

Board of Directors Regular Meeting Minutes
Wednesday, February 12 2020@ 11:30 a.m.
Executive Session 12:05 p.m.

Attendance:

President-Mary Jo Brockshus, Secretary-Elizabeth Mahoney, Treasurer-Josh Fulenwider, Board Member-Kate Howell, Interim Executive Director- Rochelle Miller, Finance Director-Anne Yanez, Assistant Executive Director-Colin Morey, and Executive and Finance Associate- Carol Cochrane, Guests: Peggy Garcia-Transitions Coordinator

Absent: No one.

President Brockshus called the meeting to order at 11:40 a.m.

Director Fulenwider moved and Director Mahoney seconded the approval of the January Board Meeting Minutes. Motion passed unanimously.

Finance Director Yanez presented the Financial Report. Items discussed included the presentation of a revised budget at the March Board Meeting; Cash balances, the probable need to transfer funds and a tentative plan to address the issue; Certificates of Deposits and their maturity dates; delivery of a plan to the state for submission of past due billings; loss of computer and email for over a week due to virus removal and computer cleaning.

Interim Executive Director Miller (IED) presented her report:

- The Board is out of compliance with Colorado Department of Labor & Employment (CDLE) in regard to the requirement that at least 51% of the Board members have a disability. A plan, with specific time frames to remediate this deficiency, has been presented to CDLE.
- Much of the prior month's activity by the IED has been spent on the CDLE compliance document to address the independent weaknesses section of the Risk Assessment Report. This includes lots of work and tender loving care to develop the plan and how to proceed going forward.
- SEEK Grant update – Peter Pike (CDLE Program Manager Office of Independent Living Services) asked Connections for Independent Living to start a process to participate in the SEEK Grant. This process will include 1st a Board decision and 2nd a State decision. To arrive at these two decisions: 1. Program Manager Pike and IED Miller will converse 2. IED Miller and Assistant Executive Director (AED) Morey will meet 3. AED will gather the necessary information including demographics served, youth and adult capacity, the x's and y's of fulfilling the survey and 4. Board will have discussions including: becoming part of the workforce movement; becoming enveloped in an advisory position; SSI and SSDI workforce counseling and the additional funding to support and have the capacity for two (2) additional staff members; an action group and a control group. There is a three (3) year timeline for project completion. Additional discussion included the fact that Boulder and Colorado Springs Independent Living Centers are deemed ineligible to participate as they are already providing the related services.
- President Brockshus and Board Member Howell expressed their appreciation to IED Miller for working on the SEEK Grant despite the full plate already on her agenda. Treasurer Fulenwider verbalized his concern of the work load.
- The January staff All Hands Meeting happened as scheduled. The next is scheduled for March 25.

Board broke for Executive Session at 12:05 p.m. to participate in a phone conversation with Thomas R. Moore Executive Search Firm.

IED Presentation resumed at 12:35p.m.

- Connections for Independent Living will host the State Independent Living Centers (SILC) quarterly conference next week. There will be a Zoom Link available for remote public comment on the 19th during the SILC meeting from 1:00 p.m. until 2:15 p.m. We will receive some reimbursement for the conference hosting.
- Home to Health Program –An email from Colorado Springs Home to Health program was discussed. This is another possible expansion of the services offered by Connections for Independent Living. The former director of this program run in the Colorado Springs area has moved to Northern Colorado. The Colorado Springs facility operates 52 beds. UC Health has proposed a fee for service model on a smaller scale than Colorado Springs. This project trial, if adopted, would not begin until nine (9) months out. It could possibly necessitate the hiring of two (2) additional staff. This would be a non-medical program.

Transition Coordinator Garcia presented a summary of her position which empowers participants to move from a nursing home into independent living. Participants in this program come from referrals from the Transition Coordination Agency which is located in the Office on Aging in Weld County, social workers, or themselves. It is a lengthy process which involves communication with various providers and agencies including counselors, nursing homes, North Colorado Housing Alliance, and service providers to set up an individual in their own home. This process necessitates working with the participant on their budget for spending the \$1,500.00 provided to them under this program, assisting them with the scheduling and coordination of their providers to meet their daily needs and meeting with the participant at least once a week after transition to independent living to provide follow up and further assistance for up to four (4) months after transitioning to independent living. There are currently seven (7) participants waiting to be placed, two (2) in the community, three (3) in the beginning stages. We received two (2) referrals last week and are awaiting documentation. Treasurer Fulenwider thanked Coordinator Garcia for her presentation.

AED Morey presented Housing Coordinator Campbell's update to the inquiries from last month's presentation to the Board. Connections for Independent Living typically receives ten (10) to twelve (12) housing vouchers per year. The average deposit required to rent an apartment by participants in this program is \$875.00. Participants are also required to pay their portion of the monthly rent after subsidy. Their portion is typically \$350.00. Discussion ensued. IED Miller will compile a grant application to cover down payment assistance. The monies would be given to the apartment complex or owner. Connections would not be responsible for damages. A proposal would be sent out and voted on. Treasurer Fulenwider moved in the interim to reserve \$5,000.00 for up to 5 individual's down payment assistance pending review of grant process. Director Howell seconded. Motion passed unanimously.

OLD BUSINESS:

Secretary Mahoney spoke on the Strengths Finder Training. The new director will have a one on one with the Strengths Finder provider after hiring. The next Strengths Finder meeting will be in March on a Wednesday or Thursday, before and after the lunch break.

Discussion ensued on committees. Committee descriptions need to be built out a little more with items such as who is allowed to be on the committee and the vetting of candidates. Additional committees need to be added such as a Finance, a Development, and a Marketing Committee. Committees are a good way to vet potential Board Members as the members of a committee do not need to be on the Board. They provide potential Board Members with hands on familiarity with the mission of Connections for Independent Living. Before the March Board meeting, the nominations committee

should have names in order to remain in compliance with the CDLE remediation plan regarding obtaining over 51% compliance and by June having a viable candidate for the Board.

The building next door has been sold. The Richardson family is planning on expanding the facility. Discussion included Connections perhaps signaling their interest on occupying the first floor offices.

James Childress, CPA is open to working with Connections for Independent Living. He has familiarity with us as he previously provided services and understands how the process works. He does all work remotely and his staff will perform most of the work. The rates of pay are \$200.00 per hour for CPA, \$125.00 per hour for manager, \$100.00 per hour for staff and \$65.00 per hour for administrative work. The two areas of focus would be digging in harder on the billing to CDLE and the inspection of past finances during the Alicia and Sharri reign. He agreed that the addition of a new company in Quick Books is a good idea. Director Howell moved and Treasurer Fulenwider seconded the motion to engage the services of Childress Accounting and Consulting for a three month test period, capping the expenses at \$5,000.00 per month. Motion passed unanimously.

Treasurer Fulenwider participated in the CDLE review phone call and was impressed with the positivity with the report. All but one and a half of the findings are going away and the report reflected the progress made since the original December 2018 report.

A possible board member who would probably be of great value would be the Treasurer for Envisions. He is an ex non-profit board member and hence understands the needs of non-profit boards.

The next Board Meeting will take place at 11:00 am on Wednesday March 11, 2020 at the Connections office.

President Brockshus moved to adjourn the meeting Director Howell seconded.

The Board adjourned at 1:42 p.m.

Respectfully submitted, done to the best of my belief and ability, by Carol Cochrane.

APPROVED AT BOARD MEETING held _____.

Affirmed by: _____
Elizabeth Mahoney, Board Secretary

Date: _____