



Board of Directors Meeting

Monday, May 23, 2019

12:00 p.m. at Greeley Place
2nd Floor Conference Room

Call to order- MaryJo Called to order at 12:00 pm
Board Members present: MaryJo, Vonna, Julie, Katie, Elizabeth, Josh
Connections Staff present: Alicia and Shari
Consultant Present- Rochelle

Welcome

Review of April minutes for approval – Board re-read and approved the April Minutes

Financials – Shari presented

- April Review
 - References: handed out at the meeting.
 - Profit and Loss
 - Balance Sheet
 - Exhibit F (Monthly Invoices/Expenditures Report)
 - PLN not showing revenue as staff member left
 - Part C was applied in March
 - \$124,310.00 was received in grants
 - Gross Profit was \$15,196.24
 - Shari sent out invoices for \$18,000 in Sign Language Interpreting (SLI) services. These invoices stemmed from multiple months, since September. Staff member had not previously been submitting invoices to Shari for reimbursement efforts.
 - SLI services should be generating \$10,000-15,000 monthly
 - Total expenses were \$60,591.85
 - Exhibit F- Monthly Invoice/Expenditures- this sheet is only showing the staff and sala amounts that are allowed to be billed for.
 - Net Income was \$-45,395.61
- Review 2019/20 Budget- Shari
 - References Exhibit E- Annual Budget
 - Shari has finalized the CDLE budget and will take effect in July. Board will vote on the proposed budget in June.
 - CTS (Transition program) is Medicaid funded and took a cut from previous year from \$11,400 to \$5,600 for each person.
 - This has not had a huge impact on Connections only on case management services.
 - This program helps people when transitioning out of skilled living to independent living

- DOH Housing stays the same per month at \$4,000
- Expenses are being calculated based upon last year's numbers and a percentage is added to it
- Question was raised regarding Dues and Subscriptions: it was determined that this goes to things like annual membership/dues for example: Mountain States Employer Council, G Check (interpreter service), Quickbooks, etc.
- Shari, indicated that Development/Fundraising Revenue was not included in the report as it is not needed for the CDLE.
- Alicia discussed that we are required to hold a fundraiser each year according to CDLE Rules
- A motion was proposed that we need to have an operating budget as well as the CDLE budget indicating Development/Fundraising line item be included in the overall operating budget. Jo moved to approved and Julie seconded this motion.

Executive Director Report - Alicia Garza

- CDLE Audit update-
 - Peter with CDLE has asked for a Corrective Action Plan. Alicia has been getting together with Melissa for preparing the Corrective Action Plan and it will be submitted by the end of the month. Just waiting on final edits and cover letter.
 - CDLE is questioning salary, Christmas bonus'. It was recommended that it should be called incentives.
 - This Christmas bonus' have always been done and is why it continued after the departure of the previous director.
- Anton Collins Mitchell Audit update
 - Overall going well
 - Alicia and Shari is tracking issues be not receiving enough information.
 - \$388.00 is the amount that there is still information needed.
 - Board thanked Alicia and Shari for their work on these audits.
 - Rosie has not indicated when their review will be complete and the final report will be discussed with the board.
 - Alicia will follow up with Rosie next week.
- SPIL Meeting update
 - Alicia attended the State Planning for Independent Living meeting. This is held once a year and a chance for all directors of independent living programs to get together to network and learn from each other.
- Other
 - Alicia announced that she received the resignation of Casey who is the Development Coordinator. Collin has agreed to step in as he can in her absence until someone is hired.
 - Rochelle and Alicia have been working on updating job descriptions and providing reviews with staff members.
 - The position will eventually be posted and marketed to the community. Board Member will receive the announcement once it goes out.
 - Alicia attended the FSM Bank and workshop
 - Advocating for Resources in the Community.
 - Discussed what the role of board members are for non-profits
 - Alicia gave each board member a copy
 - Rochelle mentioned that the programming through the Community Foundation open and free for all board members. Community Foundations name is like' etc change soon. Google search should find them.

Old Business -

- Development Goals - 3 ideas/recommendations per board member (Rochelle Mitchell-Miller)
 - The board will make recommendations at the June meeting on Development goals.

- MaryJo presented some ideas
 - Buying a new building or expanding on to the West.
 - Doing something to manage the flooding
 - Updating office space and furniture
- Retention of auditors for 2020/Release RFP spring 2020 (Rochelle Mitchell-Miller)



New Business -

- New Donor event idea (Director Howell)
 - Tabled to the June meeting
- Digital meeting access (Director Brockshus)
 - Rochelle will work on gaining us access to this platform if we are unable to make a board meeting
- CO Secretary of State Training (Director Brockshus)
 - A Certification program for Non-Profit Boards
 - All Board Members will need to sign up and complete the certification program.
 - Benefits are that the certification transfers to any non-profit board for the board member and for Connections that they can indicate on their website and marketing outlets that Board Members are certified.
 - Link is below

http://cosos.learnercommunity.com/portal/Files/Org/5d253e1535bc429bb1f78929a435c5c6/site/assets/nonprofit_board_education/fiduciary_duties/page12490.html

Adjourn- 1:19 pm

Next Meeting: June 19, 2019- 12:00-1:00 pm, Location TBD

Audit

The audit is going fairly well. There were still a few items that Rosie, the audit manager, needed. Some of the items were done when the prior accounting team were doing the accounting. These related to revenue items.

One was a Medicaid payment for transitions. I found the deposit that she was asking about and sent all the backup on it.

Eight were deposits that were interpreter payments. Even though she gave the customer name, some of the customers had several payments that were made at the same time. Without knowing exactly what the total was, it is impossible to find their check. She was asking for items like mileage for a certain amount but it is not broken out on their checks for each item charged. We have one client who had sent two check covering a dozen invoices but without knowing what the total of that invoice was it is impossible to get a copy of the check from the bank. I have copies of those checks in our file and sent those to her.

Several items were things that were done when the prior accounting team were doing the accounting and there is nothing in the files showing checks from those clients nor a deposit being done around the time those checks were supposed to be deposited. A lot of the paperwork was missing in the accounting office.

Everything else has been provided to the audit manager that she requested. I am going to try one more time with our bank to see if there is any way they can help, but they said without knowing when the deposit was done or the amount of the check that it is impossible to try to locate it. I have let Rosie know this, so she understands what the problem is.

The total that she was asking about is \$388.25.