DAKOTA CENTER FOR INDEPENDENT LIVING, INC.
BOARD OF DIRECTORS REGULAR MEETING MINUTES
April 19th, at 1:00 PM (Central time)
DCIL
3111 E Broadway Ave
Bismarck, ND 58501

DIRECTOR'S PRESENT: Gwen Beckler (present via Zoom), Glenn Lauinger, Trevor Vannett, Marcia Hettich, Linda Brew, Eunice Meidinger, and Colette Fleck

DIRECTOR'S ABSENT: Helen Baumgartner

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

CALL TO ORDER: The vice president called the meeting to order at 1:00 PM.

PUBLIC COMMENT: Executive Director presented one emailed public comment from a member of the public. See below:

"To: Dakota Center for Independent Living (DCIL) Board of Directors
From: Carol Cristilli, 142 Allen Drive, Lincoln, ND 58504. Phone: 701-471-8783
RE: DCIL Board of Directors Meeting Minutes

Dear DCIL Board of Directors,

I am inquiring on how citizens might obtain copies of DCIL past Board of Directors Meeting minutes? I see the DCIL website does have minutes posted beginning 12-27-2023 up to and including 3- 31-2025. However, I do not see DCIL Board of Directors Meeting minutes for their meeting I believe was held in October of 2024.

Please let me know how the minutes for October 2024 and minutes held after 3-31-25 may be obtained. May I suggest that as DCIL is now posting Board of Directors Agendas on the DCIL website each month, perhaps the minutes of those meetings could be posted on the DCIL website as well?

Respectfully,
Carol L. Cristilli
ashtisgrandma@hotmail.com"

The Executive Director noted that some meeting minutes are missing but will be posted as soon as possible. A board member suggested that the "News" tab is not the best location and recommended creating a new tab specifically for Board Meetings under the About or a new tab.

REVIEW OF FEBRUARY MINUTES: It was noted that sometimes individuals' names are included in the meeting minutes and sometimes they are not. The board agreed that minutes should be consistent moving forward, either always including names or excluding them. It was decided to remove names going forward. Marcia made a motion to approve the minutes, Gwen seconded. MC.

FINANCIAL REPORT: The March financials were not completed due to time constraints, but will be sent to the board when completed.

OLD BUSINESS:

EXECUTIVE DIRECTOR EVALUATION: The board discussed the Executive Director's evaluation and then called him back into the meeting to complete his annual evaluation. The motion to accept the completed Executive Director's evaluation and salary increase was made by Gwen and carried by a roll call vote. MC

SECOND QUARTER STATS OF PPR: The Executive Director presented PPR statistics for the fiscal year's second quarter, which also includes first quarter data. Overall documentation has improved, with only minor items needing correction. There was discussion regarding the total number of consumers served (395), which appears slightly high due to duplicate entries from the old database. Efforts are underway to merge duplicate records, and numbers are expected to become more accurate moving forward.

WEBSITE UPDATE: The Executive Director informed the board that the website is being updated to meet new accessibility requirements from the DOJ. KAT Communications will implement accessibility updates and provide a contract to improve website layout and navigation. A new tab for board-related materials, including past minutes, agendas, and upcoming meeting dates, will also be added.

STAFF CHANGES: One new MFP staff member, Stacy Gieser, has been hired in the Bismarck office. Kevin resigned in February. It was noted that understanding reasons for staff turnover is important and should be considered as part of the Executive Director's evaluation process.

BOARD CHANGES/OPENINGS: One individual has expressed interest in joining the board but has not yet contacted the Executive Director. The position has also been posted. A board member mentioned another potential candidate and asked about eligibility requirements. While there are no strict requirements, the board is seeking diversity and individuals familiar with the Independent Living Philosophy. A board member expressed concerns about not feeling involved or utilized as a board member. She shared that she would like more volunteer opportunities and training. The Executive Director encouraged her to share ideas for involvement, such as fundraising efforts. The board also discussed ensuring compliance with the requirement that at least 50% of members have disabilities, and the Executive Director will verify current percentages.

NEW BUSINESS:

MFP BUDGET AMENDMENT: Effective March 1, 2026, any new MFP staff positions require state approval with justification. Hiring or advertising cannot occur without approval due to a 20% budget reduction. Spending will be more closely evaluated to ensure it directly addresses consumers' disability needs, with reductions in non-essential expenses. Replacement hires require state approval.

DICKINSON OFFICE: The Dickinson office currently has two open positions: Branch Office Coordinator and IL Advocate. The office is temporarily closed during the hiring process.

3-YEAR STRATEGIC PLAN: The Executive Director inquired about scheduling a meeting to begin planning for a new 3-year strategic plan. A facilitator will need to be identified, and scheduling options will be shared with the board. Meetings may occur during the week or on the weekend, with sufficient advance notice to accommodate availability.

ACTIVE SHOOTER TRAINING: Active Shooter Training will be held through the ND Safety Council on July 8, 2026. The training will include two hours of classroom instruction followed by a one-hour simulation. Safety remains a priority, especially during home visits, and at least two staff members will attend. The Executive Director is developing a related policy which will be reviewed by the Program Directors. Staff are required to maintain accurate Outlook calendars to track their locations when going out into the community for home visits for safety at this time.

OPEN: The Executive Director discussed renewal of the Bismarck office lease. The proposed increase is $228.13 over a three-year term. Additional office space at Summit may also be available for $1,500. Due to increased referrals and limited staffing, a waitlist may be implemented. Glenn made a motion to approve the lease renewal for three years with the stated increase. Marcia seconded. MC.

A board member shared that the City of Bismarck will be offering a fixed-route pass program for low-income consumers. The program will support transportation needs related to employment, economic development, and medical purposes, but not leisure activities. A board member suggested that DCIL review consumer needs and apply for the program.

ADJOURN: Linda motioned to adjourn the meeting. Marcia seconded. MC. The meeting was adjourned at 2:47 PM.