

MINUTES OF THE EDI BOARD MEETING
1/22/09 (January)

Board Attendees: Blane, Don, Winston, Debby (on phone), Steve, Peter (on phone), Mark

Other Attendees: Leslie and Gina (EDI Co-Executive Directors), Rayne (Assistant to Leslie)

The meeting came to order at 6:40 P.M.

Public Comment:

Miya Rudolfo died. Leslie and Blane went to the memorial at the Parkway Theater.

Bob Sealy died. Gina went to his memorial.

Approval of Minutes for November 20, 2008:

Winston moved, Steve seconded, and the minutes for November 20, 2008 were unanimously approved.

Approval of Agenda:

Items A and D were struck. Winston moved, Mark seconded, and the Agenda was unanimously approved as amended.

President's Report:

Jonah resigned for personal reasons.

Charlie Pappas is interested in joining the Board. (Gina said that she spoke with him and will send out his application when it is received.)

Don asked about the report to the community that Blane was going to do. He suggested that possibly the minutes could be posted in lieu of an actual report; that the problem was that the community only heard about EDI when something was wrong. There was general agreement that it was a good idea and Blane said that he would try to post something at least every other month.

Executive Directors' Report:

In December, there were 380 attendant calls, 53 emergency transportation calls, 54 Demand Response transportation calls, and nine wheelchair adjustments.

Four new attendants were hired; two males and two females.

Gina was on vacation for three weeks. Leslie will be on medical leave for 2-3 weeks in February. Leslie said that she was uncertain how she will feel after the medical procedure and whether it will affect her ability to continue as Co-Executive Director.

Gina's assistant hours are being increased from six hours per week to 12 hours per week in January and February because the office is short-staffed during these months. Gina hired her new assistant in October and did not have an assistant for the first quarter, so the assistant has been working 12 hours per week already. Gina said that she would like her assistant to go to 24 hours per week and that it could help in many areas. Peter said he liked the idea if it was affordable. Debby pointed out that if the assistant went to 24 hours per week that they would also be eligible for benefits, and Gina said that she considered that part of the proposal. Leslie said that she could figure how much it would cost and write up a formal justification, and Winston asked her to send it out in February's Board packet for consideration at February's meeting. The title should be changed to Executive Assistant.

The EDs spent a lot of time dealing with one client who does not have any daytime attendants. Since November, EDI has been providing care to this client on behalf of DOL/ACS (Federal funding). Invoices have been submitted and a check is expected soon. The reimbursement will be substantially above EDI's standard rates, and the Board allowed continuing with the services for now, although Mark suggested that EDI was at more risk and Steve thought it should be run by EDI's lawyer. The Board asked that this item be added to the February agenda.

The EDs said that they believed it would be useful to discontinue services to clients who owe more than \$150 until they make sufficient payment on their account. Peter said that he would like to see a formal proposal in writing and Debby said that she would like to see a breakdown of the clients and how much they owed. Debby also said that the formal proposal should contain solid warning about any suspension of services.

The EDs said that they believed it would be great timing to tell President Obama about EDI within the next year. Peter suggested that a video should be made and a statewide presentation added.

EDI had an investigation from the Workers' Compensation Insurance Rating Bureau of California (WCIRB). It was a routine investigation which is done every five to eight years. They asked about EDI's services and the classifications of employees. The EDs are anticipating a payroll audit by State Fund Workers' Compensation representatives in early February.

A newsletter was distributed to clients, friends, and supporters of EDI at the beginning of January.

The EDs said that they were working on getting quotes and a proposal for a new van to send to the City of Berkeley and hoped to get the proposal out within the next month. John had apparently gotten some quotes but they had not yet been given to the office. Don said he felt that it was taking too long to put the proposal together and Blane said that the EDs should jump on it. Mark said that Dodge Sprinters were popular, and Blane agreed.

Blane asked what was done about two dispatchers that there had been problems with, and was told that one was being talked with and that both had been given a final warning. Debby asked if they had been trained and Gina said they had been given plenty of training. Gina said there had been lots of mistakes, and Leslie said that she was meeting with one of them to make sure she understood her mistakes. Gina said that if it was necessary, the position could be opened up on the berkeley-disabled list serve. Gina said that the decision had been made to allow no more than two misses of mandatory dispatcher meetings per year, and also that switching shifts had been a big problem and the EDs were cracking down. Peter said that he agreed with cracking down on the dispatchers. Winston asked if violations were being documented in the dispatchers' files, and was answered in the affirmative. Winston asked the EDs to send the Employee Handbook and the Dispatcher Handbook to the Board by e-mail.

Gina was registered to go to school, but one class was cancelled and she withdrew from the other class because of Leslie's surgery and the current office workload.

Employee Training:

Don suggested that the EDs keep track of training hours, and the Board expressed general agreement. Winston suggested that training sessions could be filmed. Blane said that Linda Ayala at the Public Authority might have usable training materials and that Gina and Linda might be able to do a training together.

Status of Lawyer:

There has been no response from Wendy. Don moved to rescind our offer, Peter seconded, and the motion was unanimously passed.

No-Show Demand Response Policy:

It was suggested that the EDs should find out what East Bay Paratransit's policy was regarding no-shows by clients that had requested service and whether they allowed suspension of services except for ADA conditions. Peter moved for staff

to review East Bay Paratransit's policy and report to the Board at the February Board meeting. Steve seconded, and the motion was unanimously passed.

Treasurer's Report:

Mark said that everything was OK except for office supplies. He suggested that each party using supplies should have their own budget.

Human Resources Committee Report:

It was suggested that Gina should contact a HR consultant to help with disciplinary policies and procedures.

Board Recruitment Committee Report:

It was noted that Jonah Markowitz had left the Board on a good note.

SUS Committee Report:

Since Jonah has resigned, it was noted that the committee needs an additional member.

Disaster Preparedness Committee Report:

Steve asked Gina to send him whatever disaster preparedness material was available.

The topic of the Vial of Life program was to be added to the February agenda.

At 9:05, Don moved, Winston seconded, and the Board moved into Executive Session.

At 9:30, the meeting was adjourned.