

ACCESS OF THE RRV

Access Board Meeting Agenda

Date: November 20, 2025

Time: Noon

Location: Access of the RRV 925 37th Ave S. Moorhead

Time	Items/Notes	Lead																												
Noon	<ul style="list-style-type: none">Call to Order at 12:00pmRoll Call <p>Board Members: (Mark Present “P” or Absent “A”)</p> <table><tr><td>James Cailao</td><td>A</td><td>Roger Erbes</td><td>A</td><td>Matt Oachs</td><td>A</td><td>Others:</td></tr><tr><td>LaVerne Czichotzki</td><td>A</td><td>Emily Lundbohm</td><td>P</td><td>Rob Lill</td><td>P</td><td>David Reed,</td></tr><tr><td>Ryan Engfer</td><td>P</td><td>Andy Metzger</td><td>P</td><td></td><td></td><td>Krista Svobodny,</td></tr><tr><td>Mitch Taralson</td><td>P</td><td>Dave Roeder</td><td>P</td><td></td><td></td><td>Dee Whitney</td></tr></table> <ul style="list-style-type: none">Adoption of Agenda <p>Motion to approve adoption of agenda was made by Dave Roeder; seconded by Mitch Taralson. Motion Carried.</p>	James Cailao	A	Roger Erbes	A	Matt Oachs	A	Others:	LaVerne Czichotzki	A	Emily Lundbohm	P	Rob Lill	P	David Reed,	Ryan Engfer	P	Andy Metzger	P			Krista Svobodny,	Mitch Taralson	P	Dave Roeder	P			Dee Whitney	Andy Metzger, Chair
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12:05	<p>Consent Agenda</p> <ol style="list-style-type: none">Approval of Board Minutes<ol style="list-style-type: none">Regular meeting minutes—Pages 2-5Approval of Finance Committee Minutes<ol style="list-style-type: none">Regular meeting minutes—Pages 6-19 <p>The motion will cover all items on the consent agenda. The motion to approve will authorize the action or recommendation indicated.</p> <p>A motion to approve the consent agenda was made by Dave Roeder; seconded by Mitch Taralson. Motion Carried.</p>	Andy Metzger, Chair																												
12:10	<p>Ongoing Business</p> <ol style="list-style-type: none">Finance Committee Recommendations Discussion<ol style="list-style-type: none">2026 Budget and Development Director Position—Pages 20-24Functional Assessment Policy—Pages 16-192024 990 Review—Copy Provided at MeetingAccess Goals Assessment for 2025—Pages 25-31Board Photo reminder (for website) <p><u>2026 Budget</u></p> <p>Dave led the discussion of the approval of the 2026 budget. The board was presented with a spreadsheet that detailed the following items for 2025: The YTD Actuals, budgeted YTD, the 2025 Budget and projected YE 2025. Actual YTD and 2025 Budget YTD aligned within \$10K. Projected YE budget Net Revenue exceeds budget by \$254K.</p> <p>The board viewed two 2026 budgets. One with the addition of a Development Officer and one without. It was noted that the salary of the Development Officer was doubled counted and the Net Revenue should be \$112K higher than what was provided in the 2026 budget with Development Costs. Other notes include a modest fundraising goal for new position with the full anticipated expense. Dave is hoping to hire someone by April, and the salary was prorated.</p> <p>Motion to approve adoption of 2026 budget with the Development Officer was made by Mitch Taralson; seconded by Emily Lundbolm. Motion Carried.</p>	Andy Metzger, Chair Mitch Taralson, Finance Committee Chair, Krista Svobodny, HR Director																												

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	<p><u>Functional Assessment:</u> Dave led the discussion of the Functional Expense Allocation. It was prepared with Widmer Roers' guidance. The key portion of the policy is about reviewing the key allocation percentages to make sure that they align year to year and are reviewed annually by the board.</p> <p>Motion to approve adoption of the Functional Expense Allocation Policy was made by Dave Roeder; seconded by Ryan Engfer. Motion Carried.</p> <p><u>Access Goal Assessments:</u> Dave led the discussion of the Access Goals for 2025. All goals were met.</p> <p><u>2024 990:</u> Board was provided with an opportunity to review the 2024 990 in the meeting.</p>	
1:00	<p>New Business</p> <ol style="list-style-type: none"> 1. Give MN November 20th—Page 32 2. 2026 Policy and Procedure Manual Approval—Pages 33-50 3. 2026 Board Member List—Page 51 4. 2026 Meeting Calendar—Page 52 <p><u>Policy & Procedure Manual-</u> Krista highlighted the changes to the 2026 Policy and Procedures. Highlights include new Wi-Fi policy, cameras in the workplace and the new MN Paid Leave. The board had several questions about potential issues with fraudulent claims and the impact on other staff if an influx of claims is seen. Access HR will provide information on the new policy and will have employees sign for adherence to MN law. The employees must file their own claims and Access HR as been assured that claims will be reviewed for possible fraud by MN officials. Expectation is that there could be an impact and that the amount of overtime needed could increase.</p> <p>A motion to approve and adopt the 2026 Policy & Procedure Manual was made by Mitch Taralson; seconded by Ryan Engfer. Motion Carried.</p>	<p>Andy Metzger, Chair David Reed, ED</p>
1:10	<p>Other Business</p> <ol style="list-style-type: none"> 1. Department Updates <ol style="list-style-type: none"> a. Human Resources <ol style="list-style-type: none"> i. EEO Report—Pages 53-56 ii. Staffing and Recruitment Report—Page 57 b. Program Services <ol style="list-style-type: none"> i. Client Services <p>Krista presented her staffing and EEO reports. No further questions were raised.</p>	<p>Krista Svobodny, HR Director Dee Whitney, Program Manager David Reed, ED</p>

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	Dee presented her program services report and the need to hire a nurse, a case manager and 3 site supervisors. Dee also shared a slideshow featuring clients and staff participating in various activities.	
1:25	Announcements Christmas Party on 12/9 at Trinity Lutheran	Any
1:25	Next Meetings: Finance Committee—2/19/2025 Full Board—2/26/2025	Andy Metzger, Chair
1:30	Adjournment Motion was made to adjourn the meeting by Mitch Tarlson and seconded by Dave Roeder. Motion carried.	Andy Metzger, Chair