

**Connections for Independent Living
Board of Directors Regular Meeting Minutes
Wednesday, August 12, 2020 @ 12:00 p.m.**

Attendance in the Meeting:

President-Mary Jo Brockshus, Treasurer-Josh Fulenwider, Secretary-Elizabeth Mahoney, Member-Kate Howell, Member-Lou Steinberg, Executive Director-Rochelle Miller, CPA-James Childress, Executive Associate – Carol Cochrane

President Brockshus called the meeting to order at 12:02 p.m.

Director Steinberg moved and Secretary Mahoney seconded the approval of the July Board Meeting Minutes. Motion approved by President Brockshus, Secretary Mahoney, Director Howell, and Director Steinberg. Treasurer Fulenwider abstained due to missing a portion of the July Board Meeting. Motion passed.

Financial Report

Mr. Childress presented the Financial Report:

- The Balance Sheet shows an improving cash situation. Currently there is 177% of an average monthly disbursement available in the cash balance. Much work has been put into fixing Accounts Receivable. Accounts Payable is going well with utilization of Bill.Com and proper cash flow availability.
- The Profit and Loss Statement is presented through August 7, 2020. This was a choice as the interpreter invoices were pulled in on August 3, 2020 and it is easier to see the effect of this action. One item missing from this statement is the CDLE invoice for July. This is in process. Secretary Mahoney questioned the large negative income. Mr. Childress summarized that items causing this include: redundant invoices, write off of a significant portion of older receivables with our largest customer as a gesture of good faith, and a significant credit accrual difference from September 2019. Executive Director Miller stated that approximately 1/3 of the large negative income is due to credits, 1/3 not correctly attributed, and 1/3 due to overspending. This overspending includes the search committee fee and the large repayment to CDLE. The board asked about the large amount in dues. ED Miller responded that these charges include bringing memberships to current from past due and new fees to accommodate work from home such as Evernote, Zoom, Dropbox, DocuSign and several other online tools.
- The Accounts Receivable Aging Report shows many items that are in need of resolution. The combined team of Childress Accounting and Connections is working daily to resolve the issues. In the greater than ninety days column, there are only three customers after November 15, 2019. The remaining items are most likely duplicates due to the incorrect migration of accounting software. All past due items are being looked at individually. This surgical process will probably result in about \$2,200 due in the over ninety day column. We are communicating with each customer to resolve the items and to inform them of our improved process in order to steward our relationship with them. Director

Howell added that each organization should be made aware of the support services Connections has and the resultant referral opportunities they could provide.

- Mr. Childress next presented a prototype of a Financial Dashboard. It utilizes a color coding concept to focus attention on areas of discrepancy of actual from budget. The intention is to have two issuances of the dashboard each month. The first to address what potential issues there are and identify resolution opportunities, and the second for the board meeting to provide the Connections Board with a more understandable presentation of the financial picture, thus providing more information on where their attention should be focused. Director Steinberg stated that some of the variances from budget to actual could result from a timing issue. Mr. Childress responded that with the current information that would be an issue, but in the future, the plan is to have a “seasonally” adjusted budget. The goal is to present the financial information in a manner that the board could trust and utilize in fulfilling their fiduciary responsibility. Discussion ensued stating that internal controls are paramount. Division of duties and internal controls are the team’s greatest focus area. President Brockshus expressed her thanks for the first full financial report.
- Many efforts are being put forth on completing the Audit preparation. The information should be completed and available for the auditors by Tuesday of next week. This concluded the presentation of Mr. Childress and he left the meeting at 12:45 p. m.

Operations and Executive Director Report

- Discussion of the first draft of the FY21 Operations budget began. Treasurer Fulenwider and Director Steinberg reviewed the budget at their Finance Committee Meeting on Friday, August 7, 2020. There is work to be done in keeping expenses under control. However, with places to trim down, and no past due amounts, Treasurer Fulenwider stated that overall he is satisfied. Director Steinberg stated that there may be opportunities for expense reduction in the interpreting area. If there is less work available, the labor expense will be lower. The advertising amount was explained. The Finance Committee will decide where to move reserves, looking for the best interest rate and terms. This budget process was difficult, as there was no prior comprehensive budget to reference. Director Steinberg stated that next year and going forward, the budgets should be much more accurate. Executive Director Miller stated that the final draft of the FY20 Operations budget will be voted on during the September Board Meeting.

