

MINUTES OF THE EDI BOARD MEETING
5/22/08 (May)

Board Attendees: Winston, Don, Mark, Aydan, Peter, Blane, Jonah (7:45 P.M.)

Other Attendees: Leslie, Gina, Ayanna, Bruce Birkett

Public Comment:

The Board introduced themselves to Bruce Birkett, who thereupon talked about EDI's situation and his plans to provide consultation services. During the course of the conversation it was determined that Bruce would convene small groups of Board members and senior office staff to find out what was going on and then report his findings to the Board. Bruce would provide this service gratis. If his services proceed to Organizational Diagnostics, there would be a necessary charge. The Co-EDs asked questions about the purpose of restructuring.

Approval of Minutes:

Aydan moved, Blane seconded, and the minutes for April 24, 2008 were unanimously approved.

Approval of Agenda:

Items were added concerning attendants having client rosters and on creating a subcommittee for an Executive Director search. Winston moved, Blane seconded, and the agenda was approved unanimously as amended.

President's Report:

The EDs have taken steps for better ongoing training programs for all staff, per discussions with the staff. Leslie got parking permits for the staff. The staff and the EDs have been informed of the Board plans to hire an ED. A client sent a largely complimentary letter. EDI's request for \$27,000 in reserve funds was pulled by the City Attorney's office because it did not offer the city any new programs.

Executive Directors' Report:

In April there were 383 attendant calls, 50 transportation calls, 49 demand-response transportation calls, and 13 repairs.

One new female attendant was hired.

A client did not get served because a dispatcher forgot to place the call after waiting for an available attendant. The dispatcher apologized, and Gina directed

them to place calls as soon as they come in rather than waiting for an available attendant. A letter of warning was placed in the dispatcher's file.

EDI purchased an OSHA training video about blood borne pathogens and is showing it to all staff. After the video, staff will be given a quiz they must pass to receive a certificate that they attended the training.

The EDs are working with Elizabeth and Renee from Marin to conduct additional training for EDI in blood borne pathogens and wellness.

The EDs have been working with Paul Church of the Commission on Disability to see what can be done about parking for EDI's attendants. Paul recommended trying to get Home Care Permits that are usually issued to individual clients. Leslie will contact the Finance Department and see if EDI can obtain some.

The van is going in for repairs next Wednesday.

EDI's request for \$27,000 from the reserves was denied because it did not involve any new programs. Berkeley would only give money from the reserve in case of extreme emergency or to fund a new program. Angelique said that our budget request could reflect the actual costs of operating the program, and plans are underway to include the increased insurance expenses and possible contingency fund in the upcoming budget.

Regarding the budget, the EDs are recommending an increase in the co-pay for EDI's services.

The new accessible website has been online since May 1st. Two donations have been received. The website is www.easydoesitservices.org.

The \$3700 for the cancelled umbrella policy has been refunded to Marin, and that gave them a sufficient balance to not be billed for May.

The EDs met with two representatives of the San Mateo Regional Center regarding Urgent Backup services, and Leslie e-mailed them to follow up, but they have not responded.

Lake County invited EDI to bid for an Urgent Backup contract. The Board decided they did not want to bid at this time.

Three CPR trainings have been set June 17, 18, and 19. All attendants must attend one of the trainings.

Four visitors from the International Visitor Leadership Program were impressed with EDI's focus on assisting people with disabilities and suggested that EDI recruit and screen volunteers to help if there is a disaster.

Serving children with disabilities should be put on the next agenda, and EDI should encourage all clients to use the services, because call volumes have been low.

A quarterly budget report from Wilhelmina was distributed.

The EDs will meet with Angelique to go over the results of the survey of EDI clients. Apparently, there was a good deal of positive feedback. The EDs will ask for copies of the survey and the results.

EDI is switching to TelePacific for the office phones and internet service, and expect to save at least \$100 per month. Peter moved, Blane seconded and the Board unanimously approved this change in telephone service. Ayanna is talking to phone company representatives about improved equipment for the attendants and drivers, to reduce costs in this area.

A cleaning service was contacted for a client discussed in Executive Session, and the client was notified that EDI would pay for a cleaning. The client has been in the hospital and has not responded. The other client discussed was sent a letter describing the limitations of EDI's services.

Leslie will investigate getting Hepatitis B shots for the attendants that would be mandatory as a part of training. An attendant would need to sign off if they did not want the shot.

Disabled Lawyer Search:

Peter said that Wendy was getting a list of dates and that he would send them out to the Board.

Bonuses are to be put on the June Board agenda.

Raising the In-Service Rate:

It was noted that it may require approval from the City of Berkeley.

Regarding the budget, plans were made for the Executive Committee to meet and review the budget before the full Board would meet to approve it.

Alternative Phone Services:

Ayanna reviewed her meetings with Verizon and AT&T. She said that Verizon was not the cheapest but had a lot of benefits. The Singular contract ends in December.

Strengthening and Improving EDI's Image in the Community

Aydan said that the Board Member Agreement she wrote would help to change EDI's image and that it should be posted on the EDI website. Don said that he really disliked the Agreement and did not want it posted. There was brief discussion that indicated other Board members were uncertain of the purpose and use of the Agreement. No action was taken.

Client Co-Pay for Errands:

Jonah moved, Don seconded and it passed unanimously to create a fee of \$1.50 per errand to begin in the new fiscal year.

Developing a List of Clients Willing to Have Employees Trained:

Don moved, Jonah seconded and it passed unanimously to compensate clients willing to assist in training employees with a free hour of service.

Profiling Clients' Needs:

Don spoke of creating a database of routines for clients willing to provide them. The database would be accessible to attendants going to those clients. It might be particularly beneficial for those clients with difficulty communicating. No action was taken.

Attendants Having Client Rosters:

The Board decided that client rosters should be limited to dispatchers and that all staff should receive a statement that client information was proprietary to EDI and not to be used for any other purpose.

Subcommittee for ED Search:

It was noted that Aydan had asked Winston and Don to act as a subcommittee to begin the process of an ED search.

At 9:29 P.M., Don moved, Jonah seconded, and the meeting was adjourned.