

# COALITION Board Meeting Minutes

July 1, 2015

Oacoma Community Center

**MEMBERS PRESENT:** Margot Burton, Jack Mortenson, Lorri Bohm, JoAnne Cleveland, Ardell Fiedler, Tom Kober and Colleen Moran. **MEMBERS ABSENT:** Jenneil Watkins and John Baxter. **STAFF PRESENT;** Shelly Pfaff. **OTHERS PRESENT:** Ann Munce and Rick Norris, Interpreters and Ruth Young, Interpreter Intern.

**OPENING ACTIONS:** **WELCOME** - Margot called the meeting to order at 11:35 a.m. and welcomed all in attendance. She invited everyone to quickly introduce themselves to one another. Following introductions **APPROVAL OF AGENDA**-Margot asked if there were any additions or changes to the agenda as mailed; hearing none, she sought a motion to approve. **MOTION TO APPROVE THE AGENDA AS PUBLISHED-MADE (M), SECONDED (S) AND CARRIED (C).** **APPROVAL OF MINUTES** - Margot referred to the December 2014 minutes mailed out; she asked for any edits. **MOTION TO APPROVE THE DECEMBER 2014 MINUTES AS PUBLISHED AND MAILED OUT-MS.** At this time, Margot invited Shelly to provide the Executive Director's Report.

**EXECUTIVE DIRECTOR'S REPORT:** **DOT AGREEMENT**-It was reported that this agreement has been completed with a final report written and provided to the Department of Transportation (DOT). We earned almost all of the monies assigned to the agreement. It was asked if the report would be made available to the public, and Shelly said she would need to check with DOT staff to get an answer to that question. She will inquire and convey the answer to the board once she receives a reply. **OVW AGREEMENT**-It was explained that this agreement is the project on which the Coalition, CSD and the Network (SD Network Against Family Violence and Sexual Assault) are working together to address the intersection between disability and victim/survivor services. It is seeking ways both systems may be more effective in responding to the needs of individuals with disabilities or who are D/deaf and/or hard of hearing who experience sexual assault or domestic violence. We have fifteen months remaining in the current funding cycle. The hope is we will be able to secure funding beyond the initial three-year funding cycle. **DRS-BVR/SILC AGREEMENT-**

This agreement is a one-year agreement running from June 1, 2015 - May 31, 2016. It is the largest and longest-standing agreement we have had in place, and we are hopeful it will continue beyond this agreement cycle. The ED will be visiting with DRS leadership, as well as leadership of the board and council which receive staff support through the agreement, to begin conversations about the future of this agreement and the potential for it to be for more than one year at a time. DRS-BT AGREEMENT-This agreement also runs from June 1, 2015 - May 31, 2016. It provides support for staff involvement in carrying out activities which at one time were under the Freedom to Work Project and valuable to continue beyond the life of that grant i.e., provider training on social security benefits and employment, website including consumer employment success stories and information and referral related to employment and people with disabilities. CDD-SDAC AGREEMENT-This is an agreement with the Council on Developmental Disabilities, and it supports the operations and staff support for South Dakota Advocates for Change (SDAC)-a statewide self-advocacy group for people with intellectual/developmental disabilities. Six months remain in the current agreement; we are hopeful a new agreement will be in place for an additional year. CDD-OS AGREEMENT-This is another agreement with the Council on Developmental Disabilities, and it support outreach and support activities for the Council and the Council's Executive Director. It, too, has six months remaining in the current agreement. We are again hopeful that this agreement will continue for an additional 12 months. MEMBERSHIP-Shelly reminded everyone of the membership challenge that they endorsed at their last meeting. She reported that there have been a few new members added to the ranks, but not a significant number of new members. There was conversation about various ways of inviting new members into the organization. Shelly also reported that membership renewals will be going out in the next month or so. FINANCIAL UPDATE-At this time the conversation moved in a review of the organization's current financial status and a need to take steps to cut expenses for the last three months of the fiscal year. As of the end of May, our fiscal reports were showing us running a budget deficit of approximately \$18,000, and Shelly reported that we can no longer ignore this and not take steps to address it. She explained that she has been giving this much thought and considered many different options, and she had a proposal for their consideration at this time. Shelly proposed that as of today - July 1st - she would only work hours that are paid for i.e., SILC and OVW and the remaining hours she will take as "leave without pay." She explained that due to cash flow, she has

