



August 26, 2019

### **Action Plan for Connections for Independent Living**

The Board of Directors on behalf of Connections for Independent Living, Greeley, CO, has taken the following actions during the week of 8/19/19, immediately following the resignation and immediate exit of former Executive Director, Alicia Garza.

#### **Accomplished:**

1. The Board has retained legal counsel with Grant, Hoffman & Associates
2. The Board has retained the interim services of Rochelle Miller to act as interim-Executive Director
3. The Board has been in constant contact via email and phone meeting with Peter Pike of the CDLE to inform the CDLE of its actions and receive counsel.
4. The Board has authorized the re-payment of funds to the CDLE, a check was overseen by Board Chair, Mary Jo Brokshus and sent on 8/21/19
5. The Board has recognized the non-compliance of its bylaws due to the sudden resignation of 2 board members on 8/19/19, and expects to vote in a fourth board member by 8/30/19. This fourth board member will bring the board within compliance of its bylaws.
6. The Board and interim-ED have created a communication to the staff of CIL and will be meeting with CIL staff on 8/28/19, at a board provided luncheon.
7. Madam Chair Brockshus has been in contact with Rochelle Miller to brief her on the meeting with Peter Pike and Colin Morey.
8. Provided Rochelle Miller's Biographical Sketch, resume and supporting documents to Peter Pike, per the regulations of ACL LIA (as of 8/26/19)

In the next weeks and months the CIL-Greeley Board of Directors and Interim-Executive Director will at minimum act upon the items listed below. These actions are not listed in chronological order. Many items in this scope of work are interdependent upon each other, therefore the timeline of completion has not been established at this juncture.

#### **Immediate actions:**

- Work with the CIL-Greeley staff to ensure the CDLE Corrective Action Plan is being followed and implemented accordingly
- Create a crisis communications plan

- Create and distribute a regular (weekly or bi-weekly) communications plan to maintain transparency with all stakeholders of CIL-Greeley, distributed by interim-ED with assistance from staff/team
- Prepare for the CDLE site visit scheduled for October 29<sup>th</sup> and 30<sup>th</sup>
- Assist the Board in finalizing a decision, no later than 8/31/19, to host or not, the Colorado SILC meeting currently scheduled for 11/20/19
- Complete all required day-to-day operations of ACL grant and its financial requirements
- Seek and hire a qualified interim-Chief Financial Officer with knowledge in all AICPA regulations and strong skills in forensic accounting with a municipal or federal grant knowledge base
- Finalize audit with Anton-Collins-Mitchell
- Assist staff with the execution of the planned September fundraising event
- Prepare and send RFP to nonprofit recruitment firms fit to assist in hiring process
- Hire recruitment firm
- Rewrite Executive Director job description (with assistance from CDLE & recruiting firm)
- Hire competent, engaged new Executive Director to lead CIL-Greeley in partnership with Board of Directors
- Strengthen the Board of Directors through training and mentorship to lead CIL-Greeley in partnership with Executive Director
- Continuously commit to the mission and vision of Connections for Independent Living in service to the greater Greeley and Northern Colorado community