

COALITION Board Meeting Minutes

August 26, 2015

Oacoma Community Center

MEMBERS PRESENT: Margot Burton, Jack Mortenson, Lorri Bohm, Tom Kober and Colleen Moran. **MEMBERS ABSENT:** Jenneil Watkins, Ardell Fiedler, Joanne Cleveland 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 introduce themselves. Following introductions APPROVAL OF AGENDA-Margot asked if there were any additions or changes to the agenda as mailed. Lorri asked to add two items: DakotAbilities and Employment First Alliance; both were added under "Other Business". Due to a quorum not being present at this time, no action was taken on the agenda as amended. Margot invited Shelly to begin her Executive Director's Report.

EXECUTIVE DIRECTOR'S REPORT: OVW AGREEMENT – Bridging South Dakota has 13 months of funding left through this agreement. Presently work is being done on a draft report of findings resulting from the completed needs assessment. An on-site visit is anticipated in mid-September with representatives of the federal partners. Once the needs assessment report is accepted, the next step will be development of a strategic plan for implementation of needed actions. The plan is to pursue funding from the grant source and other sources to continue work once the current funding cycle ends. DRS-BVR/SILC AGREEMENT – This agreement provides staff support to the BVR and SILC. After two months or 16.6% of the funding cycle, 10.1% of the budget has been expended. Budget expenditures are driven by the work staff are directed to carry out on behalf of the board and council. DRS/BT AGREEMENT – This agreement continues some activities that had previously been complete under the Freedom to Work Project. The types of activities supported are provider training on benefits and employment, website maintenance, development and publishing of employment success stories, and information and referral

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services relating to employment for persons with disabilities. After 16.6% of the funding cycle, 10.5% of the budget has been expended.

At this time Colleen joined the meeting, and a quorum was present and declared. **MOTION TO APPROVE THE AGENDA AS AMENDED-MADE (M), SECONDED (S) AND CARRIED (C).** APPROVAL OF MINUTES - Margot referred to the June 2015 minutes mailed out; she asked for any edits. **MOTION TO APPROVE THE JUNE 2015 MINUTES AS PUBLISHED-MS.** At this time, Margot invited Shelly to continue with her Executive Director's Report.

EXECUTIVE DIRECTOR'S REPORT (continued): CDD-SDAC Agreement – Shelly explained the purpose of this agreement and the staff working on it, primarily Faith. She explained that we are presently working on an application for funding for 2016, and it will be submitted yet this week. If approved, there would be an increase in the budget of approximately \$4,000 over the current year's budget. CCD-OS – Shelly provided a history of how this agreement came to be, the reason there is not match requirement, and its purpose. Colette primarily works on it. She reported that earlier this week a new application was submitted seeking funding for 2016. She also indicated that she will be planting a seed with the Council of the need for funding to support staff time in support of activities i.e., legislative monitoring and updates, Disability Advocacy Network activities if they are to continue. MEMBERSHIP RENEWALS – Shelly reported that renewal notices will be going out next month. Reminders will go out in early January to those who have not yet renewed by that time. This will be the first year of our organizational dues being \$100. FINANCIAL UPDATE – STAFFING – Shelly shared that she met with Faith on July 15th and Colette on July 16th and visited with both about the staffing changes due to occur as of October 1st. She indicated that both were not surprised, and they were grateful for the Board's decision to continue to fully pay the health insurance stipend for all staff, even those going a half and three-quarter time. Shelly indicated that October 1st is when we typically make salary adjustments, and our policy is to follow what the State of South Dakota does for its employees. This year they received a 2.5% increase, and she recommended we do the same for our employees. Following some discussion, **MOTION TO AWARD A 2.5%**

SALARY INCREASE TO ALL EMPLOYEES AS OF OCTOBER 1ST –

MSC. Shelly will notify employees of this decision in a letter, along with notifying them of any adjustments to their employment status i.e., half-time, three-quarter time in the same letter. BOARD ELECTION REPORT – Shelly reported that as of yesterday a total of 70 signed ballots had been received in the office. The deadline for submission of ballots is September 1st. NEWSLETTER FREQUENCY – Shelly sought input from the board on whether to continue publishing the newsletter bi-monthly. She shared that the cost for printing runs between \$500 - \$700 per edition, and postage running right around \$100. After some lengthy discussion, **MOTION TO**

CHANGE THE ORGANIZATION'S NEWSLETTER TO AN ELECTRONIC NEWSLETTER TO BE SENT OUT VIA EMAIL AND OUR WEBSITE –

MSC. Consensus was that if someone does not have access to it electronically, they may contact staff and a copy will be printed and mailed out to them. Shelly also shared an abbreviated version for September/October, asking if this would be acceptable to the Board. They provided some input into content and agreed we should proceed as soon as possible. Beyond conversation on the newsletter, there was conversation about materials for marketing all that is done, for which we do not receive payment, and yet is critical to those served (see attached for examples). Jack volunteered to work with staff on pieces that would help in this effort. There was also conversation about the possibility of working up marketing of training we can provide, sponsorship levels and training that would be provided based on the level of sponsorship and other ideas for marketing our services and generating revenue for things we presently do without being paid and can no longer afford to do. The conversation also included ways we might 'partner' with others in providing training. ELECTION OF BOARD OFFICERS – It was reported that the board is to elect officers annually. They did not during the current year. They decided to do so today, with those elected being designated to serve for the coming year. Nominations were made as follows: President – Margot Burton; Vice-President – Tom Kober; and Secretary/Treasurer – Colleen Moran. Calling for other nominations and hearing none, **MOTION THAT NOMINATIONS**

CEASE AND A UNANIMOUS BALLOT BE CAST FOR THE PROPOSED SLATE OF OFFICERS – MSC. ANNUAL MEMBERSHIP MEETING – Shelly passed out a "Draft" agenda for this meeting based upon the agenda for the 2014 meeting. One comment was to be sure to include a statement,

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including a deadline for requesting auxiliary aids and services, on the agenda. Otherwise, consensus was that the agenda looked ready, and we may want to mail copies to board members to have at each site to hand out to those in attendance. SERVICES WE PROVIDE BUT ARE NOT PAID FOR & POSSIBLE FUNDING STREAMS – These topics were covered earlier in conversation about the newsletter, marketing, training, etc. Shelly concluded her report at this time.

OTHER BUSINESS: DAKOTABILITIES – Lorri reported that the Sioux Falls Chamber of Commerce does a couple of capital campaigns each year, and this year DakotAbilities effort to raise funds to make changes to the former Longfellow School, which they had purchased earlier, so it might be used for administrative services and day services. The campaign has just concluded, and it passed its goal of raising \$1.8 million. Work is underway, and they hope to be moved into the new location around the end of December or early January. EMPLOYMENT FIRST ALLIANCE – Lorri shared the history of her involvement with the Alliance for Full Participation, which has now become the Employment First Alliance. She shared her understanding of this effort and some concerns she has as a parent of someone who may be impacted by the changes. The board thanked her for bringing this information their attention, and invited her to continue to do so. Further conversation followed on the importance of hearing from all board members and the constituencies they represent about issues they are facing.

CLOSING ACTIONS: Margot asked if there was any further business to come before the board. No further business was raised. SCHEDULING NEXT MEETING – The next meeting is scheduled for October 27th at 11:30 at the Oacoma Community Center. ADJOURNMENT – Margot sought a motion to adjourn. **MOTION TO ADJOURN – MSC.** Meeting adjourned at approximately 2 p.m.