

**BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JANUARY 15, 2020
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: Carol Cochrane, Executive & Finance Associate, attending CE Class.

President Brockshus called the meeting to order at 11:37 a.m.

Director Fulenwider moved; Director Mahoney seconded to approve the minutes of the December meeting as written. Motion passed unanimously.

Financials Report:

Finance Director (FD) Yanez went over her report and distributed the reports listed including: the written plan to get into compliance with CDLE; A/R Aging Report; Bank Balances from each financial institution compared to what is showing in Quick Books and the Reconciliation Report; Profit & Loss (P&L) Statement for December 2019; P&L for the quarter ending December 31, 2019; and the Document Retention overview from ADP.

A question was raised about the existence of an Operations Manual with full policies and procedures. This has been started and is a work in progress. Another item on the Finance Director's to do list is to prepare for the upcoming CDLE Finance Audit scheduled for February 4 & 5, 2020 in our offices. It is requested by the CDLE auditor that the Board Treasurer attend.

Assistant Director Morey provided information about the capital budget considerations. He will obtain Request for Proposals (RFP's) for the Board to review specifics in the areas of: front window repairs, LED lighting ballast replacement, back shed demolition or re-purposing, alley refurbishment.

FD Yanez presented the summary of the invoices from Grant & Hoffman Law Firm:

- 9/6/19 - \$1,910.00 paid \$1,500.00 retainer 8/20/19
- 10/2/19 - \$1,090.00
- 11/4/19 – Zero
- 12/4/19 - \$720.00
- 1/2/20 – Zero
- Total incurred \$3,720.00, balanced owed \$2,220.00

Director Mahoney moved to pay the balance owed to Grant & Hoffman, Director Fulenwider seconded. Vote taken, motion passed unanimously.

Interim Executive Director (IED) Report

IED Miller has been in communication with Peter Pike at CDLE and would like to have her formal objection be a part of the final report to their statement that the Board is out of

compliance with regard to the makeup of the Board not being 51% with a disability. This is pertaining to their draft report based on the Audit that took place in November. Every other non-profit she has spoken with includes in their count both Board Members as well as ex-officio staff members, i.e. Executive Director. UPDATE: Immediately following this meeting, the motion to allow the challenge to this section of the audit report was denied. Miller is required to submit to the CDLE an action plan for compliance showing the Board of Directors is actively seeking to induct board members who adhere to the disability requirements of the CDLE.

IED Miller has been participating in the SEEK Grant meetings held by the CDLE and Department of Vocational Rehabilitation. Updates on the status of this grant and CIL's levels of participation are ongoing. This is a 3 year project.

The Employee Handbook is in dire need of updating but we recommend this be a primary project of the new Executive Director. Currently CIL is in need of an Addendum to cover maximum cap on both vacation and sick time, which is to be moved into one category Paid Time Off (PTO). The liability Connections incurred last in calendar year 2018 was over \$160,000 and for calendar year 2019 was over \$84,000. This is a significant amount that she would like to see rectified for the future. Director Fulenwider moved to combine Vacation and Sick time into PTO with a maximum cap of 200 hours as outlined in IED Miller's report. Director Howell seconded, discussion took place, vote taken, motion passed unanimously.

Director Fulenwider moved to change the paid Holidays to 10 with 2 of those to be floating. Director Howell seconded, vote taken, motion passed unanimously.

Both PTO and new calendar for holidays will be discussed with staff input on revised paid holidays at the January 30, 2020 all-staff meeting.

Thomas Moore update has been postponed as he was serving on jury duty. Things are a little behind where he thought they would be, however, over the holidays tend to be a slower period for employment searches. From Director Brockshus message, there is currently one potential candidate.

Staff Report – Dianna Campbell, Housing Coordinator

Ms. Campbell shared with the board her duties as Dept. of Housing (DOH) Coordinator. She received 13 new vouchers from DOH for the first time in a long while. We currently manage 83 vouchers. Of the 13 offered, 3 have signed leases, 10 are still open. The biggest challenge is most consumers don't have a way to come up with the security deposit. Dianna will get some statistics on who would move forward if they had access to a security deposit grant and devise a proposed plan on how CIL could better serve those with vouchers to enable their housing independence.

OLD BUSINESS:

Director Mahoney provided an update on the Strengths Finder session scheduled for Thursday, January 30, 2020. Most everyone still needs to complete the Questionnaire; several participants still need to take the Strengths Assessment. All participants need to bring both reports to the training January 30th. It was asked that Carol Cochrane send out a reminder to all the Board and Staff when she gets lunch selections. An invoice will be forthcoming.

The investment funds/quasi-permanent endowment is a place holder so that this subject doesn't get forgotten. For now no action needs to be taken. Later in 2020 the board would like to host Rand Morgan, CEO of Weld Community Foundation to explore Endowment Fund possibilities.

NEW BUSINESS:

Board Calendar Duties were distributed electronically prior to today's meeting.

Director Brocksus asked that we follow up with the fundraiser Emcee Bryce Jacobson regarding his silent auction winning bid.

The following Directors will head up these Committees:

- Fundraising/Marketing – Director Howell
- Nominating – Director Mahoney
- Finance – Director Fulenwider

The calendar for Board Meetings for the rest of 2020 was decided. It was agreed to stay on the second Wednesday of every month at the Connections office. The specific dates are as follows:

- February 12 – 11:30 a.m.
- March 11 – 11:30 a.m.
- April 8 – 11:30 a.m.
- May 13 – 11:30 a.m.
- June 10 – 11:30 a.m.
- July 8 – 11:30 a.m.
- August 12 – 11:30 a.m.
- September 9 – 11:30 a.m.
- October 14 – 11:30 a.m.
- November 11 – 11:30 a.m.
- December 9 – 11:30 a.m.

The meeting was adjourned at 1:30 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 February 12, 2020.

Affirmed by: _____ Date: _____

Elizabeth Mahoney, Board Secretary