

**Board of Directors Regular Meeting Minutes**  
**Wednesday, March 11 2020@ 11:00 a.m.**  
**Executive Session 1:02 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, and Executive and Finance Associate- Carol Cochrane

Absent: Assistant Executive Director (AED)-Colin Morey.

President Brockshus called the meeting to order at 11:08 a.m.

Interim Executive Director Miller (IED) stated that there is one change to the agenda. The Staff report is postponed due to the fullness of today's schedule and the absence of Assistant Executive Director Morey.

Director Fulenwider moved and President Brockshus seconded the approval of the February Board Meeting Minutes. Motion passed unanimously.

IED Miller stated that the State has given Connections an ultimatum to catch up the invoice billing within a week to two week period. The State also requires budget to actuals in the quarterly reports. Additionally, the budget for next year must be provided to the State within the next few weeks. Jolene, the Assistant Comptroller for the State, made us aware of the fact funds not claimed will be redistributed to other ILS locations. James is available for these tasks and IED Miller requested his assistance. Utilizing James will result in an expenditure of greater than the \$5,000.00 cap.

Finance Director Yanez presented the Financial Report. Items discussed included the presentation of many Quick Books reports including: Balance Sheet to 2/29/20; Profit & Loss by Month October - February; Profit & Loss 2 year to date comparison; Profit & Loss Oct 17 to Feb 20 by fiscal year; Accounts Receivable Aging Summary; and Accounts Payable Aging Summary.

Interim Executive Director Miller (IED) presented her report:

- Kevin Slevin would like any comments on the CDLE Report draft he presented to Connections by Monday March 16, 2020. The board discussed the report briefly and Treasurer Fulenwider moved and Secretary Mahoney seconded that IED Miller send an email to Auditor Slevin to accept the findings and observations listed in the report. Motion passed unanimously. Board then discussed a need to have in the Board packet a list of all the audits throughout the year so they may check off and/or highlight them.
- IED Miller then began presentation of current issues in the Interpreting department. She informed the board of the need to pay overtime in the Interpreting department due to emergency situations. Discussion ensued concerning emergency situations, making sure that Connections would not be losing money, the UC Health contract and budget, the possible expansion of the Interpreting segment of Connections, the possibility of having Sarah come in to explain, providing a cap for overtime, and tracking expenses and costing services accurately. Treasurer Fulenwider moved to cap overtime payments at \$6,000.00 for the remainder of the fiscal year. Secretary Mahoney seconded. Vote taken. Motion passed unanimously.
- The risk assessment submission to the State included a preliminary budget. These best estimates could make a conjecture and projection template for this current year we are in. Next month a projection for each department is anticipated. Fund accounting should be utilized for these budget

projections. Everything budget wise is due to the State by the end of May or June. The first portion needed is the SILS CDLE Budget which would be approved first. Items to consider in this budget development include modification of the current year numbers by how best to serve the mission of Connections and empowering experts in the field.

- The Anton, Collins, Mitchell (ACM) audit proposal cost came in higher than hoped for. ACM stated that due to “inefficiencies” of past audits the \$7,000.00 could be \$20,000.00 if it were to take the same amount of time to perform the FY 2018 (Oct. 1, 2018 – Sept. 30, 2019) audit. ACM stated that they did not get information in a timely manner in prior audits. The March 27<sup>th</sup> start date of the audit is in sight.
- SEEK Grant update – Peter Pike (CDLE Program Manager Office of Independent Living Services) has informed us that Connections is now able to be a tier one (1) participant in the SEEK grant. This is a five (5) year grant with a partnership with the Division of Vocational Rehabilitation. Tier 1 is a fully vested participant in the SEEK Grant. Two (2) members of the Connections staff are to be trained - one (1) in customized individual placement and one (1) in community partner incentives. This training cost is approximately \$5,000.00. The training consists of online courses and some in person. There is also a stipend for administration of the grant. This grant helps individuals on SS, SSDI, and VA. A vote from the Connections Board is needed to accept this participation. Our two employees chosen to participate in this training are Kevin for outreach and David for outreach with youth. They are both eager to do this work as it allows them to increase their knowledge base and help constituents on an entirely new level. Our participants will receive incentive stipends as well. Secretary Mahoney made a motion to accept the invitation to be a Tier One (1) SEEK Grant participant. Director Howell seconded. Vote taken. Motion passed unanimously. The Board members extended their kudos to IED Miller for doggedly pursuing this SEEK status. Discussion ensued on publicizing this participation. It was suggested that we allow the Department of Health and Human Services (HHS) time to announce in their manner. Then we might try to get on the city council or county commissioners agenda for the main communities we service including Greeley, Evans, Fort Morgan, Yuma, and Sedgwick. We want to take this approach to alleviate any concern that we are duplicating already provided services. Additionally, we wish to provide the information gained from this grant as a model to the rest of the State of Colorado and larger areas of the United States in order to benefit our partners.
- Reviews of base pay and salary levels and inquiries to directors of two (2) ILS offices in the state of Colorado are underway. Everyone in the ILS department of Connections for Independent Living has a BS degree. Performance evaluation methods are being developed and will begin with a self-evaluation form of four (4) or five (5) questions to be presented at an all hands meeting. IED Miller and AED Morey and possibly another are involved in this process.
- Additional items mentioned include: the Alternative to Bonus committee presentation is scheduled on the April Board Agenda; the next Clifton Strengths training is March 25, 2020, the need for a centralized data base for Interpreters files; the need for certified Medicaid and SSI staff.

#### **OLD BUSINESS:**

- Some descriptions for board committees have been disseminated. Some are open to interpretation; comments on others are still needed. A job description for board applicants is needed. There are names of two (2) potential board members presented to AED Morey by Kevin. Development of a board matrix template is in process. Terms of board members listed in the bylaws are 3 years with 3 successive appointments allowed.
- Homework with Mark starts in May. Board meeting times and dates adjusted for the meetings with Mark -May 13 11:00 a.m. until 2:00 p.m.; June 24 11:00 a.m. until 2:00 p.m.; July 15 11:00 a.m. until 2:00 p.m.; Aug 12 11:00 am until 1:30 p.m. Mark will require more work for the new Executive Director (ED). The new ED should be fully included in the process. This should include

Mark strategizing with the new ED. Emails are needed. CDLE would like the results sent to them to show a broad based survey of the community when available. Mark does an excellent job. He is thoughtful and professional.

- Housing deposit assistance contract presented. Discussion of checking the tax implications ensued. Secretary Mahoney moved and Treasurer Fulenwider seconded the approval of the housing deposit assistance contract. Vote taken. Motion passed unanimously. Will ask Ms. Campbell if she has person willing to sign. Need statement information that the landlord understands that Connections is not the signer of the lease and is not responsible for the lease requirements –Connections is merely assisting in the deposit and if refunded it is returned to Connections.

Board broke for Executive Session at 1:02 p.m.

Back from Executive Session at 1:25. Discussion ensued of handing information over to lawyer, unemployment benefits and if any criminal behavior regarding previous managers.

The next Board Meeting will take place at 11:00 am on Wednesday April 8, 2020 at the Connections office.

Secretary Mahoney moved to adjourn the meeting Treasurer Fulenwider seconded. Vote taken. Motion passed unanimously.

The Board adjourned at 1:30 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: \_\_\_\_\_