made a motion to accept this evaluation process. Gwen seconded. Motion carried.
Data Migration Update: Royce reported there were some migration issues with data from the old database to the new one, and will continue to work with the new database managers to fix the problem.

Dickinson Office Update: Royce presented two estimates for new office furniture. Interiors by France estimate was $34,000, and TMI's was $32,000, with additional workspace and a desk. Trevor made a motion to accept TMI. Colette seconded. Motion carried

Cyber Security Update: Royce presented three bids for cybersecurity. GoPro: $700 per month, C-RAM: $505 per month, and Silicone Plains: $3750 per month. The board tabled this discussion until the next board meeting, so more information can be provided on the systems.

MFP Bathroom Remodel: This was closed due to the consumer's failure to follow through with any correspondence.

Grants: DCIL received two grants. The first grant from NDAD was $8000 to use for our accessible gardening project, and $3500 from the Eagles for our consumer appreciation lunch, social, and recreation activities.

New Staff: Amanda Kraft – MFP, Caitlin DiPietro-IL Advocate, Janie Wester-TDP, and Jared Herring- IL Advocate Dickinson.

New Business:

Board Training: Royce discussed the upcoming board training put on by the Training and Technical Assistance Center. This will be three training sessions, each lasting one and a half hours, including questions and answers. The training covered: The roles of the Executive Director, Board Chair, and Board of Directors, the Application of the Independent Living Philosophy, and an Understanding of the core responsibilities of the Board. Royce will send links to these trainings, and the board may discuss these at the next board meeting or a separate meeting.

Board Attendance: The board is encouraged to attend in person whenever possible, but Zoom will still be an option for winter or if other conflicts arise. Other centers in the state also use virtual meetings to connect with directors farther out in their service areas.

Staff Turnover: Royce reviewed staff turnover since October 1, 2023. Two retired, four left, and three were dismissed.

OPEN: Royce discussed the preliminary results of the representative payee review. Checks mistakenly written to the wrong account were identified during the bank reconciliation and corrected. Some receipts cannot be located for purchases exceeding $100. It was also suggested by the board to keep meetings between 1.5 and 2 hours.

ADJOURN: Trevor made a motion to adjourn. Marcia seconded. The meeting was adjourned at 3:15 pm.

Submitted by Royce Schultze