



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>Thomas Moore (executive search consultant) has now conducted interviews with all board members and executive staff of CIL. He will be releasing a report updating the Executive Director job description and have an adjusted timeline for the search. Next timeline item will be releasing a Position Profile Announcement and a Preferred Candidate List. We have adjusted the timeline for the holiday break which adds approximately 2 weeks to the normal search timeline. I have connected Thomas with other nonprofit leaders in the Weld area, including the CEO of the Community Foundation, Rand Morgan, who ironically already has a professional connection with Thomas.</p>	YELLOW
CDLE Primary Grant status	<p>Filing of the 704 report is pending final financial figures from Anne Yanez. Colin Morey completed the narrative portion of the report. The report was reviewed and approved by the board of directors at the December meeting. The report is required to maintain funding status with the CDLE. The Site Visit and Certification report (November 12th&15th, 2019) was released to CIL staff from the office of Peter Pike on 12/23/19. A response was immediately sent (same date) to the office of Peter Pike challenging the one inadequate finding in the report regarding the matrix and composition of the Connections for Independent Living Board of Directors. I did ask for clarification on the procedure to formally challenge this finding and am awaiting instructions. Anne Y. and I were able to complete and file the August 2019 draw down of the funding account for the Part A and B sections of the grant. We expect to file <i>September, October, November no later than the first week of January.</i></p>	YELLOW
CDLE SEEKs 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. 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: The office of DVR (Peter Pike) has hired a project manager and introduced her to the Directors. The office informed the group of directors at the last meeting that they are currently evaluating whether or not there are enough qualified agencies to participate in the full study, including active and control group duties. This may open the opportunity up to CIL to participate earlier in the study than originally anticipated. We would ask to be part of the control study group for the foreseeable future. If the study's findings are in line with the theory of the study, it would allow CIL to become eligible for employment and comprehensive benefits counselor training on a compressed schedule. Colin Morey and I will continue attending ALL SEEK grant meetings to be fully informed on all aspects of the grant's progress.</i></p>	GREEN
Finance Department	<p>Reconciliation for all staff's PTO revealed one additional issue with nonpayment of a staff members PTO. We have rectified the issue and paid the employee in full for hours due them and made the adjustments to their PTO bank. All staff have now signed off on their appropriate balances of PTO and we have filed copies of these logs in each staff members personnel file for proper record keeping. All adjustments for PTO have been made in the ADP systems, this process is clear and cleaned for the 2020 accrual rates. In Q-1 of 2020 we will release the maximum cap on PTO allowable after consultation with Employers Council attorney's. Issue with the Interpreter invoicing system "Gridcheck" and its abilities to upload to Quickbooks are ongoing. We have not invoiced many clients since September of 2019. Anne and Sarah A. are going to attempt to bypass the system (after many hours trying to remedy) and file the invoices manually. I have contacted the owners of Gridcheck to discuss the matter and have informed them that I will be calculating the CIL staff time that it takes to manually file the invoices in order to receive compensation from them due to the extra Holiday pay this will cause CIL. A payroll calendar for 2020 has been implemented and distributed to all staff.</p>	GREEN
Board of Directors Business	<p>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. A Board calendar has been completed for 2020 with tasks and assignments for the board to follow so that it is aware of upcoming duties and processes. The board released 2 member profiles in the December edition of the CIL newsletter. In January the CIL newsletter will feature the remaining 2 board members. We will also be updating the CIL website with these profiles.</p>	GREEN
Financial Audit Process Changes	<p>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.</p>	YELLOW
Staffing	<p>No open positions at this time (not including ED)</p>	GREEN
OTHER	<p>Following a comprehensive RFP and search, the CIL staff has obtained a vehicle to aid in the delivery of Outreach Programs to the community outside the Greeley office area. The 2019 GMC Terrain will be used for Outreach purposes only and to transport housing transfers when necessary. Colin Morey has obtained proper licensure and insurance on said vehicle. Only staff members who have been authorized to drive the CIL company vehicle may do so after they have signed a liability waiver and completed a check of their updated Colorado driving license status. The vehicle is receiving branding wrap (logo) during the holiday closure so that it is ready for usage in the new year.</p>	GREEN