Operations Updates:

- Executive Director Miller presented the statement of resolution to change services for the 403(b) plan from Metropolitan Life Insurance Company to Matrix Trust Company and Retirement Plan Consultants LLC effective October 1, 2020. The employees’ 403(b) committee voted unanimously to recommend this change. Treasurer Fulenwider moved to approve the change. Secretary Mahoney seconded. Vote taken. Motion passed unanimously.
- The COVID-19 Staff Survey revealed that 73% are not comfortable returning to the office. The rest are indifferent. Many of our staff and our consumers have high risk challenges.

Three employees have to deal with school closures. A big item is that staff believes they are unable to wear masks for up to eight hours per day.

- Connections received fifteen to twenty applications for the Director of Communications position during the nine day open period. Seven people made the final cut for a thirty minute interview. Of the seven, two are identified for a second interview and two are designated as backups. Wednesday, the leadership team will meet and ask questions of the remaining candidates. The final decision, made with the leadership team's input, is scheduled for the end of next week. Secretary Mahoney offered her assistance in the interviewing process. Director Steinberg stated that an important question to ask is why they left their last position, which was asked in the 2nd interview process..
- Eight of the ten Google Chrome laptops are now checked out. One went to Transistions and one went to Housing.
- In anticipation of another COVID-19 rise in infections the Colorado Department of Housing is offering additional Section 8 Housing vouchers to select counties. Weld county has been chosen as one of these high risk areas. DOH is asking how many vouchers are required to clear Connections wait list. Currently we have a three page list of those pre-qualified for a voucher.
- CARES Act funding government required procedures and documentation requirements are forthcoming. Staff is following all grant best practices in order to avert any issues in case of federal audit.
- Executive Director Miller and Ms. Fry had a productive meeting with One Tribe Creative (website contractor). They presented two logo options. They also presented possible layout ideas for the new site. We should be seeing a buildout and templates soon.
- The SEEKS Grant is moving forward. Three of our staff members have received certifications after completing the testing in their specific areas

New Business

Discussion of the Strategic Plan began. Director Steinberg motioned for approval. Treasurer Fulenwider seconded. Motion passed unanimously.

Executive Director Miller then presented the Operations Plan. It is more action oriented than the Strategic Plan, but the areas of focus are brought in from the Strategic Plan. One of the most vital areas of an Operations Plan is the listing of possible risks of derailment in achieving the goals.

The board members are asked this year to vote on the Operations Plan to ensure that it meshes with the Strategic Plan. A vote is not necessary, yet due to past administrative issues, we felt it was appropriate this year. After discovering that some of the board members missed the email with the detailed Operations Plan, President Brockshus suggested that a digital vote be taken on the Operations plan on Monday, the 17th of August. Executive Director Miller stated that she would resend the operations plan via email. All board members agreed to review the plan by Monday.

Discussion of possible dates of the Connections Board of Directors Meetings for the remainder of calendar year 2020 ensued. The days and times chosen are on Wednesdays at 11:00 a. m. The specific dates are September 16, October 14, November 18, and December 9.

President Brockshus left the meeting at 1:32 p. m.

Old Business

Board Recruitment- ED Miller suggested that a matrix be developed for actively recruiting members for Connections Board of Directors. A resource for this might be the Colorado Nonprofit Association tools for evaluation. Secretary Mahoney and President Brockshus plan on having a meeting within the next three weeks to discuss the addition of board members. Treasurer Fulenwider expressed his desire to join the next Nominations Committee meeting. Secretary Mahoney asked if Employers Council might be of some benefit as a resource for explanation of the disability requirements of the board makeup. Executive Director Miller responded that the Employers Council focus is a medical model in order to inform FMLA requirements and accommodations.. It was discussed that the topic of board recruitment should be placed on the agenda for the board to identify needs and weaknesses and strengths. After this, a matrix would be the next step.

Director Steinberg moved to adjourn the meeting. Director Howell seconded. Motion passed unanimously.

The Board adjourned at 1:49 p.m.

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

September 16, 2020

APPROVED AT BOARD MEETING held _____.

Affirmed by:  Date: 10/27/2020
Elizabeth Mahoney, Board Secretary