



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	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. Thomas was called into Jury Duty and will connect with us once that has completed.	RED
CDLE Primary Grant status	Anne Y. continues to make progress on retrieving financial files that were mis-aligned in the switch from QuickBooks Desktop to Online and back to Desktop versions in 2019. CDLE asked for a financial compliance plan, which Anne has submitted with the goal of having August, September, October, November 2019 invoices as well as January and February invoices submitted by February 29th, 2020. CDLE (Peter Pike) send the final report from On-Site Assessment (November 2019), in it was noted that CIL was not in compliance with Indicator 1. A plan was written by Rochelle Miller to address the plan for achieving compliance, plan was submitted to CDLE on 1/28/20. This indicator refers to the composition matrix of the board of directors. All necessary compliance measures are being addressed by the board of directors.	YELLOW
CDLE SEEKs 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. NEW: The office of DVR (Peter Pike) held a stakeholders meeting at the Daniels Fund in Denver which Rochelle attended. Stakeholders were given an overview of the grant, introduced to the grant team and updated on project challenges and accomplishments. Project is on time.</i>	GREEN
Finance Department	December invoices were submitted to the CDLE. Progress has been made towards integrating Gridcheck interpreting invoices into QuickBooks, invoicing is now completed August through December. MetLife 5500 have been completed for all years except 2019, we are nearing completion of all reports to finalize the 5500. A 2020 Payroll calendar has been compiled and distributed to all staff and contractors with due dates of payroll records to ADP. The sales tax exemption certificate has been updated. We have requested and received an updated Letter of Designation from the IRS. We continue to submit sales and IRS determination information to vendors to prevent further sales tax charges. Items in process: all invoicing caught up and on schedule with CDLE, accounts receivable and current aging report, bank balances and reconciliation, balance sheets, profit & loss reports, document retention duties, allocating which bank account to repay amount to grant fund account from state repayment, review and pay all Grant & Hoffman attorney invoices, finish review of transactions from QuickBooks Online to QuickBooks Desktop transfers, prepare QuickBooks 1099's for all contractors, clear up chart of accounts, complete entering of 32 contract interpreters into ADP, continue forensic investigation for 2017/18/19 financials, compile all documents for CDLE financial audit	RED
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. 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. The board and staff will begin Strengths Training 1/30/20. The Board of Directors has appointed committee chairs, including a Nominations Committee chair. This position will be responsible for the intentional recruitment of new board members who represent Connections for Independent Living in the areas of: disability, geographic location, generational representation, ethnicity and professional abilities to aid the board of directors in areas of weakness, including; legal, finance, nonprofit administration, marketing/communications, healthcare, municipal administration.	GREEN
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 as internal controls regarding all financial transactions.	YELLOW
Staffing	No open positions at this time (not including ED)	GREEN
OTHER	Connections team is purging old and broken furnishings and is outfitting the conference room, main general use space and programs area with new task tables, a conference table and executive chairs. The new task tables will allow for ease of mobility and reconfiguration for the room for all uses. Half of the task tables are adjustable height to accommodate all manners of mobility. Task tables are able to be cleared	GREEN