


2012 GRANT Pre-Application

GENERAL INSTRUCTIONS:

- I. Complete all pages and enter responses in all fields.
- II. Required fields are marked with a *

Section A - Organization Information

1 - Short Name or Common Acronym *	DAC		
2 - Operating Name *	Disability Action Center - NW, Inc.		
3 - Legal Name *	Disability Action Center - NW, Inc.		
4 - Physical Address #1 *	505 North Main St.		
5 - Physical Address #2			
6 - Physical City *	Moscow		
7 - Physical State *	ID		
8 - Physical Zip *	83843		
9 - Mailing Address same as Physical Address? *	YES		
10 - Mailing Address #1			
11 - Mailing Address #2			
12 - Mailing City			
13 - Mailing State			
14 - Mailing Zip			
15 - Business Phone #1 *	208-883-0523		
16 - Business Phone #2			
17 - Business Fax	208-883-0524		
18 - Business E-Mail	dac@dacnw.org		
19 - Home Page / Web Address	www.dacnw.org		
20 - What date was this organization formed?	12/17/1992		
21 - Established RPTA? *	NO		
22 - What counties does this organization currently serve?	Latah, Clearwater, Nez Perce, Lewis, Idaho		
23 - What FTA Programs are associated with each county?	5310 POS		
24 - Congressional District Entity Resides in *	1ST DISTRICT		
25 - Congressional District Served *	1ST DISTRICT		
26 - List the Local Mobility Networks (LMMN) you are currently serving? *	2A, 2B, 2C		
27 - DUNS Number *	939804456		
28 - Employer ID # EIN *	82-0458076		
29 - Current By Laws? *	YES	Upload a copy with your Pre-application	
30 - Current Audit? *	YES	Upload a copy with your Pre-application	
31 - Current Drug/Alcohol Policy? *	YES	Upload a copy with your Pre-application	
32 - Do you Use a Cost Allocation Methodology? *	YES		
Describe the Methodology (500 Characters Maximum)	Many agency costs, such as rent and utilities, are allocated based on source of personnel funding. DAC acknowledges tow major sources of funding, Medicaid reimbursements for in-home services and US Dept. of Education funds for operation of a Center for Independent Living. Other costs are charged directly to the cost center for which the purchase is made, as in printing costs for in-home service worker timesheets. Transportation funding is passed through with in-kind support from all other funding sources as described in the match description letter.		
33 - Do you have a Board of Directors?	YES	Upload a list of your Board members and meeting schedule with	
34 - Do you currently have a Vehicle Replacement Plan?	NO		
35 - Agency Type *	Private Non-Profit		
 *Mandatory!! Private non-profit applicants must attach a copy of their IRS Letter of Determination for 501(c)3 non-profit status to their submitted Pre-Application			
35 - Number of volunteer drivers (annual total)			
36 - Number of personal vehicles in service (annual total)			
37 - Average Trip Length (miles)			
38 - TEAM Recipient ID#			

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39 - Description of products/services currently provided by this organization.* (500 Characters Maximum)	DAC currently subcontracts with COAST transportation to provide a mixture of volunteer driver and accessible demand-responsive services throughout District 2. Volunteer drivers are recruited to drive their own vehicles and obtain reimbursement for miles travelled. ADA accessible vans are supported to provide grouped trips and accessible service for those needing a lift-equipped vehicle service. DAC passes through 100% of the funding to ensure maximum impact to the consumer. The vendor pays volunteers, provides accessible van services, and submits billing with back-up data to DAC for payment.
40 - Governing Board Meeting Schedule * (500 Characters Maximum)	The DAC Board meets once every two months, typically on the third or final Saturday of the month. The Board holds an annual meeting in March. The calendar has not been set, but a tentative one is attached.

Section B - CERTIFICATIONS AND ASSURANCES

Instructions:

There are Certifications and Assurances that apply to sub-recipients receiving federal funding. The Sub-recipient's Board Chair or designated individual must indicate the organization is willing to comply with the applicable certifications, assurances, and procedures in order to receive federal funding. These documents are available for download from the internet at: <http://i-way.org/Tool%20Box/documentlibrary> under the heading of **Federal Transit Administration (FTA) Documents & Links**.

1 - Will the organization comply with applicable certifications, assurances, and procedures?

