	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	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. As of 10/17/19, the board was determined to make a selection by 10/18/19, The board was diligent in calling each agency, and speaking with multiple references to inform their choice.	
CDLE Primary Grant status	RMM, Colin and Anne are in process of completeing the following: August-September draw downs from CDLE grants. Anne has met with Patricia from Fort Collins offices to assist in guidance on proper accounting procedures for all grant documents. Rochelle & Colin met with Joan (Exec Director in Fort Collins) to receive guidance on the upcoming visit/review with the CDLE. Joan has offered her assistance to make sure we are well informed and have solid plan in place for these dates. The CDLE representatives will be at Connections on **11/12/19** and **11/15/19.** Please mark you calendars! Schedules will be released ahead of time and lunch will be provided for ALL STAFF and visitors on both days. Self Evaluation paperwork being completed primarily by Colin with support from Rochelle. End of year CDLE federal review paperwork detaling Connections' operations in regards to grant funding due to Peter Pike by 10/25/19.	
CDLE SEEKs Grant/Other ILC's r	RMM attended web meeting on 10/9/19 concerning Division of Vocational Resources Federal funds match. This discussion with state agencies is in the early stages and was a fleshing out of concerns and questions of how this match system might benefit agencies performing job placement assistance. More information to come. RMM attended a meeting at CDLE in Denver on 10/16/19 regarding an overview and timeline presentation of the SEEK's Grant. *The SEEK's grant will allow the Division of Vocational Resources through CDLE to perform a 5-year study targeting people applying for SSA disability benefits while concurrently receiving services from an employment specialist to obtain employment and a comprehenisive benefits counselor through the Center for Independent Living system in partnership with DVR.* Connections for Independent Living is not eligible to participate in the consumer portion of this grant, but will be participating at the advisory committee level and will continue to be involved in this project and stay informed on its progress with our state ILS partners. More information pending.	
Finance Department	We celebrated the successful launch of **ADP** for our payroll services. Currently we are working with ADP and Anderson & Whitney accounting firm to reconcile staff Paid Time Off. Staff trainings for using ADP are ongoing and support is available as needed. Reconcilation of all accounts continues. Operations Budget 2020 still in progress. We continue to work with Anderson & Whitney to establish GAAP procedures for all finance business for Connections. Work with the Interpreters and their reconciliation of contract pay is nearly completed (all thanks to Anne & Sarah), we will be executing new contracts with all Interpreters working with Connections consumers. **MetLife** 5500 forms are being filed for several years, as they were in arrears. All staff who hold MetLife accounts through Connections will receive further information through MetLife. Current year 5500 is in process of being prepared.	
Board of Directors Business	Directors & Officers Insurance policy has been fully executed with expanded employment coverage. Board consultant, Mark Holdt, of 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. Board will meet at Connections offices on **10/23/19 at 11:30 a.m.**	
Financial Audit Process Changes	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.	
Staffing	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.	