

MINUTES OF THE EDI BOARD MEETING  
2/26/09 (February)

Board Attendees: Steve, Don, Winston, Blane, Debby, Peter, Mark (6:45), John (6:50)

Other Attendees: Leslie and Gina (EDI Co-Executive Directors), Bruce Birkett, (Board Consultant), Mary Vradelis, (Board Consultant), Rayne (Assistant to Leslie)

The meeting came to order at 6:37 P.M.

Public Comment: Peter announced that he had been appointed to the Berkeley Commission on Disability.

Approval of Minutes from December 11, 2008: Postponed until March.

Approval of Agenda:

All committee reports were struck except for Disaster Preparedness.

Debby asked about Jonah's plaque and was told that Peter and Leslie were working on it. Debby offered to help.

Gina wanted to add approval of the accounts receivable proposal and the dispatcher guidelines, but because of time limitations they were postponed until March.

Don moved, Winston seconded, and the agenda was unanimously passed as amended.

President's Report:

Blane said that the revised proposal for getting a new van from the city of Berkeley had been submitted, but there was no response yet.

Don said that he would like a monthly posting from EDI on the Berkeley-disabled listserve and asked Blane to delegate the task if he was not prepared to do it himself.

Executive Directors' Report:

In January, there were 346 attendant calls, 33 transportation calls, 28 demand-response transportation calls, and seven repairs.

Budget figures through January were distributed.

There were no new hires or terminations.

Leslie was on medical leave for two weeks in February. She did outreach at Herrick inpatient rehab and wants the Board's permission to continue her outreach efforts there. She said that this department is a good source of new clients.

The quarterly report and the van proposal were submitted to the City.

Large payments were received for two clients.

An accounts receivable proposal, a no-show cancellation policy, and dispatcher guidelines were submitted to the Board.

The past Tuesday an audit was conducted by State Fund Workers' Compensation and everything was routine and fine.

EDI is having a Health Fair on April 22<sup>nd</sup> as part of the 40<sup>th</sup> anniversary of People's Park. EDI will be offering free blood pressure screenings, massage, and more. Everyone is invited. Steve asked why the Fair would be at the EDI office rather than at People's Park, and Gina said that Leslie and she would look into that possibility or the possibility of additional events elsewhere.

EDI is in the process of hiring a new bookkeeper, because its bookkeeper of long standing, Wilhelmina, is no longer willing to process those duties requiring a strict schedule. Wilhelmina will be assisting with the interviews of potential candidates to replace her, and approximately 100 resumes have been received. Don and Peter suggested that the EDs check out the tax code and see if the new hire should be an employee of EDI rather than an independent contractor.

The EDs asked the Board for permission to pay Bruce Birkett \$1000 as an honorarium for all the consultation he has done for EDI. Don moved, Winston seconded, and the Board unanimously voted to pay Bruce \$1000.

The EDs said that they had found a new HR person to counsel on specific employee issues for \$150 per hour. Peter wanted to know if there were a minimum number of hours charged per consultation, and Gina said that she would research it. Peter asked to place the topic on the March agenda for future discussion.

Many clients are catching up on their bills.

The storage of repair parts is still costing EDI \$245 per month. Steve moved, Peter seconded and the Board unanimously approved a motion to clear out and

discontinue the storage by the 20<sup>th</sup> of April and move the most usable material to the office.

At 7:40 P.M. the Board released Gina and Leslie and went into Executive Session with Bruce and Mary. During Executive Session further discussion took place on the plans for the agency and the continued development of the Board and other EDI personnel. Plans were also set for the Board to meet on the 12<sup>th</sup> of March to continue the discussion.

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