



### 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>As of 10/29/19 the Board of Directors has contracted with Thomas Moore Executive Search Agency. I have had multiple conference call meetings with Mr. Moore setting the timeline and forwarding pertinent documents to his agency to prepare for the search launch. Mr. Moore had a conference call with all board members at their October 23, 2019 board meeting. Mr. Moore is currently reviewing and making suggested revisions to the Executive Director job descriptions, in addition he is reviewing the requirements from the CDLE on hiring of a new director and arranging a call with Peter Pike for guidance. Mr. Moore is also conducting interviews with multiple staff members via phone and email in order to obtain a well balanced picture of the team and its needs in a leader. Thomas and I are speaking regularly and presenting a suggested timeline to the board of directors at the November board meeting.</p>	GREEN
CDLE Primary Grant status	<p>RMM, Colin and Anne are in process of completing the following: August-September draw downs from CDLE grants. We have contracted with Pamela who assists the Fort Collins CIL with their grant administration and she is guiding us through the August, September and October invoicing. The CDLE representatives will be at Connections on <b>11/12/19</b> and <b>11/15/19</b>. We have all items in place for this recertification process, please refer to your agenda of further details.</p>	GREEN
CDLE SEEK's Grant/Other ILC's meetings	<p><i>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 comprehensive benefits counselor through the Center for Independent Living system in partnership with DVR.</i> Colin attended a SEEK grant meeting on 11/5/19, Rochelle attended a Diner Dialogue with the Department of Voc Resources on 11/7.19 where about 1/2 of the meeting contained discussion regarding the SEEK grant. Although Connections for Independent Living is not eligible to participate in the consumer portion of this grant, I have again asked the state to allow us to participate in whatever manner we can. It will be looked into whether or not we may be allowed to participate as part of the control group for the grant. This would mean business as usual for the CIL programs right now, but it may allow us to receive support in a more prompt manner if the grant theory is tested and approved. Scheduling for updates on this grant is every 4 weeks, with mini-updates in between at the Diner Dialogues.</p>	GREEN
Finance Department	<p>ADP implementation continues with the full reconciliation of every staff members PTO accounts. This was a complex undertaking and has been signed off by every employee and entered into ADP records. We have also released clear communication with staff about their PTO bank only allowing a maximum of 40 hours carry over on January 1, 2020 per the CIL Employee Handbook. The process has been clarified and we have worked diligently with staff members to educate them on the PTO guidelines, all have been extremely cooperative in helping rectify this process issue. Anne &amp; Colin continue to work on the MetLife 5500 filings to rectify our delinquent accounts and pay the appropriate fines. Anne has worked tirelessly to streamline the process for Interpreter Contract invoices, and is diligently making progress to have them up to date. Reconciliation of all bank logs is making progress. As of 11/7/19, we have board approval to access all bank accounts and investment records per digital board vote. An official communications memo went out to all staff on 11/6/19 regarding the payment of holiday bonuses. This process has been concerning in the past due to its debit allocation, this year the board agreed to keep all payments the same with clear direction that these monies not be processed out of the regular payroll account, but out of the reserves through First Farm Bank. These reserves were never grant funded. The communication also made it clear that a new process of compensation was to be worked out through committee and the new Executive Director that completely adhered to the CDLE grant guidelines and best nonprofit practices for employee benefits, of which, does not include annual bonuses.</p>	GREEN
Board of Directors Business	<p>Board consultant, Mark Holdt, of Mountain Sage will present at the 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 <b>11/12/19 at 11:30 a.m.</b> The Board voted to utilize the services of a Strengths Finder consultant to assist in team building with the board and staff of CIL. First sessions begin in November. Director Mahoney is facilitating through her contacts at University of Northern Colorado.</p>	GREEN
Financial Audit Process Changes	<p>Risk assessments continue. GAAP principles being applied to internal controls with the hiring of an additional staff member in finance/administration. The new Finance/Admin Associate was hired on 11/7/19, she is a Certified Public Accountant with extensive background in process controls. We will be utilizing her to continue our forensic investigation of former staff's financial processes and practices. Anderson &amp; Whitney will no longer be contracting on this portion of our investigation due to staffing shortages. If we find any major improprieties, we will seek counsel of Anton, Collins, Mitchell team for further guidance.</p>	YELLOW
Staffing	<p>Finance/Administrative Associate position filled - pending background check sent to CDLE. Interpreting Scheduler position still open.</p>	GREEN