



Interim-Executive Director Report

GREEN=active and on time
 YELLOW=Pending or on hold
 RED=Issues or behind schedule

TASK	NOTES	STATUS		
Executive Director Search	<p>On 9/24/19 The Board of Directors were forwarded 2 proposals from search firms responding to the RFP. These were TruPath and Thomas R. Moore Search Firms. These proposals are currently under review with the goal of final decision on which firm to contract with by 9/30/19. Once the firm is chosen, I will work as a liaison between board and firm representative for the rewriting of the ED job description and areas of strengths needed for the organization. Peter Pike has also provided the board and selected search firm with best practices and guidelines for the search. These guidelines and requirements will be communicated to whichever firm is contracted.</p>	GREEN		
CDLE Grant Action Plan	<p>RMM, Colin and Anne have been given copies of all grant requirements and we are reviewing said requirements to assure that all paperwork and actions are handled appropriately. Some items that will be headed to the CDLE state office for compliance are the new Directors & Officers and Employment Liability insurance policies. Job descriptions for the posted job openings, including but not limited to: Interpreter Schedule coordinator position and the Finance/Admin Associate position. All potential employees will now need a background check run by ADP prior to their hiring. These checks will be kept in new hire (after 10/1/19) employee files for audit purposes with the state office.</p>	GREEN		
Finance Department	<p>Staff training for ADP was held on 9/13 & 9/16. Reconciliation of all accounts continues. Operations Budget 2020 still in progress. Wells Fargo accounts are not completely transferred to 1st Bank. New procurement cards have been ordered for all appropriate staff. Credit Card terminals being checked out from 1st Bank. Review of all assets being done with 1st Bank small business manager to ensure that assets are diversified and set to receive optimal return on investments per the Investment and Spending policies of CIL. Reconciliation of PTO is underway.</p>	GREEN		
Board of Directors Business	<p>Directors & Officers Insurance renewal/review of new policies with expanded coverage for Connections has been completed! The Board has increased coverage for both D&O and Employment Coverage. It is now known that the state grant needs to have copies of these policies as they must meet state minimum requirements. This will be done as soon as new policy is issued from insurer. Board consultant from Mountain Sage being brought in during November meeting to assure proper board care and direction during the search and selection process of a new ED.</p>	GREEN		
Financial Audit Process Changes	<p>Received management letter from Anton, Collins, Mitchell (2018 Auditors) with all areas of improvements needed in process. Deficiencies are significant and will take an estimated 9-12 months to remedy processes. Anne and RMM will be risk assessing each area outlined for timeline processing. Due 10/30/19. All 990's have been requested, as they were not in CIL files and had not been submitted to the Secretary of State since 2017, all has been rectified, and SOS new login processed.</p>	YELLOW		
Staffing	<p>Job descriptions written for Finance/Admin Assistant and Interpreting Scheduler. Finance/Admin job description will be submitted to state office. A potential candidate who has accepted a job offer will now do so contingent on clear background checks - which will be run through our contract with ADP. This fulfills this requirement per our state grant contract. Interview questions for Finance/Admin Assistant being written by RMM.</p>	YELLOW		