

Meeting 6/12/2017

Meeting called to order at 5:32 pm

Members Present – Phil Brewer, Royal Curry, Fran Garza and Mary Jo Brockshus

Members not present: Shane Ellis and Laurie Exby

Staff Members Present - Alicia Garza the whole meeting and Kasie Sankey, Sharri Cartwright and Sarah Burnett until they were done with their part of the agenda

We had one guest and potential Board member present – Deb White a previous employee and consumer.

1st Agenda Item – Sarah Burnett Interpreter Information

Sarah expressed concerned that we are behind on billing that needs to be presented to our customers before the end of their fiscal year. She indicated that this happened last year and is concerned about losing customers. She said that we are currently using a program called Grid Check and says Grid Check is great for the scheduling portion however it is frustrating for Sarah on the coordinating/billing portion. Sarah said that last month she and then subcontractor Kyle Johnson were trying to catch up. However, originally the bookkeeper was supposed to do it. Sarah said that currently she knows a portion of the billing however she doesn't know Quick Books. Currently she and Sharri are trying to coordinate working together to get current billing caught up. Sarah said that she doesn't think there will be time and proposed several options – see attached Exhibit A.

2nd Agenda Item – Event Planning/ Fundraising Kasie Sankey

Royal and Alicia said that Kasie is now in charge of Fund Raising. Kasie presented two ideas on fund raising with the thought that this year will be a stepping stone for next year. The presentation includes drawings and layouts. The first idea was a Blast from The Past dance and the 2nd was a takeoff on the game "The Game of Life". There was discussion on where to have the event and ideas to spin off Kasie's original presentations. The Board felt that the Blast from the Past idea was the best way to go. Kasie is going to gather more information about venue, times available and cost for the next meeting. She also encouraged all Board Members to provide a short bio and picture for the website.

3rd Agenda Item - Financials – Sharri Cartwright

Sharri said that with the help of Peter Pike and Karen Prince she was able to submit SILS the State Funding Grant and Part B with no errors her first time out – which resulted in \$157,923.

She also presented the P & L and the Balance

Mary Jo made a motion to accept the Treasures Report Phil seconded and the motion carried by all members present

4th Agenda Item – Review last month's minutes

Mary Jo read last month minutes.

Phil made a motion to accept the Treasures Report Fran seconded and the motion carried by all members present

5th Agenda Item – Interim ED Update from Alicia Garza

Alicia said that the last rain caused quite a bit of damage not only from flooding but from the roof as well. She got one bid on fixing the damaged areas of the roof. The Board suggested at least 2 more bids and to confirm that the submitter of the current bid is licensed, insured and bonded. She also updated us on how staff was doing. An update of Unemployment hearing and date with the past ED was provided along with the request from Alicia that as many Board Members as possible be present at the phone hearing in her office on Thursday 6/14 at 10:00 Am

6th Agenda Item – President Royal Curry updated Mary Jo on what has happened while she was recused for the last 3 months. He also updated the Board on what was happening with the Law suit the past ED Patricia Ziegler. He said that our attorney has the situation under control.

Interpreting Invoicing Status and Update as of 6/12/17:

- DHS invoices due 6/14/17: 16 left to invoice for this time frame
- Most invoices will be due in the next few weeks per the end of the fiscal year. We are currently working on invoices from the beginning of February.
- Mid Feb, we started using Gridcheck for scheduling and possibility of Invoicing

Costs for catching up on invoicing:

- Interpreter Coordinator continues invoicing as she has since Dec 2016:
 - Peach Tree system at least 30 hours of invoicing left x coordinator rate: \$960
- Interpreter Coordinator uses quickbooks and Gridcheck to Invoice including all of the required training to be proficient in this process:
 - Intuit/Quickbooks training \$550 + Coordinator payrate for training \$512=\$1,062
 - Gridcheck Training to Sync systems \$150 + 2hrs training coordinator pay rate \$64 = 214
 - Time required to actually do the invoicing and learning curve to do it correctly???
 - Subtotal:\$1,276
- Kyle Johnson: Already has ALL of the requisite training. Can train me and Sharri or whomever is most appropriate. Goal to accomplish all of the invoicing and training in 1 day.
 - Kyle's 8hrs (very rough over estimate for tasks) = \$320
 - Interpreter Coordinator rate \$256
 - Sharri's rate \$160(???)
 - Sub total: \$736