

Disabilities Network of Eastern CT
19 Ohio Ave.
Norwich, CT 06360

Jan 9, 2024
5:30 PM - 7:00 PM
Virtual meeting via Zoom

Minutes

On screen:

K. Pellerin, President
E. Petrik, Vice President
S. Baecker, Secretary
R. Toper, Board member
S. Heddle, Exec Director
E. McBride, Prospective Board member
S. Barrett, Prospective Board member

I. Call to Order:

The meeting was called to order at 5:30 PM by K. Pellerin.

II. Public Comment:

None

III. Approval of minutes:

On a motion made by S. Baecker and seconded by E. Petrik the minutes of the Oct 10, 2023 meeting were approved. On a motion made by E. Petrik and seconded by R. Topper the minutes of the Nov 14 meeting were approved.

IV. Executive Director Report: Highlights

- A. Posted the job opening on Indeed for a full-time Advocate.
- B. DNEC and the other State Independent Living Centers are receiving money from the State Independent Living Council to partially fund a part-time Data Coordinator to create more reporting consistency among the Centers.
- C. DNEC's full-time Administrative Coordinator will be going on maternity leave in a few months. She will return on a part-time basis as Data Coordinator so Sharon will look for another part-time individual to share the Administrative Coordinator responsibilities.
- D. Offices continue to be updated with new furniture and fresh paint.
- E. Contract with Aging & Disability Services has been processed. It included a COLA of \$5,100 which will be used to increase staff hourly rates.
- F. The DNEC Program Performance Report is complete. A copy has been distributed to the Board members.
- G. The Appeal letters have so far generated \$1,106.00 in donations.

H. Next Meeting is Feb 13, 2024.

Sharon's report was included with material sent in prep for the meeting.

V. A discussion regarding potential fundraising events and future guest speakers followed The Executive Director's Report. Both will be discussed again during the February meeting.

VI. President's Report:

We need to continue outreach efforts to increase Board membership. A discussion followed on various ways to promote Board membership.

VII: New Business: **None**

VIII: Adjournment – Meeting adjourned at 6:45 PM

S. Baecker - Secretary

Scott Traecher

Date

8/8/24

Executive Director Report, Sharon J. Heddle

Staffing

We posted on Indeed for a full-time advocate – Since Friday over 120 people sent resumes with us rejecting about 80 of them, setting up the quick preliminary interview to be sure they understand the job they are applying for and the salary, and to give us a chance to get an idea if we want to go further with the interview.

Each CIL is going to receive funding for a part-time Data Coordinator. Gabby, who is our full-time administrative coordinator, will be having her second child in June. She would like to move into that part-time position. I am going to hire someone to fill the Administrative Coordinator position.

Updates to our office

Three of the offices have been painted, the new desks for the advocates have been ordered. I have asked for my office to be done last, just to be sure we are staying within the budget for this project – although I am positive we will. We will need to get two more desks in the next few weeks. Kim and I are not replacing our desks. We already have high quality pieces that were donated a few years ago from ECTC when they moved into new office space.

ADS Contract

Our ADS contract has been processed – there is a COLA of approximately \$5,100 that I will pass on to the staff later in the next few weeks. Our regular state grant is for \$200,000 that is an increase of \$50,000 over previous year. There are additions like the Public Health Workforce Grant \$12,900, a built in cushion in the contract should the following year be delayed as this one was \$25,000, SPIL requirements and other moneys \$45,000. Our Federal grant is \$219,000.

Program Performance Report. It was submitted on 12/29/2023.

I emailed out a copy of the PPR for your reading pleasure. The Report was submitted to ACL – Administration for Community Living. This is who we report to for our federal grant.

The purpose of this report is to:

- A) Performance activity measuring instrument of independent living (IL) programs.
- B) Determine the training and technical assistance needs of Centers for Independent Living.
- C) Assure CIL compliance with the standards.
- D) Collect information necessary for issuance of continuation awards.
- E) Collect the data required by Section 13, 706, 721, and 725 of the Act for the CIL program.
- F) Serve as the basis for on-site reviews of the CILs.
- G) Establish a uniform reporting system.
- H) Enable each state to access information on all funds expended for IL in the state.

Interesting statistical information

839 phone calls for information from people not our consumers

We had 294 open case files

Ages 0 – 24	14
Ages 25 – 59	154
Age 60 and Older	126
Number of Females served	169
Number of Males served	125
Cognitive	35
Mental/Emotional	44
Physical	97
Hearing	43
Vision	13
Multiple Disabilities	62

Fundraising

Appeal Letter

Donations		Expenses	
	100.00	Printing	104
	250.00	Postage	76
	200.00	Brochures	40
	50.00	Envelopes	60
	1,000.00		
Total		Total	
Donations	1,600.00	Expenses	\$ 280.00
Total			
Expenses	(280.00)		
Total	\$ 1,320.00		

We had 5 donations that totaled \$1,600. \$1,000 came from the Rotary Club of the Stoningtons. We mailed out 120 letters. Total expenses were \$280 leaving us with \$1,320 in total donations.

This year we had three fundraisers. The painting party in May – that brought us \$290. That was never thought to be a huge money maker, it did just fine for what it was. Then the comedy show in October was \$5,155 after expenses. Now the appeal letter in November was \$1,320. Total fundraising \$6,765.

If we are going to do any fundraisers this year we need to decide on the timing – when would it make most sense? At a previous meeting we talked about the timing of the October fundraiser and that we should look at a different time. What do we think about the timing of the appeal letter? I would be looking for more board involvement. Our federal funds do not allow us to pay staff to do the fundraising activities. They did some, but I did limit our advocates to getting gift cards from places they go or sending information about the comedy show to places we work with asking for sponsorship or for purchasing tickets. Kim, Gabby and I did the actual work.

What I would need help with – spreading the word about the fundraiser, selling tickets to the fundraiser, getting sponsorships, getting gift cards for the raffle, if we are going to provide snacks then help with those.