

COALITION Board Meeting Minutes

April 6, 2017

Oacoma Community Center/Oacoma

MEMBERS PRESENT: Matt Cain, Margot Burton and Tom Kober.
MEMBERS ABSENT: David Scherer, Colleen Moran, Keven Moulton, John Baxter, Jack Mortenson and Lori Bohm. **STAFF PRESENT;** Shelly Pfaff.
OTHERS PRESENT: Rick Norris and Michael Hadrich, interpreters. David and Lori had contacted staff indicating they were ill. Colleen had been in touch that she was willing to be on via phone. Staff was not able to get back to her on this option until later. When she didn't join the meeting, we guessed that her schedule had changed from when she first contacted staff.

OPENING ACTIONS: WELCOME - Tom called the meeting to order at 12:05 pm. APPROVAL OF AGENDA – Tom asked if there were any additions or changes. Hearing none - **MOTION TO APPROVE THE AGENDA – MADE (M), SECONDED (S) AND CARRIED (C).** APPROVAL OF MINUTES – Tom checked to see if all had reviewed the January minutes. He called for any changes; upon hearing none – **MOTION TO APPROVE THE OCTOBER MINUTES – MSC.** At this time, Tom invited Shelly to provide the Executive Director's Report.

EXECUTIVE DIRECTOR'S REPORT: DRS REQUEST FOR PROPOSAL BVR/SILC SUPPORT – Shelly reported that our proposal was hand delivered to Jennifer Geuther of DRS, identified buyer for the proposal, on March 22nd. The due date for proposals was March 31st at 5 pm. She continued by sharing that the subsequent timelines are: oral presentations (if required) on April 14th, proposal revisions (if required) on April 21st, and anticipated award decision/contract negotiation on May 1st. Shelly reported that the request is for a little less than the previous year – primarily due to shifting staffing patterns in supporting the two groups. A question was asked if we knew of others who had submitted proposals to provide these services. Shelly indicated that she had no knowledge on this subject. SD COMMUNITY FOUNDATION GRANT – Shelly once again stated that the primary focus of this grant is to evaluate our work with the existing network of organizations and explore the potential for growth of the network. Two major activities are: (1) contact current DAN members, which are primarily organizational

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members) and ask (a) the basis for their involvement; (b) what will keep them involved in the future; (c) what steps need to be taken to ensure “we” remain an effective agent of change; and (d) what current and future issues do they believe need to be priorities to ensure people with disabilities experience equal access and opportunity to all life has to offer; and (2) contact disability organizations not current members and ask (a) the reasons why; (b) what steps can be taken to encourage their membership and involvement; (c) what steps need to be taken to ensure “we” remain an effective agent of change; and (d) what current and future issues do they believe need to be priorities to ensure people with disabilities experience equal access and opportunity to all life has to offer. Shelly asked for input, ideas on how we might host these conversations – it was suggested we partner with current organizational members in targeted communities to host these conversations; they could also help in identifying groups to invite to participate; it was also suggested it is best to hold these opportunities during the day and not evenings – possibly mornings and late afternoons; Margot and Matt agreed to be an initial contact for Rapid City and Sioux Falls; a target date of June/July for beginning these efforts was identified as a possibility. Staff will continue groundwork on this initiative. DRS/BT AGREEMENT – This agreement supports four key activities of staff involvement – participation in benefits training statewide, support of the Freedom to Work website, development of VR consumer success stories and information and referral. Shelly reported that she and Colette will be meeting with Eric Weiss and Bernie Grimme later today to discuss the continuation of this agreement, which ends May 31st. We are expecting some significant changes to the agreement – removal of hours relating to the website and possibly to the success stories. We will be suggesting a new activity relating to education and outreach on ABLE Accounts. If the changes occur with no additions to the agreement, it is expected the agreement will be approximately 50% of it’s current amount. Shelly will report the outcome of the meeting to the Board. OVW – Bridging South Dakota – Shelly explained we’re in the final year of funding for this project as a result of a “no-cost” extension to the initial grant. We are working to identify and pursue funding to continue the work. The longer we work on this project, the more evident it has become that there is a definite need to continue the work to ensure that people with disabilities who experience sexual violence receive

appropriate responses and services when seeking them following the occurrence of sexual assault.