YES, the organization is willing to comply with any applicable certifications, assurances, and procedures.

NO, the organization is NOT willing to comply with the applicable certifications, assurances, and procedures.

(NOTE: NO means you will not be eligible to receive funding.)

YES

Please note: a subrecipient of the State of Idaho is required to comply with certain pass-through requirements. Here are the references:

Audits (Procedure M-2010-20), **Open Meeting** (Procedure M-2010-19) <http://i-way.org/Mobility%20Funding/procedures>

Procurement <http://adm.idaho.gov/adminrules/rules/idapa38/0501.pdf>

http://www.fta.dot.gov/funding/grants_financing_6036.html

State Meeting and Travel <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.html>

Section C - RESOURCE & COMMUNITY COORDINATION

1 - Do you share resources in any significant way with other agencies (e.g., maintenance/ mechanics, vehicles, staff/drivers, facilities, marketing, insurance, fuel purchases, training, bilingual programs, etc.)? If yes, provide a brief description. *

YES

Description
(700 Characters Maximum)

DAC subcontracts with a single provider that can serve all of District 2 with both demand response accessible van service and volunteer, private vehicle service. While DAC does not actually provide any service directly, DAC staff do work cooperatively with the contractor to advertise and promote services, particularly the volunteer driver portion of the project. All other activities of the project are the responsibility of the vendor.

2 - Have you realized any measurable or quantifiable savings in costs directly through, or as a result of, your coordination efforts? If yes, provide a brief description. *

YES

Description
(700 Characters Maximum)

The volunteer services in and of themselves represent a cost savings, and the support of DAC staff add to the outreach capabilities of the project. All staff work and travel time and costs are borne by DAC, reducing the costs of the vendor and adding to the capacity of the project beyond FTA funding. Services are also enhanced in that the volunteer driver is available to support the passenger when he/she arrives at his/her destination whether it be a medical appointment, shopping trip, etc.

3 - Describe your efforts to work with other organizations, agencies, businesses, and other appropriate community interests in order to provide service (e.g., employers, medical centers, social service agencies, visitor services, activity centers, etc.). * (Enter N/A if not applicable)

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Description (500 Characters Maximum)	DAC is one of three CILs that serve the entire state providing various services to people with disabilities of all ages. DAC is involved with numerous other entities to broaden its service impact. It works directly with the NW ADA Center to promote compliance with the ADA. It works closely with the Idaho State Independent Living Council on projects to improve services. DAC has provided training and support on ADA, disability awareness, etc. to cities, counties, and courts throughout the ten northern counties of Idaho and into Washington. In its recent annual federal report DAC reported 15 pages of data related to community service activities, many of which were collaborative in nature with public and private organizations and individuals. DAC has offices in Moscow, Lewiston, and Coeur d'Alene. Staff attend interagency meetings in all locations and has membership in the Chambers of Commerce for all three communities plus two others. DAC, and the other two CILs in Idaho, are typically seen as the "go to" places for disability service information and assistance. DAC has worked hard to strengthen relationships with the aging service providers and is working to develop closer ties through the Aging and Disability Resource Center project in Idaho as that project evolves.
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Section D - PROJECT INFORMATION

1 - In which state(s) will your project provide service? *	<input checked="" type="checkbox"/> Idaho	<input type="checkbox"/> Montana	<input type="checkbox"/> Nevada
	<input type="checkbox"/> Oregon	<input type="checkbox"/> Utah	<input type="checkbox"/> Washington
	<input type="checkbox"/> Wyoming		
2 - Strategy Number *	2AD005		
3 - Strategy Name *	Expand demand/response services and volunteer driver network into underserved areas within the district.		
4 - Project Name *	DAC Purchase of Service		
5 - Please describe your project * (500 Characters Maximum)	DAC proposes to enhance a contract with an appropriate vendor to expand services to people who are elderly and/or people who have a disability in the most rural, largely unserved parts of District 2. The successful vendor will provide and promote reimbursed volunteer services utilizing private vehicles. Volunteers will be reimbursed for mileage at the approved state or federal rate depending on funding requirements. To meet the need of those that require lift-equipped services accessible vans will be available to supplement the private vehicle services. Adequately screened and trained volunteers may also be utilized to operate the accessible van services. This proposal will increase the existing level of service as per the district wide strategy listed above.		
6 - What mode will this project use? *	Demand Response		
7 - Which funding program do you intend to apply for? *	5310		
8 - List the Districts this project will serve. *	District 2		
9 - List the Local Mobility Networks (LMMN) this project will serve.*	2A, 2B, 2C		
10 - Is this project dependent on any of your other projects? *	YES		
Identify the other projects that this one is dependent on. (500 Characters)	This project assumes that DAC will continue to receive US Dept. of Education funding and reimbursement for Medicaid services. US Dept. of Education funding is obligated through 2015 and DAC has full plans to continue and expand Medicaid services. Additionally, this project will depend on the accompanying project request to provide services in District 2 as per 2AD004 and 2CD006, unless it is determined as an appropriate alternative to replace that proposal, in that expansion of service may be assumed to include provision of existing services.		
11 - Are you submitting other projects as options for this strategy? *	NO		
Identify the other projects that are options to this strategy. (500 Characters)			
12 - Does this project directly interconnect with other mobility options? *	YES		

