

**ACCESS INDEPENDENCE, INC.
REGULAR BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, OCTOBER 17, 2023, 5:30 PM**

1. Call to Order and Welcome

President Hardesty called the Board of Directors Meeting of Access Independence, Inc. (Ai), at 324 Hope Drive, Winchester, to order on Tuesday, October 17, 2023, at 5:30 PM.

A quorum was present.

2. Mission Statement – Fay Dutton read the Mission Statement of Ai

3. Roll Call

Board Members Present

Irene Hardesty - President
David Booth – Vice President
Fay Dutton – Secretary
Trish Dick - Treasurer
Lynn Wiley
Sue Jones
Kelly Canterbury
Louise Garrett
Lisa Boone
Will Lawrence
Pat Johnson – via Zoom – personal matter

Board Members Absent

Anne Brewster

Ai Staff Members Present

Charles Harbaugh IV – Executive Director
Karen Harris – Assistant Executive Director/Accounting Manager
Diane Burnes – Executive Administrative Assistant

Guest Present

Tom Miller, DARS – Tom explained the intake process DARS uses:

- Determines eligibility through medical records.
- Develops and Independent Employment Plan (IEP) and goals (very intentional in finding individuals jobs)
- Social Security Benefits Counselor works with the individual
- Looks at workplace accommodations
- Their clients don't pay for any services, i.e., job coach, items required for work
- DARS' goal is to help people find employment and get off Social Security
- Also helps individuals who are having issues with current employment
- Transportation is an issue-they work with an Occupational Therapist to help determine if an individual should drive, then make recommendations.

4. Public Comments

None

5. Approve Minutes

The minutes from the August 15, 2023 Board meeting were distributed and reviewed. Seeing no changes, the minutes were approved as presented.

6. Report of Officers

Executive Director (Charles Harbaugh)

- The ED Report was Enclosed for Board review
- The Part B 2022-23 4th Quarter Financial Status Report and Budget Actual was enclosed to receive a file.
- The FY23 IL State 1st Quarter Financial Status Report & Budget was enclosed to receive and file.

Sue Jones moved to receive and file the 4th Quarter Part B report and the 1st Quarter State IL Grant report. David Booth seconded. Motion carried.

1. Executive Committee Report

- A verbal report was given by David Booth

2. Finance Committee Report

- A verbal report was given by Trish Dick – the committee reviewed the Part B report and the State IL Grant report.

9. Personnel Committee

The Personnel Committee met and is recommending the Board approve the following documents:

- HIPAA Security Policy and Procedure Manual
- Work From Home Telecommuting Policy and Audit
- Confidentiality and Information Access Agreement
- Security, Privacy and Compliance Officer Job Descriptions

Trish Dick moved to approve the updated HIPAA Security and Work From Home Policies, the Confidentiality Agreement, and the HIPAA Officer Job Descriptions. Lynn Wiley seconded. Motion carried.

10. Old Business

- The Board retreat details were finalized
- Fall Ramp Up was a huge success, approximately \$22,900 net profit
- Charles will be speaking at the Lake Frederick resident's Bible Study group to do some fundraising

11. New Business

- Lynn Wiley volunteered to help staff with grant writing.
- Add Will Lawrence to the Finance Committee

Trish Dick moved to approve Will Lawrence to the Finance Committee. Sue Jones seconded. Motion carried.

12. Adjournment

The meeting was adjourned at 6:25 PM.

APPROVED



Fay Dutton, Secretary

12/5/2023

Date