

**Board of Directors Regular Meeting Minutes  
Wednesday, October 23, 2019 @ 11:30 a.m.  
Connections for Independent Living Offices**

**Attendance:**

President Mary Jo Brockshus, Secretary Elizabeth Mahoney, Treasurer Josh Fulenwider, Board member Kate Howell, Interim Director, Rochelle Mitchell-Miller, Interim Finance Director, Anne Yanez, and Assistant Director and Operations, Colin Morey.

**Absent:** No one.

The meeting was called to order at 11:48 a.m. by President Brockshus, after finishing the conference call with Tom Moore of the Thomas R Moore Executive Search Firm.

The minutes of the September 12, 2019 meeting were distributed ahead of time, and also included in the packet of reports distributed at the start of the meeting. Director Mahoney moved to accept the minutes as presented, seconded by Director Brockshus. Vote taken, motion passed.

Next the Board confirmed that the digital vote taken to approve the D&O Insurance policy that was presented was approved, so that it could be officially recorded in the minutes.

Anne Yanez, Interim Finance Director, went over the Financial Report which is a part of these minutes and answered questions as they were presented. Director Fulenwider asked for future reports to include a list of completed items. Director Brockshus requested that we make sure she does not have the ability to move Connection funds in or out or in between accounts at First Bank. She would like to have view only access online. Director Fulenwider moved to approve the report, seconded by Director Howell, vote taken, motion passed.

The move to ADP for payroll processing was discussed. It was requested that ADP allow employees to enter their own start and stop times on the timesheets. A thank you was given to Anne Yanez for all the work done to date.

Rochelle Miller, Interim Executive Director, went over several items:

- Her update report sent to both the Board and Staff dated 10-18-19
- New Staff: new front desk receptionist, Stephanie Shmidl-Munoz. She also reported we have been short an Independent Living Specialist (ILS) for some time and the job opening has been posted on Connections website, along with several other places. In addition, we are looking for an Interpreter Scheduler to help Sarah Augenstein, Interpreter Coordinator.
- Reviewed the Event Update, and a financial report of the event was distributed.
- Colin Morey has been getting bids for a company vehicle. Additionally, he is seeking bids to resolve the issue when the city water cover overflows, the front offices with floor to ceiling windows floods the building.
- We have acquired the services of a new janitorial service, Cleaning Matters, they are coming 3 times a week.
- Approval of digital vote taken October 18 to go with the Executive Search Firm, Thomas R. More Executive Search Firm, so that it can be reflected as approved in the recorded minutes.
- Rochelle Miller and Colin Morey met with Joan LaBelle from Fort Collins to understand best practices.

- Rochelle Miller requests that as many Board Members as possible attend the final day of the audit by the Colo Dept of Labor and Employment (CDLE) scheduled for Nov. 15 at 11:30 a.m.
- Maria Stepanyan from the Boulder office will be here for the peer review of the audit.
- Once the schedule is firm, Rochelle will present it to the Board.
- Discussion of inviting Mark Holdt from Mountain Sage Consulting to the next Board Meeting for Board self-care, as Rochelle believes she will no longer be best to serve as Consultant to the Board.

**New Business:**

- A discussion of the previously named Holiday Bonus situation took place. It was agreed that Director Mahoney would reach out for clarification from attendees of the previous Executive Session. She would also ask them about revising the Employee Handbook. It was decided to use a different account than funds provided by the CDLE to pay the Holiday Bonus this year. A better approach would be decided for next year and moving forward.
- ADP also provides employees the option to deposit their pay into more than one bank account.
- Outreach to office in "Morgan County" discuss plan with ILS Kevin Thompson who mostly supports this area.
- Director Mahoney presented a "Strengths Finder" to be utilized to better assist the staff. President Brockshus moved to allocate additional funds to the training budget, Director Fulenwider seconded, and Director Mahoney refrained from voting as she presented the idea, vote taken, motion passed.

Due to the scheduled audit from the CDLE, the next Board meeting was moved to Tuesday, November 12 from 3-4 p.m. at the Connections Office.

The meeting adjourned at 1:34 p.m.

Respectfully submitted by Anne Yanez, done to the best of my ability.

APPROVED AT BOARD MEETING held Nov. 12, 2019 with the following corrections or additions:

None

Affirmed by: Elizabeth A Mahoney  
Elizabeth Mahoney, Board Secretary

Date: 11/12/2019