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Identify the other mobility options. (500 Characters)	This project is predicated on there being a successful project that provides a level of ADA accessible service in the more rural parts of the District, and that has the ability and intention to manage, promote, and provide volunteer driver services with drivers reimbursed mileage for utilizing their own private vehicles.
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Section E - Required Documents to Be Submitted With Application - Checklist

Instructions: Update the entry for each document to show a status of 'Included' as documents are prepared for uploading.		
1 - Current Bylaws	<ul style="list-style-type: none"> If Applicable 	Included
2 - Current Audit	<ul style="list-style-type: none"> For any companies which historically have received Federal funds - most recent audit. For all other companies, audit report will be provided on anniversary data of grant agreement. 	Included
3 - Drug Alcohol Policy	<ul style="list-style-type: none"> If Applicable - You will need this if you are applying for 5311 funds. 	Included
4 - Board of Directors Information	<ul style="list-style-type: none"> Meeting Schedule Board Contact Information 	Included
5 - Vehicle Replacement Plan	<ul style="list-style-type: none"> If you are purchasing a new vehicle, you will need to have a replacement plan. 	<<Select>>
6 - IRS Letter of Determination for 501(C)3 non-profit status	<ul style="list-style-type: none"> If Applicable 	Included

Section F - Signature

By typing your initials in the box to the right you are verifying that you have read, understood, and agreed to all the requirements of this pre-application. This mark will act as your electronic signature:			ML
Name and Title	Mark Leeper, CEO	Date	1/19/2012

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: 3/13/93

DISABILITY ACTION CENTER NORTHWEST
INC
C/O MARK LEEPER
124 E 3RD ST
MOSCOW, ID 83843-2906

Employer Identification Number:
82-0458076

DLN:
17053312746007

Contact Person:
D. A. DOWNING
Contact Telephone Number:
(513) 241-5199

Our Letter Dated:
March 1993
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

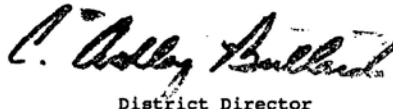
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)

**Constitution and By-laws of
Disability Action Center - Northwest, Inc.
505 North Main St., Moscow, Idaho 83843**

Article I

Name, Territory and Office

Section 1. *Name.* The Corporation shall be known as the Disability Action Center - Northwest, Inc., hereinafter referred to either by full name, "DAC", or "the Corporation"

Section 2. *Territory.* The Corporation shall conduct activities primarily in north and north central Idaho, with possible expansion into eastern Washington and eastern Oregon subject to changes by the aforementioned Corporation.

Section 3. *Office.* The principal office of the Corporation shall be located in the county of Latah, State of Idaho. This office shall direct Corporation activities and be the depository for all Corporation records. The Corporation may also have offices at such other places within the state as the Board may from time to time determine or the business of the Corporation may required.

Article II.

Mission

DAC NW is building community, achieving equality, and creating independence in an accessible world.

Membership and Membership Meetings

Section 1.

A. *Membership.* DAC is a self-perpetuating, non-membership organization.

Article III.

Board of Directors

Section 1. *General Management.* The general management of the affairs of this Corporation shall be vested in a Board of Directors. The Board of Directors shall have control of the property of the Corporation and shall fix its policies with the advice of its various committees. It shall have power to employ necessary staff and other help, authorize expenditures and take all necessary and proper steps to carry out the purposes

of this Corporation and to promote its best interest.

