



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	As of this date, Thomas has sent out an initial overview of the ED position, he has had multiple conversations with me regarding the parameters of the work with Connections and the greater community. Thomas has contacted all key staff, board members and a few community members to interview personally. We have approved an altered timeline with the holidays in consideration. Current next steps are a report to the board of directors based on all interviews with key staff and board, building out the collective vision for leadership for CIL. Next timeline item will be releasing a Position Profile Announcement and a Preferred Candidate List.	
CDLE Primary Grant status	CDLE site visit and certification was completed with no significant findings. All systems for programs and services meet minimum requirements. A full report from the CDLE is expected in late December. CDLE representative Pike has informed us that the state financial auditor will be contacting CIL in January to set up our audit review dates for all things financial. CIL is continuing to struggle with submitting our draw down requests for grant funding due to our issues with reconciliation of Quickbooks. The process is being worked on by Anne and Carol and we strive to have draw downs caught up before 12/20/19.	
CDLE SEEK's Grant/Other ILC's meetings	<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. 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. NEW: it has been mentioned that CIL may be allowed to participate as a control group in the SEEK grant which would position CIL for involvement in Workforce training sooner than expected.</i>	
Finance Department	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 & 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.	
Board of Directors Business	Board consultant, Mark Holdt, of Mountain Sage has been retained for the 2020 calendar year. He will begin working with the board in late February to ensure a smooth onboarding process with the new Executive Director and the cohesion of the board. Mr. Holdt will also be working with the board to design and reach consensus on a Strategic Plan. The Board and Connections staff have begun the process of Strengths Finder training to assist in team building with the board and staff of CIL. First sessions are underway.	
Financial Audit Process Changes	Continuing to reconcile Quickbooks and all accounts from 2019. Using GAAP on all items of AP and AR. Anne and Carol are gaining ground in proper process from Bills Due/Payment of Invoices, reconciling accounts for contractors and reconciling past-due accounts. We are using a 3-person system for all financial transactions and actions.	
Staffing	No open positions at this time (not including ED)	