FINANCIAL REPORT: CURRENT PICTURE – Shelly passed out the Profit & Loss YTD Comparison reports for 2/16 and 2/17 to show how our financial picture has changed in a year. It has improved considerably due to our staff reduction, and it again reinforces the wisdom in continuing with that level of staffing during the current year. There was some conversation about growth in specific areas of income and expenses. A question was asked as to why “February” is always a deficit month. Shelly responded that this is primarily driven by involvement in activities relating to the legislative session, which is an organizational activity, not funded by our other major funding sources. RAFFLE – Shelly handed out a sheet which showed the raffle ticket log of disbursement of tickets, key staff activities promoting the raffle and selling tickets and the “receipted” income and “receipted” tickets thus far. There was significant dialogue on various raffle related topics – level of support/involvement of Dakotamart stores, lack of communication from board members on progress in selling tickets and whether it’s fair to ask board members to sell tickets, location of the ATV, and more. It was agreed that our next meeting agenda will include time to thoroughly evaluate what worked well, what could be improved and how to proceed next time.

DISABILITY ADVOCACY NETWORK REPORT: Shelly reported that typically the Network has met during the state legislative session and then in the Fall of each year to prepare for the upcoming session. We’ve sent out updates and alerts in-between times on policies and issues. With the current happenings in Washington D.C., there has been a need to meet beyond that schedule to discuss what is being proposed, how those proposals will potentially impact South Dakotans with disabilities and their families and to strategize on how we encourage those most likely to be affected to advocate for their needs. We’ve been meeting via conference calls, and calls have cost between \$60 and \$100 based on the number of participants and length of call. We’ve averaged about 12 participants. We’ve asked for other organizations to step up by offering the use of their conference calling systems or donations in support of the cost. There have already been offers of assistance in these ways. We have meetings scheduled every two weeks through mid-May and we’ll evaluate the need for meetings each time and

cancel if not perceived to be needed by network members. Greg Boris, Terry Dosch and Shelly have been asked to continue to take a leadership role in facilitating the group and its work.

BOARD ELECTION PROCESS: Shelly explained that our nominations process allows for nominations on a continuous basis with final nominations needing to be in the office by July 1st of each year. A ballot is to be prepared and distributed to all members by August 1st of each year, and the due date for ballots being received in the office is September 1st of each year. The annual election process will be completed and the results published by September 30th of each year. This year we have three members whose terms end – Matt, David and Jack – all are eligible to run for another term. Shelly asked Matt if he was interested in running again. Matt said “yes.” Shelly will contact the other two asking the same question. She reported that next year we will have five members whose terms expire and of those, two will not be eligible for re-election due to term limits. There was conversation about having time at an upcoming meeting to talk about board member composition, recruitment and any need for changes to this process to strengthen the process and the organization. In the meantime, Tom will address the need for nominations in the next newsletter, and we’ll have a nomination form in the next newsletter, to encourage nominations. Staff will also send out a list of current individual members for board members to consider recruiting as nominees.

DRAFT POLICIES: Shelly explained that based on our work with the Bridging SD Project, we’ve felt a need to take a look at existing policies and the possible need for additional policies. We’ve also taken steps to have a safety review completed by individuals from the State Office of Emergency Management and Department of Homeland Security to look at things relating to cyber security, active shooter incidents, emergency action planning and more. Shelly handed out one-page that had very basic “draft” language on policies relating to a fragrance-free workplace, safety escort policy and confidentiality policy. Board members felt that the fragrance-free workplace is probably not needed at this time since our staff is so small, and if it is or becomes an issue we would hope to handle it privately. Plus, we have an office location in the midst of other organizations with some shared facilities and hallways, so even if we instituted a policy, we could still encounter

issues. Consensus was that the “safety escort” policy is definitely a good “practice” and more a procedure than a policy, and a basic “confidentiality policy” is good to have in place. Staff will continue to work on these and bring them back to the Board when ready for consideration and action.

OTHER BUSINESS: Shelly shared that due to rising health care premiums for state health insurance premiums for retirees (40%), Colette is exploring other employment that will provide her with health insurance. Shelly asked if it was OK to share this information with the Board, and Colette said it was... If it happens that Colette would leave her position, Shelly would not recommend significant changes to current staffing while some unknowns exist – status of DRS/BT and OVW/BT agreements and BVR/SILC agreement. She will keep the board apprised of any staff or agreement changes. This conversation led into questions about the last time the Board has looked at our policy for staff salary adjustments, health insurance reimbursement and leave policy. Shelly reported that it has been a significant time since any of these have been examined. Consensus was that these items need to be on the agenda of the next meeting.

CLOSING ACTIONS: SCHEDULING NEXT MEETING – June 15th, Thursday, was selected as the date of the next meeting. The location will again be the Oacoma Community Center. It was suggested that when Shelly sends out the agenda and other meeting related materials, she include an RSVP request so members indicate prior to the meeting their plan of attending or not; Shelly said she would do so. ADJOURNMENT – Shelly thanked members for attending and the dialogue today. Tom called for **MOTION TO ADJOURN – MSC.** Meeting adjourned at 2:15 pm.