Section 2. *Number.* There shall be a maximum of ten (10) seats on the Board of Directors, including the officers and the CEO. At all times a majority of the members of the Board shall be persons with significant disabilities.

Section 3. *Terms of Office and Selection of Board Members.*

- a. The Board of Directors shall seek potential board candidates from the communities served by DAC. Selection of board members will be made at all times in a manner consistent with the overall goal of maintaining a board that is cross-disability and representative of various geographical regions and cultural groups within the DAC service area. Board members are selected on a majority vote of a quorum of the then current board of directors.
- b. The term of office for all Board members other than the CEO shall be three years except as provided for under c. of this Section, Section 4 of this article, or Section 12 of this article. Board members shall take office immediately upon announcement of election results. A Board member may be elected to subsequent terms of office.
- c. One-third of the members of the Board of Directors other than the CEO shall be selected, replaced, or renewed every three years based on the expiration of three year terms of office. The first Board will be established with one, two, and three year terms so that an equal number of positions will rotate each year when the Board is at its maximum number.
- d. Board terms shall run from April 1 through March 31 of each year, with the March board meeting serving as a meeting in which Board and officer positions are filled and/or renewed.

Section 4. *Resignation.* A director may resign at any time by giving written notice to the Board, the president or the secretary of the Corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof of the Board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

Section 5. *Meetings, Adjournment.* The Board of Directors shall endeavor to meet on a monthly basis, but in no case less often than quarterly. Notification either personally or by mail of the date, time and location of each meeting shall be provided to each Board member no less than five (5) days before each meeting. Special meetings of the Board

shall be held upon three (3) days notice to each director either personally or by mail; special meetings shall be called by the president of the Board or by the secretary in a like manner on written request of one-third of the current directors.

A majority of directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given to all directors who were absent at the time of the adjournment, and unless such time and place are announced at the meeting, to the other directors.

Section 6. *Quorum.* A quorum shall be required for the legal and proper conduct of the business of the Board of Directors. A quorum shall consist of a simple majority of the current members of the Board of Directors.

Section 7. *Voting.* Each member of the Board, other than the CEO, shall have one vote. The CEO is a nonvoting member of the Board. A majority vote of those present voting, provided there is a quorum, shall be sufficient on any proposition presented and acted upon at a meeting except as otherwise provided in these by-laws.

Section 8. *Parliamentary Law.* Robert's Rules of Order, newly revised, shall be the controlling authority on all questions of parliamentary law not covered within the constitution and by-laws.

Section 9. *Chairperson.* At all meetings of the Board, the president, vice president or, in their absence, a director chosen by the Board shall preside.

Section 10. *Attendance.* The Board of Directors will declare that a vacancy exists if a director fails to attend three (3) regular meetings of the Board of Directors within a fiscal year without providing notification of good cause for the absence.

Article V.

Officers

Section 1. *Officers, Election, Term.* The Board shall elect by majority vote a president/chair, vice president/chair, secretary, and treasurer, or secretary/treasurer, a Chief Executive Officer (CEO or Executive Director), and such other officers as it may determine, who shall have duties, powers and functions as hereinafter provided. The officers, *except the CEO*, shall be elected to hold office for one year from the date of election. Each officer shall hold office for the term for which he or she is elected and until his or her successor has been elected, unless the director resigns or is removed from the Board or is in some other way unable to perform the officer duties. Any two or more

offices may be held by the same person, except the offices of president or secretary or secretary/treasurer. The CEO shall be selected on a simple majority vote of a quorum of the board of directors.

Section 2. *Removal, Resignation.* Any officer elected by the Board may be removed by the Board for violation of the constitution and by-laws of the Corporation or for conduct prejudicial to the best interests of the Corporation. In the event of the death, resignation or removal of an officer other than the CEO, the president of the Board in his or her discretion shall appoint an acting successor to fill the unexpired term. This appointment shall be confirmed or disapproved by the full Board within the next two regular meetings. The CEO may be removed on a majority vote of the full board. In the event of the removal or resignation of the CEO, the Board shall assume responsibility for the management of the corporation and the replacement of the CEO.

