

BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, DECEMBER 11, 2019
CONNECTIONS FOR INDEPENDENT LIVING OFFICE

ATTENDANCE: Board President Mary Jo Brockshus; Board Secretary Elizabeth Mahoney; Board Treasurer Josh Fulenwider; Board Director Kate Howell; Interim Executive Director Rochelle Miller; Finance Director Anne Yanez; Assistant Director and Operations Colin Morey

ABSENT: No one

President Brockshus called the meeting to order at 11:38 a.m.

Packets were emailed prior to the meeting and presented at the start of the meeting. They include the agenda, previous month's minutes and Interim Director's Report. Director Mahoney moved; Director Howell seconded to approve the minutes of the November meeting as written. Vote was taken, motion passed.

NEW BUSINESS:

Discussion and recommendation made to prepare and send end of year letters in September and to add this to the calendar. A request was made to have Directors Howell and Mahoney prepare greetings for the next bi-monthly Connections Newsletter.

Discussion of expanding the Board representation to include the other counties in our jurisdiction was favorable when the time comes to expand the Board.

It was moved via email November 22, 2019 by Director Mahoney, seconded by Director Brockshus to approve the Engagement for Services Agreement with Mark Holdt of Mountain Sage Consulting. It was approved electronically.

Finance Director Yanez went over the Finance Report, which is attached. Director Fulenwider moved to approve the report.

Director Howell offered that her sister, Carol Peddicord, may be available to assist with the catching up of Interpreter invoices or wherever she might be needed to assist the Finance Director.

CDLE Audit will probably happen in January. Once we have a firm date it will be communicated to the Board.

Assistant Director Morey presented the draft of the Program Performance Report, aka "704 Report". The Board is required to approve the report prior to its submission to the State. A request was made to add CSR – Consumer Service Records to the annual calendar for the month of November based on our fiscal year. It was also requested to send electronically the previous year's report to the Board. Director Fulenwider moved to accept the report and to have Finance Director Yanez add the financials portion to the report. Director Mahoney seconded the motion. Vote taken; motion approved.

Interim Executive Director Miller provided an update from Thomas Moore Executive Search. Tom has spoken to several Staff Members and Board Members and wanted everyone to know that those he spoke with are passionate and energetic to continue the mission of Connections. He is also pleased with

the search progress. The plan is to set up in person interviews with Tom and the Board the end of February.

Vehicle update was given. It was requested that a picture be taken when the wrap is done and to put it on the website and in the newsletter.

Connections received four gifts from Colorado Gives Day. New Development Director is to coordinate our efforts in the future. Put on calendar in October – end of the year giving plan to include direct mail, and social media.

Discussion of the forensic investigation took place, excess time and costs with attorney, CPA, Met Life, all these factors combined so the recommendation is to have Carol investigate.

OLD BUSINESS:

Samantha “Sam” Holzouser presented the Strengths Finder to the staff; she went over the schedule for the next few months. Discussed mileage not paid for Interpreter Schedulers, but happy to get them started now. Need email addresses for those people.

Holiday Party set for Wednesday, December 18 at Red Lobster at 6:00 p.m. and then Secret Santa exchange to take place in the office on Friday, December 20. Board members welcome.

Community Foundation Endowment 3-6 months operating revenue prime opportunity to start foundation either permanent or quasi permanent \$10,000 base – fund agreement spending policy, never touch corpus.

Request was made to add maturity dates and interest rate to the CD’s presently owned by Connections.

Director Fulenwider moved, seconded by Director Mahoney to allow the Finance Director to have viewing privileges on all bank accounts. Vote taken; motion passed.

The next Board meeting will be Wednesday, January 15, 2020 at 11:30 am at the Connections office, lunch would be welcome.

It was also discussed how to rotate out to include other staff at the monthly Board meetings. This provides more interaction between the staff and Board. It was also suggested the whole staff could attend quarterly.

The meeting was adjourned at 1:13 p.m.

Respectfully submitted to the best of my ability and recollection,

Anne Marie Yanez

Minutes scheduled to be approved at the Board Meeting set for January 15, 2020.

Affirmed by: _____ Date: _____

Elizabeth Mahoney, Board Secretary