

MINUTES OF THE EDI BOARD MEETING
1/28/09 (January)

Board Attendees: Blane, Don, Winston, Peter (on phone), Stephen, John (7:00 P.M.), Debby

Other Attendees: Bonnie (EDI Interim Executive Director), Jonah Markowitz, Chris Mullin

The meeting came to order at 6:38 P.M.

Public Comment:

Jonah said that he was trying to get the City of Berkeley to put in more stop signs; that he had an accident at Bancroft and California but was OK. Jonah said that he was working with the Lions' Club on Haiti relief. He said that he was happy to meet the new Interim Executive Director.

Approval of Minutes:

Don moved, Peter seconded, and the minutes for 1/22/09, 9/24/09, 10/22/09, and 11/19/09 were unanimously passed.

Approval of Agenda:

Don moved, Debby seconded, and the Agenda was unanimously passed.

President's Report:

EDI's Interim Executive Director started on January 12th, and things are going fairly well.

Steve asked Blane if he had heard anything about the Ed Roberts Campus. Blane replied that he hadn't heard anything, and it was agreed that a letter would be written to Dimitri Belser.

Executive Director's Report:

The EDI staff has been incredible throughout what has amounted to a fast and ambitious transition. There has been enthusiastic input on procedural improvements, and a spirit of teamwork has prevailed.

Gina Sasso was singled out for special notice for her dedication to EDI and her longevity and hard work. The Administrative Staff in general was noted for their enthusiastic support, dedication to the program, patience, and creativity.

In December, there were 276 attendant calls, 27 emergency transportation calls, 58 demand-response transportation calls, and five repairs. It was noted that these figures were low, and it was speculated that because of the economy the clients were finding it easier and cheaper to hire permanent attendants. It was noted that EDI needed to do additional outreach, and Bonnie said that she would look at EDI's call history and do trending.

One female attendant quit, and a male attendant was hired.

Gloria Ocampo finished up EDI's audit and her report is pending.

A taxi service account was set up with Friendly Cab to take staff members to serve clients in the Berkeley hills.

Gina Sasso is now Program Director.

A File Request Authorization Log was created so that all files must be signed out with the IED's authorization.

All mail that comes into the office is now being date-stamped.

Old signature stamps were removed.

The Board Vice-President (Peter) and the IED were added to the Wells Fargo account as signatories.

A Personal Time Off tracker is being developed.

All files are being reviewed and organized.

Locks were placed on all cabinets containing financial, personnel, and client records and certain IED files. The IED holds all copies of the keys.

Working with John Benson, options are under discussion for developing a contract with the storage unit. Info will be forwarded to the City Auditor.

A cleaning contract was signed and forwarded to the City Auditor.

All invoices are now being stamped "PAID", as requested by the City Auditor.

The IED is keeping track of potential policy and procedural changes. All potential/existing Policies and Procedures that are not currently documented are being collated for Board review to decide if they are still timely, appropriate, equally applied, or in conflict with others. A unified Policies and Procedures manual is being developed. Stephen said that he had a copy of the new

Employee Manual and that he would make an electronic copy and distribute it to the Board and the office.

The IED met with EDI consultant Bruce Birkett.

The IED met with EDI's Contract Monitor.

The IED spoke with Lynn at the Health Department to coordinate an H1N1 clinic. A clinic RN is being assigned to do immunizations on site, and EDI is "first on the list." Education and screening will be provided. The Board said that the staff needed additional training and possible certification.

Bonnie is attempting to contact Doug Farmer to review the EEOC file.

Gayna Radthke has been provided with information to facilitate EDI's tax filing.

Personnel Policies will be presented to the Board in Executive Session.

The phone system and other vendors are being reviewed for efficiency, service, and cost-effectiveness.

A staff calendar has been created to record administrative staff absences, off-site work, and days off.

A cell phone vendor switch was to be discussed later.

The staff is being structured for optimal information and communication.

Bonnie has a pending policy on EDI's scope of services, including the currently underutilized Case Management services, cash fees, and credit fees.

Open Discussion with Our New Interim Executive Director:

Debby asked what the Board can do besides work with Blane and Stephen, and Bonnie replied that as things come up she could let Debby know.

Chris said that EDI's services have some overlap with CIL, and suggested that CIL and EDI work together and let each other know what is going on. Stephen said that IHSS attendant referral might be good to synergize, and Chris said that CIL was no longer doing IHSS referral. Stephen said that coordinating the referral services with CIL might be added to the Case Manager's list.

Bonnie said that Gene Biggins wanted more outreach into the Hispanic community. The Board made a few suggestions: La Pena, the Clinic de la Raza, and the Cinco de Mayo celebration in the park.

John said that Bonnie had an idea to case manage potentially all the clients.

It was affirmed that it is part of EDI's mission to serve seniors.

Peter said that we cannot discriminate against any disability.

The proposal to change the cell phone service to Verizon was discussed, and it was agreed that the proposal looked good but that a complete financial analysis had not been completed. Peter moved, Stephen seconded and it was unanimously approved to go ahead with the vendor change conditional on no red flags popping up when the financial analysis was complete.

It was noted that \$20,000 had been cut from Berkeley's paratransit allocation, and that Berkeley intended to recommend that clients use East Bay Paratransit instead of green vouchers. It was uncertain exactly how Berkeley would change their current voucher policy of mailing 12 vouchers every four months to the clients.

Secretary's Report:

Archived information had been retrieved for the office. The Board decided to pay Don for the minutes based on what Bonnie determined was an appropriate amount.

Treasurer's Report:

Nancy got the information she needed from Gina to complete the taxes. The audit is done. For next month's agenda, Stephen said that since the Treasurer does a lot of work he would like to discuss receiving a stipend.

At 8:36 P.M., Winston moved, Stephen seconded, and the Board moved into Executive Session. During Executive Session:

Stephen moved, Winston seconded, and a proposal to operate under a new organizational chart and work on/clarify certain human resources issues was unanimously approved.

Don moved, Winston seconded, and a proposal to set a policy regarding timesheets and other paperwork was unanimously approved.

Stephen moved, Winston seconded, and a proposal regarding advance salary payments was unanimously approved.

Stephen moved, Debby seconded, and disciplinary protocols were unanimously approved.

Don moved, Debby seconded, and a file security policy was unanimously approved.

At 9:30 P.M. the meeting was adjourned.