Section 3. *Duties.*

- a. *President/Chair.* He/she shall preside at all meetings of the members and of the Board of Directors. The president, the secretary or any other proper officer of the Corporation authorized by the Board of Directors, or the CEO acting on behalf of the Board may sign any deeds, mortgages, bonds, contracts or other instruments that the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these by-laws or by statute to some other officer or agent of the Corporation. In general, the president shall perform all duties as may be prescribed by the Board of Directors from time to time.
- b. *Vice President(s).* In the absence of the president, or in the event of his/her inability or refusal to act, the vice president (when there is more than one vice president, the vice presidents in order of their election) shall perform the duties of the president, and when so acting shall have all the powers of and be subject to all the restrictions upon the president. Any vice president shall perform such other duties as from time to time may be assigned to him/her by the president or by the Board of-directors.
- c. *Secretary.* The secretary shall see that minutes of the meetings of the Board of Directors are kept in one or more books provided for that purpose, and that all notices are duly given in accordance with the provisions of these by-laws or as required by law.

The secretary shall see that a register of the post office address of each board_member is kept and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the president and/or the Board of Directors. In addition, the secretary shall see that board members are notified of their election to office or their appointment to committees and see that a record is kept of the transactions of the Corporation.

- d. *Treasurer.* The treasurer shall be responsible for the supervision of an account of all monies received or expended by the Corporation. In general, the treasurer shall perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him/her by the president or by the Board of Directors. He/she shall report to the Board at all meetings, on a format to the prescribed by the Board of Directors. The offices of secretary and treasurer may be combined.

- e. *Chief Executive Officer.* The Chief Executive Officer (CEO) shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He/she is charged with the duties of effectuating the purposes of the organization and carrying out the directives of the Board of Directors, performing any and all functions necessary and proper to ensure that the policies and objectives are carried out in accordance with the corporate mission, including entering into contracts, agreements, etc. in representation of the corporation. The CEO assumes sole responsibility for the employment and discharge of staff within the parameters of policies approved by the Board of Directors. The CEO is a nonvoting member of the Board of Directors, serving at the pleasure of a majority of the members of the Board of Directors. The CEO is to be reimbursed for duties as defined in a job description for such purpose. The level of reimbursement will be determined by the Board on a year to year basis as part of the normal budget review and approval process.

The CEO or a delegate shall participate on all committees of the organization, and shall serve as a nonvoting member of the executive committee. The CEO shall also be liaison between the Board and staff and shall ensure that adequate and effective communications exist between them.

Article VI.

Committees

Section 1. *Appointments.* The president shall, subject to approval of the Board, appoint an executive committee, a nominating committee, and a finance committee to serve at the pleasure of the Board of Directors. Additional committees may be created by the president with the consent of the Board of Directors as needed for special purposes. Members of such committees shall serve as long as needed or until a successor is appointed.

Section 2. *The Executive Committee*

- a. *Composition.* The executive committee shall consist of the president, vice president, secretary, treasurer and CEO of the Corporation and at least one other member of the Board selected by the president. The immediate past president may serve in an advisory capacity to this committee.
- b. *Chairperson.* The president shall serve as the chairperson of the executive committee. In the absence of the president, the vice president shall serve as chairperson.
- c. *Responsibilities.* The executive committee shall be the first level of the Board to address issues relating to personnel and general administrative policies. The executive committee will review personnel and administrative policy changes and additions, and will make recommendation to the full Board regarding any action that needs to be taken.

Section 3. *Finance Committee.* The Board of Directors shall appoint a finance committee to include the treasurer, other members of the Board, CEO and other staff as necessary. Additional committee members may be appointed at the discretion of the Board of Directors. The finance committee shall be responsible for overseeing the fiscal affairs of the Corporation, developing a budget for approval by the Board of Directors and proposing policies governing the finances of the Corporation for adoption by the Board of Directors.

Section 4. *Nominating Committee.* The Board of Directors shall appoint a nominating committee consisting of members of the Board of Directors. Additional committee members may be appointed at the discretion of the Board of Directors. The nominating committee shall be responsible for developing a slate of candidates for positions open on the Board of Directors. The nominating committee will also develop a list of candidates for officer positions on the Board.

Article VII.

