



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) reports to the board directly at this stage of development in the search process. The search was expanded to include outlying and bordering states. The search committee is expected to be interviewing potential candidates mid-March, 2020.	YELLOW
CDLE Primary Grant status	The December 2019 invoice was submitted the second week of February. It was brought to my attention via our contacts at the CDLE that the process was accurate and needed additional submission items. It was determined to utilize outside services of a CPA, who has a working knowledge of the SILC invoicing process to assist our team in properly submitting all outstanding invoices. It is the goal of the team to have all outstanding invoices submitted no later than 3/5/20. Also, the CDLE financial audit draft report was released on 2/26/20, it has been shared with the Chair and Treasurer of the board and will be reviewed by the full board on 3/11/20. The board and interim-executive director will determine after review whether or not an official comment needs to be submitted.	RED
CDLE SEEK's 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) has extended a preliminary questionnaire to Connections to determine eligibility for grant participation. At this time the opportunity to participate in Tier 1 of the grant has been extended, and will be reviewed, discussed and voted on by the board of directors at their 3/11/20 meeting.</i>	GREEN
Finance Department	Connections has been working with outside CPA counsel in reconciling all accounts from 2019. Connections has also moved to a PTO model of time-off and are working to implement its changes in ADP (payroll system). Items regarding sales tax, procurement card usage and responsibilities and paid holidays were reviewed in an All-Hands meeting and are being implemented by Finance department team.	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 were a great success and second sessions have been planned. In February the CIL newsletter featured the remaining 2 board members profiles. These profiles are also used on our website. 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. The board has approved Committee Descriptions for these committees and they will be added to the board packet. All nomination inquiries are now streamlined.	GREEN
Financial Audit Process Changes	Anton, Collins, Mitchell, CPA's were met with and have sent a letter of engagement. The fee proposal is 50% higher than in years past due to inefficiencies in working with former staff. Our team is determined to not incur the expected level of billable hours in order to keep audit costs lower than expected. With that said, we do expect an increase from years past due to our past relationship issues. It was determined that it is best to stay with ACM to complete this years audit. An RFP will go forward in June, as was previously planned. This is not in direct correlation to the fee structure with ACM, but is seen as best practices every 3 years to seek new bids for these services.	YELLOW
Staffing	ILS Outreach position based in Fort Morgan (0.5FTE)	GREEN
OTHER	Connections team has updated 85% of the furnishings in the main room and conference room. The front reception area has been reconfigured and team members are inquiring for interior painting bids to move towards more neutral colors. Interior painting was last done approximately 10 years ago.	GREEN