DAKOTA CENTER FOR INDEPENDENT LIVING, INC.
BOARD OF DIRECTORS REGULAR MEETING MINUTES
August 28th, 2025, at 2:00 PM (Central time)
DCIL
3111 E Broadway Ave
Bismarck, ND 58501

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

DIRECTOR'S ABSENT: Linda Brew

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

CALL TO ORDER: Helen called the meeting to order at 2:00 PM. There was no public comment.

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

FINANCIAL REPORT: Chance presented the financial report for the period ending July 31, 2025. Gwen made a motion to approve the financial report, and Trevor seconded. Motion carried. The Board discussed the budget for FYE 9/30/2026, noting that no changes to the grant are expected. Members considered whether hiring a lobbyist or designating staff to meet with the State Legislature would help secure or increase funding, though it was noted that lobbying may not be allowable under the grant. Collaboration with other CILs was strongly recommended to strengthen advocacy efforts. Trevor raised concerns that without adequate funding, the Dickinson office might face closure. Gwen emphasized the need to avoid ultimatums that could impact other grants. The Board agreed that conversations with other CILs should happen soon to prepare for potential funding challenges. Glenn moved to approve the budget, and Trevor seconded the motion. Motion carried.

OLD BUSINESS:

Executive Director Evaluation Tool: Gwen reviewed the proposed evaluation tool for the Executive Director position. The evaluation will be scored on a 1–5 scale, with 1 meaning "does not meet expectations," 2 meaning "meets some expectations," 3 meaning "meets expectations," and so forth. The evaluation will be completed collectively by the board to ensure consistency, and the scores may be adjusted each year based on the previous year's results. Royce inquired whether the goal of serving the 18-county service area should be measured under the revenue section instead, but it was ultimately moved to the "Vision and Strategic Plan" category. Royce noted that he appreciated the clarity on what specific areas he should focus on. Trevor made a motion to approve the evaluation process with these adjustments. Susan seconded. Motions were withdrawn and tabled until the next meeting.

Staff Evaluation: Gwen proposed transitioning staff evaluations from individual start dates to being conducted during a single set period each year, specifically from March 1 to March 31. Under this proposal, raises would be tied to evaluation scores, with top performers receiving the highest increase, average performers receiving a standard increase, and 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. Royce would complete his evaluation in February, while all other staff evaluations would be conducted in March. For new employees hired between January and March, their first adjustment would be based on the annual pay grade adjustment, with formal evaluations occurring the following year. Gwen also recommended including a pay scale in policy so that starting salaries could be adjusted based on years of experience. The discussion was tabled until the next meeting so that wage scales could be reviewed further. In the meantime, Royce will communicate this plan to staff whose evaluations fall between now and March 2026.

Data Migration Update: Royce reported that there are still issues with the migration of data from the old database to the new system. The migration workers have been slow to respond to questions, which has delayed the resolution process. To maintain accuracy for PPR reporting, community activity records have been printed from the old database so they can be manually entered into the new system if necessary.

Dickinson Office Update: Royce provided an update on the Dickinson office, noting that new equipment and supplies have been ordered and are expected to arrive within 8–10 weeks.

Cybersecurity Update: Royce shared that he has been unable to address cybersecurity matters recently due to health concerns. This item will be revisited once he is able to resume work in this area.

Board Training: Royce shared that he has been unable to address board training recently due to health concerns. This item will be revisited once he is able to resume work in this area.

New Staff: Two new staff members have joined DCIL. Nicole Widmer and Jeanne David have been hired as MFP Advocates.

NEW BUSINESS:

Polling Site Assessments: Royce reported that DCIL will complete a total of 37 polling site assessments this year. The work will be divided among the staff: Mary Beth and Jared will cover the eight western counties, while Stephanie, Andrew, and Kianna will complete assessments in the ten south-central counties of our service delivery area. The reimbursement rate is possibly only $35 per site, which does not cover the full cost of the work, leading to a financial loss. It was recommended to check with P&A to see if there is a possibility of mileage reimbursement or a per diem to offset some of the costs. He reminded the board that DCIL is responsible for conducting the assessments only, not for enforcement, and that any complaints or concerns from sites should be referred to the appropriate authorities.

Laughing Sun Dine to Donate: The board reviewed the flyer for the upcoming Dine to Donate fundraiser at Laughing Sun Brewing Co. The event will include food, drinks, live music, and a silent auction, with proceeds supporting DCIL programs.

Open Discussion: Royce shared the preliminary results of the recent representative payee review. During reconciliation, some checks had been mistakenly written to the wrong account, but the errors were identified and corrected. A few receipts for purchases over $100 could not be located, and this will be addressed moving forward.

Adjournment: Trevor made a motion to adjourn the meeting. Marcia seconded the motion, and the meeting was adjourned at 3:27 p.m.