paychecks for two and a half months sitting in the drawer at the office, and her plan will be to take those paychecks during July/August/September. This approach will help the organization incurred less personnel costs over the next three months, as well as give her a much needed break, while still remaining responsible to the obligations we have made in support of various agreements. Initial board comments were of uncomfortableness with the proposal due to the fact that it seems to penalize the one staff person who has worked the hardest over the years to help the organization get to its current level of stature. The proposal was described as a true example of servant leadership. Shelly again affirmed that she would not be making this proposal if she was not comfortable doing so. It was agreed to take a break at this time in order for board members to have some time to consider the proposal further, prior to making any decision. Upon returning from the break, **MOTION TO ACCEPT THE PROPOSAL MADE BY SHELLY THAT FOR JULY THROUGH SEPTEMBER 2015 SHELLY WILL ONLY WORK HOURS PAID BY SOURCES I.E., SILC, OVW, DRS AND ALL OTHER TIME WILL BE APPROVED LEAVE WITHOUT PAY; IN ADDITION THE COALITION WILL PAY HER MONTHLY HEALTH INSURANCE STIPEND FOR THE THREE MONTHS AND ANY APPROPRIATE RETIREMENT, ANNUAL AND SICK LEAVE BASED ON ACTUAL HOURS WORKED-MSC.** Shelly asked if she could work with Colleen in composing a letter between the organization and her that would affirm this is the agreement, as a means of protecting both the organization and her. Colleen agreed to do so, and consensus was that this was a good action to pursue. Colleen also suggested that this letter of agreement contain a maximum number of hours that Shelly will work. **FY16 ORGANIZATIONAL STRUCTURE AND STAFFING-**Shelly explained that with the agreements and their related work we presently have going into the next fiscal year, she believes it is imperative that we make staff reductions as of October 1<sup>st</sup>. She has had conversations with staff, both as a team and individually, and this is not a surprise to them. She has recommendations on how to proceed. One member asked if there would be benefit in operating the office on fewer hours/days; she indicated that she had not given this option thought, and it was worthy of consideration. Another indicated that any changes in staffing patterns are up to the Executive Director; Shelly agreed except for any changes to her position. She recommended that she begin FY16 at three-quarter time. **MOTION THAT THE EXECUTIVE DIRECTOR BEGIN FY16 AT THREE QUARTER**

**TIME WITH THE POTENTIAL TO CHANGE AS CIRCUMSTANCES CHANGE-MSC.** Shelly was urged to make a decision on staffing changes sooner rather than later. She indicated that her intent is to make those decisions within a couple of weeks and to convey them to staff by mid-July.

**OTHER BUSINESS:** PLAY PRODUCTION-Margot asked about any activity around future productions of the play in collaboration with Don Boyd. Shelly indicated that he wants to do a second performance in Pierre this fall. He has also reached out to a national and state organization about the potential use of the play as a fundraising opportunity. He also is requesting a production fee for the Coalition when he is scheduled to perform it on an individual basis, since we are noted as the producers of the play. Several board members will pursue the possibility of it being performed in the Harrisburg and Black Hills areas. UPDATE ON JENNEIL-Shelly reported the latest update she had received and agreed to send the board information on how to contact Jenneil at the hospital in Council Bluffs. She will also pass along updates as she becomes aware of them. FY16 BUDGET-Colleen offered to work with staff on this budget, recommending that it include full time positions for all three staff even if we are not fully funded for them during the year. Shelly thanked Colleen for her offer and said she looks forward to her assistance.

**CLOSING ACTIONS:** SCHEDULE NEXT MEETING-August 26<sup>th</sup> will be the next board meeting. It will be at this same location-Oacoma Community Center. Staff will send out more details as the meeting date draws nearer. ADJOURNMENT-Hearing no other business; Margot thanked everyone for their participation. Shelly thanked everyone for their time and commitment. **MOTION TO ADJOURN-MSC.** Meeting adjourned at approximately 2:30 p.m.