Audit

The accounts of the Corporation may be audited by an independent certified public accountant who is not an officer, Board member or employee of the Corporation upon the majority vote of a quorum of the Board of Directors.

Article VIII.

Construction

If there is any conflict between the provisions of the certificate of incorporation and the by-laws, provisions of the certificate of incorporation shall govern.

Article IX.

Amendments

By-laws may be amended, repealed or altered in whole or in part by a 2/3 majority vote of the board of directors present at any regular meeting or special meeting called for that purpose.

Article X.

Indemnification of Directors and Officers

Section 1. An adequate liability coverage will be provided by the Corporation for the Board of Directors. The Corporation shall provide at least the minimum insurance coverage for all of its supported projects and staff, including but not limited to, liability insurance, worker's compensation, automobile insurance, and other insurance as may be necessary for business operations.

Article XII.

Dissolution

This organization may be dissolved at a special meeting of the Board of Directors by majority vote of the directors. Upon dissolution of the organization, any residual assets shall be donated to a non-profit organization(s) with purposes related to those purposes of

this organization.

Article XIII.
Conflict of Interest

Section 1. Definitions. A conflict of interest exists when a matter to be acted upon by the Board confers a direct, substantial benefit to any director, business or agency from which a director of the Board derives an income or has authority in governance.

Section 2. Absenteeism. A director shall abstain from voting on any matter before the Board *that* places him or her in a conflict of interest.

Section 3. Procedures. Prior to voting on matters in which a potential conflict of interest exists for any director, the president shall inquire whether any director of the Board desires to abstain from voting because of a conflict of interest and any director of the Board shall declare that he or she abstains from voting if a conflict of interest exists.

- a. Prior to voting on any matter, a director of the Board may be requested to abstain from voting because of a conflict of interest by any other director of the Board. If the challenged director refuses to abstain from voting as requested, the president shall immediately call for a vote of the directors to determine whether the challenged director is in a conflict of interest and shall be required to abstain from voting on the matter before the Board. If a two-thirds (2/3) majority of directors present votes to require the abstention of the challenged director that director shall not be permitted to vote.
- b. Any challenge regarding conflict of interest must occur prior to voting on a matter. Once the vote has been taken, it shall be considered binding and no director shall then be challenged as being in conflict of interest on that matter.

Approved by unanimous vote on June 9, 2005

DAC ADMIN 7 - DRUG-FREE WORKPLACE

Disability Action Center - Northwest, Inc. operates according to the requirements of the Drug-Free Workplace Act of 1988. DAC employees are expressly forbidden to engage in any activity related to the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance. Any conviction related to such activities in the workplace will result in appropriate disciplinary action as prescribed by the DAC Personnel Policies.

Disability Action Center NW, Inc.

Board of Directors

March 2011

Katie Heimsch President to 2012 Term thru 2014	122 N. Washington 1A Moscow, ID 83843	208-883-4826 (H)	ktheimsch@frontier.com
Bill Foster V-P to 2012 Term thru 2014	PO Box 8641 Moscow, ID 83843	208-882-5868 (H)	Bill@dacnw.org
Michael E Ayers Treasurer to 2012 Term thru 2014	PO Box 706 Grangeville, ID 83530	208-451-5049 (C)	NA
Margaret Coahran Secretary to 2012 Term thru 2013	950 N. Polk Ext. Moscow, ID 83843	208-882-8342 (H)	mcoahran@frontier.com
Jennifer Becker Term thru 2014	319 S Hayes Street Moscow, ID 83843	208-883-4372 (H)	jambeck@frontier.com
Shirley Ringo Term thru 2014	1021 Herrington Road Moscow, ID 83843	208-301-2272 (C)	Ringoshirl@moscow.com
Larry Topp Term to 2014	1576 W State Street Coeur d'Alene, ID 83815	208-292-4212	Topp.Larry@yahoo.com
Joe Raiden Term to 2014	1751 N Polk Ext #33 Moscow, ID 83843	208-301-4697	JoeRaiden@gmail.com
Mark Leeper CEO –On going Non-voting	1420 NW Orion Pullman, WA 99163	208-301-5105 (C) 208-883-0523 (W)	mark@dacnw.org

DAC Board Meeting schedule for 2012 (draft)

February 25, 2012

March 24, 2012

May 19th, 2012

July 21, 2012

September 22, 2012

November 17, 2012