

## **COALITION Board Meeting Minutes**

October 27, 2015

Conference Call

**MEMBERS PRESENT:** Margot Burton, Joanne Cleveland, Lorri Bohm, Tom Kober, David Scherer and Colleen Moran. **MEMBERS ABSENT:** Ardell Fiedler, John Baxter and Matt Cain. **STAFF PRESENT;** Shelly Pfaff. **OTHERS PRESENT:** Video Interpreter.

**OPENING ACTIONS:** WELCOME - Margot called the meeting to order at 11:35 a.m. and following a roll call, she welcomed all in attendance. Following a couple of housekeeping items – procedure for identifying oneself and voting on a conference call, and instructions for muting and unmuting individual lines, she continued with the agenda. APPROVAL OF AGENDA – Margot asked if there were any additions or changes to the agenda as mailed. Shelly asked to add “Disability Policy Summit” and “Bulk Mailing Permit” to **OTHER BUSINESS. MOTION TO APPROVE THE AGENDA AS AMENDED – MADE (M), SECONDED (S) AND CARRIED (C).** APPROVAL OF MINUTES – Margot checked to see if all had received and reviewed the minutes from the last meeting. She called for any changes. Hearing none – **MOTION TO APPROVE THE AUGUST 2015 MINUTES – MSC.** At this time Margot invited Shelly to provide the Executive Director’s Report.

**EXECUTIVE DIRECTOR’S REPORT:** OVW AGREEMENT – Bridging South Dakota entered its final grant year as of October 1<sup>st</sup>. The intent is to seek continuation funding beyond the end of the grant. We’re presently working on development and implementation of a strategic plan based upon the needs assessment results. There is a face-to-face meeting in Pierre next week with one of the federal technical assistance partners to begin that work. DRS-BVR/SILC AGREEMENT – This agreement is with the Division of Rehabilitation Services, and it provides staff support to the Board of Vocational Rehabilitation and Statewide Independent Living Council. It is the longest standing agreement, and Shelly provided some historical perspective on it. She also spoke to the changing landscape due to the IL funds now flowing through a different federal agency. Negotiations on a new agreement will begin in the early part of 2016. DRS/BENEFITS

TRAINING AGREEMENT – This agreement continues limited activities that had previously been completed under the Freedom to Work Grant. 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 services relating to employment for persons with disabilities. Shelly will be exploring with the Division the potential to realign some of staff time within this agreement when it comes time to re-negotiate for another year. CDD-SDAC (Council on Developmental Disabilities-South Dakota Advocates for Change) Agreement – Shelly briefly explained the purpose of this agreement and the staff working on it. She reported that we recently applied for a new year of funding for 2016, and we've received word that it has been approved. It includes an increase in staff time based on historical data. CCD-OS (Council on Developmental Disabilities-Outreach and Support) – Shelly provided a history of this agreement and the staff working on it. She reported that an application was submitted seeking funding for 2016, and word has been received that it has been approved. SERVICES WE DO NOT RECEIVE REIMBURSEMENT – For the new member present, Shelly briefly reviewed the types of activities we carry out daily for which we do not receive reimbursement. These activities are why the organization was formed, and she reiterated our need to find a way to support staff time spent in carrying them out. Margot affirmed, as a founding member, that these activities were intricate to the formation of the organization and continue to be so. MEMBERSHIP RENEWALS – Shelly reported that renewal notices have been out a little over a month. We have had over 60 individuals renew and over 20 organizations renew. This is approximately 50% of both categories. A reminder will go out to those who have not renewed shortly after the holidays. KELOLAND TRADITION OF CARING GRANT APPLICATION – Shelly reported that Jack Mortenson worked with her to complete an application for this funding, which if received supports development and airing of PSAs about our organization. We will receive news of the outcome of our application via email in December.

**APPOINTMENT OF BOARD MEMBER:** Margot reported that we had four candidates on the ballot with three being elected to the Board. The spread of votes from the top vote getter to the lowest was only 10 votes.

Since that time one of the members who was re-elected – Jenneil Watkins – has indicated via a text that she needs to resign due to medical circumstances and an inability to actively participate in this role. Consequently, Margot is seeking to appoint the fourth candidate – Jack Mortenson – to the Board to fill Jenneil’s position for the remainder of her term. Jack has previously served on the board, and he is eligible to serve another term. **MOTION TO RATIFY THE PRESIDENT’S APPOINTMENT OF JACK MORTENSON TO THE BOARD POSITION VACATED BY JENNEIL WATKINS DUE TO HER RESIGNATION – MSC.**

**FINANCIAL PICTURE – FY2016 BUDGET:** At this time Shelly reviewed several fiscal related documents, which had been forwarded to the Board prior to the meeting – Overview of Income Sources; Income History: FY 14 – 16; FY16 Salaries/Benefits; and FY16 Expenditures. Following a time of Q and A related to these documents, a dialogue took place in regard to the FY16 organizational budget. Consensus was that the decision to make staff adjustments as of October 1<sup>st</sup> was a necessary and prudent one, and even though we may not yet be able to see the full impact of this on our fiscal picture; Shelly feels it is making a positive impact on cash flow issues and other related matters of the past few years. The conversation focused on the possibility of acquiring grant writing support from a higher education student, and this option will be explored, as well as the possibility of identifying others who might be willing to research and write grants on our behalf on a percentage basis. After much conversation, **MOTION TO APPROVE A 4 – MONTH BUDGET BASED ON THE CURRENT STAFFING LEVELS (ED-3/4; PS-FT; AA-1/2) AND THE PROJECTED EXPENDITURES PRESENTED TODAY WITH IT BEING REVIEWED AT THE NEXT MEETING – MSC.** In the interim, Shelly will put together the various budget pieces into one document and provide it to the Board, based upon their action today. Members thanked staff for the information provided, indicating that the news today was better than it has been and appreciating the depth of information provided for the dialogue.

**OTHER BUSINESS:** BULK MAILING PERMIT – Shelly shared that this is due for renewal, and the cost is \$225. Since we’re moving to our newsletter going electronic and that is the main reason we had the mailing

permit, she was recommending we not renew it. Consensus was that we not renew. DISABILITY POLICY SUMMIT – This annual event has been held as a face-to-face meeting and via Digital Dakota Network. Last year it was held via DDN in November. Shelly expects we will do the same this year, and the board agreed with this approach. Hearing no other business Margot moved on with the agenda.

**CLOSING ACTIONS:** SCHEDULING OF NEXT MEETING – The next meeting will be held some time in February. Due to the fiscal realities we are facing and the time of year, it was agreed that the meeting would be held using DDN with sites in Sioux Falls, Pierre, Rapid City and Aberdeen. Staff will send out a poll seeking dates that will work best for the majority of board members, and then they will check into the availability of DDN sites. Once all is arranged, they will confirm a date and time for the meeting, as well as DDN locations with the Board. Margot thanked everyone for their participation today. She wished everyone the best of holidays. Shelly added her best wishes at this time. **MOTION TO ADJOURN – MSC.** Meeting adjourned at approximately 1:30 p.m.