DAKOTA CENTER FOR INDEPENDENT LIVING, INC.
BOARD OF DIRECTORS REGULAR MEETING MINUTES
June 18th, 2026, at 1:00 PM (Central Time)
DCIL
3111 E Broadway Ave
Bismarck, ND 58501

DIRECTORS PRESENT: Helen Baumgartner, Gwen Beckler, Glenn Lauinger, Trevor Vannett, Eunice Meidinger, and Colette Fleck

DIRECTORS ABSENT: Marcia Hettich and Linda Brew

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

CALL TO ORDER: Helen called the meeting to order at 1:01 PM.

PUBLIC COMMENT: No public comment has been received.

REVIEW OF APRIL MINUTES: The Board reviewed the April 2026 meeting minutes. The Board made a procedural correction to include the omitted second for the motion approving the Executive Director's annual evaluation, in accordance with Robert's Rules of Order. The correction ensures the official record accurately reflects Board action. Motion: Colette moved to approve the April 2026 meeting minutes as corrected. Gwen seconded the motion. MC

FINANCIAL REPORT: The Board reviewed the financial statements for the period ending May 31, 2026. Discussion included the financial impact of ongoing staffing vacancies in the Dickinson office and the status of grant funding for those services. Leadership reported that, if necessary, an extension may be requested to allow additional time to fully utilize available grant funds rather than returning unspent funding. The Board had no additional questions regarding the financial reports. Motion: Trevor moved to approve the financial report. Gwen seconded the motion. MC

OLD BUSINESS:

DICKINSON OFFICE UPDATE: The Board received an update regarding recruitment efforts for the Dickinson office. Leadership discussed ongoing challenges in filling vacant positions and reviewed current applicant trends. The Board discussed whether modifying the position title and evaluating the current wage scale may improve recruitment efforts and attract a larger applicant pool. Leadership will continue evaluating these options and provide recommendations at a future meeting.

3-YEAR STRATEGIC PLAN: The Executive Director provided an update on development of the organization's three-year strategic plan. The Board discussed the proposal received from a strategic planning consultant and recommended obtaining an additional proposal for comparison before making a final decision. The Board also recommended contacting previous nonprofit clients to gather feedback regarding consulting services and outcomes. Leadership anticipates beginning the strategic planning process later this summer following additional review.

SECOND QUARTER STATS OF PPR: The Executive Director presented the Program Performance Report through the third quarter of the fiscal year, including first- and second-quarter data. The Board reviewed service statistics, counties served, referral trends, and advocate caseloads. Discussion focused on the continued increase in referrals and growing staff workloads. The Board reviewed options to improve response times while maintaining quality services, including updating internal procedures to allow additional time for initial consumer contact when caseloads become exceptionally high. Leadership also discussed establishing reasonable caseload benchmarks to assist with future staffing decisions. The Board reviewed office space needs and current lease expenses for the Bismarck office. Leadership will continue evaluating future office space options as the current lease progresses. Following discussion, the Board agreed that adding another Independent Living Advocate would better meet the increasing demand for services and maintain timely consumer support. Motion: Trevor moved to approve adding one Independent Living Advocate position for the Bismarck office. Gwen seconded. MC.

WEBSITE UPDATE: The Executive Director reported that updates to the agency website are complete to comply with new Department of Justice accessibility requirements. A new Board Business quick link has also been added to improve access to Board meeting agendas and approved meeting minutes.

STAFF CHANGES: The Board received an update regarding recent staffing changes, including the hiring of a new employee, upcoming vacancies, and continued recruitment efforts for open positions in both the Bismarck and Dickinson offices.

BOARD CHANGES/OPENINGS: The Board discussed future recruitment opportunities to fill current and anticipated Board vacancies. Discussion included identifying individuals with professional expertise that would strengthen Board governance, including individuals with legal or employment law experience. Recruitment efforts will continue.

NEW BUSINESS:

ALBERTA HEIGHTS CONSUMERS: Staff provided an update regarding services provided to consumers displaced by the Alberta Heights apartment fire. Significant progress has been made in securing housing for affected individuals, with continued efforts underway for those still seeking permanent housing. The Board discussed the collaborative community response and recognized support from local organizations through financial assistance, adaptive equipment, temporary housing resources, and other community partnerships. Leadership will continue to coordinate available resources to assist the remaining consumers.

CONSUMER APPRECIATION LUNCH: The Executive Director provided a recap of the annual Consumer Appreciation Lunch. The Board discussed the event's success, including community donations, attendance, prizes, food, and overall consumer participation. The Board expressed appreciation to community partners for their contributions to the event. The Board also discussed future opportunities to enhance the annual event, including catering options.

BOARD MINUTES: The Board discussed improving the consistency and readability of published Board meeting minutes while maintaining transparency and ensuring the official record accurately reflects Board actions.

OPEN: The Board discussed establishing a formal policy regarding staff attendance and public participation during Board meetings. Discussion included procedures for requesting agenda items, expectations for staff attendance compensation, and ensuring consistency with existing personnel policies and grievance procedures. The Board also discussed expectations for professionalism during Board meetings, including maintaining respectful conduct, minimizing distractions, and following established meeting procedures. The Board agreed that additional review is needed before implementing any policy changes. Motion: Trevor moved to table the discussion pending further review of existing policies and procedures. Glenn seconded. MC

ADJOURN: Trevor moved to adjourn the meeting. Glenn seconded. MC. The meeting adjourned at 2:31 PM.