

**Connections for Independent Living
Board of Directors Regular Meeting Minutes
Wednesday, October 14, 2020 @ 11:00 a.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, Director of Interpreting – Sarah Augenstein, CPA - James Childress, Executive Associate – Carol Cochrane

President Brockshus called the meeting to order at 11:09 a.m.

Director Howell moved and Secretary Mahoney seconded the approval of the September Board Meeting Minutes. Motion passed unanimously by board members present. Director Steinberg was absent at this point of the meeting.

Financial Report

Mr. Childress presented the Financial Report:

- The Balance Sheet shows funds available in the amount of 240% of average monthly expenses. Accounts Receivable is showing an improved aging profile.
- Expanded reporting in the enhanced financial packet is not yet completed.
- The audit is continuing. Waiting for a response from the senior partners regarding the fraud answers. We are providing responses in a timely manner to additional requests from the auditors.
- Mr. Childress left the meeting.

Operations and Executive Director Report

- The board discussed some potential investment advisors and plans to meet or having met with them. Safety, fiscal responsibility, ease of working with, and funds availability were mentioned as items of interest in selecting a provider for the investment services. The Finance Committee will meet before the next board meeting.
- ED Miller presented a mileage policy regarding reimbursement for business travel while working from home. A brief discussion ensued among the board members. Treasurer Fulenwider made a motion to approve the Mileage Reimbursement Policy as presented, Director Steinberg seconded. Vote taken. Motion passed unanimously.
- The Employee Handbook will be proofread and then given to Communications Director Rhinehart for digitalization and formatting. It is the intent to have it presented to the board by the next meeting.
- Interpreting Director Sarah Augenstein delivered a presentation to the Board on the Interpreting Department. The program has progressed from fewer than 400 hours of interpreting billings in 2013 to over 4,000 hours of billings in 2019. The interpreter pool has grown from less than 20 interpreters to 75 interpreters. These interpreters have provided their services both in person and virtually to Colorado and Wyoming

customers as well as to specific event clients in New York, Utah, California and Finland. Unfortunately the Covid-19 Pandemic resulted in many cancellations and diminished hours by over 92% in April and May of 2020. New items on track this year for further development and/or implementation include Video Remote Interpreting and the Emergency Management Program. An RFP with UC Health for just on site interpreting work and a RFQ for UNC are in process. Work will be done on a general customer contract. The percentage of unfilled jobs is very low. Various Board Members suggested that all contracts be reviewed by an attorney before signing and that the interpreting program offerings be highlighted on the website. The members expressed their support and appreciation for the interpreting program and Interpreting Director Augenstein.

- ED Miller next discussed the rebranding items. Communications Director Rhinehart contacted 17 chambers of commerce and is completing the process of memberships with them. This effort has resulted in mention by some of them on their social media and in their newsletters. The website is on track. The logo is undergoing a soft launch for the better part of the year.
- The SEEKS Grant requirements are commanding extra time from staff as we are generating more consumers and specific needs in SSI/SSDI application assistance. As a result, there is now an additional position for a new ILS. The position will be half support for the ILS department and half ILS. Jessica Standiferd has moved from the ILS Department support position back to the Housing Department due to high consumer demand and a need to reorganize the department. Her main focus in this position is the digitalization into Dropbox and the development of a Desk Manual for the Housing Department inclusive of all the requirements of DOH and HUD.
- The rollout of the 403(b) plan to Wealth Management is completed with every eligible staff member, except for one, participating. Inquiries were made to this specific staff member to ensure that non-participation was the choice. Board members suggested that this be notated with a signed waiver in order to eliminate a potential issue.
- The Leadership Team is engaged in a one week time study. It is hoped that coding what we are doing will provide insight. Next we will discuss if, when, and how to move forward with the rest of the team. The intent is not punitive, but rather a method to help those struggling with isolation and to assist in increased time management due to our increased workload with increased duties in a new environment.
- The effort to have a Senatorial debate proved unsuccessful as one side was unable to attend. As a result the Voters Coalition, consisting of 5 area agencies who focus on services for the disabled, submitted four questions of interest to people with disabilities to the moderator of the next scheduled televised debate.
- We will not present the bill for replacement of the broken window to insurance. (update, window was successfully replaced and all information was presented to Greeley PD)
- In an effort to do something for the people using our parking lot as a respite area, we are establishing a "Connections Cares" program from 11 a. m. to 1 p. m. on Fridays between October 16 and November 20, 2020. The Department of Housing wishes us to find disabled people, under 60 years of age who are experiencing homelessness, and place them on the waiting list for special COVID-19 Section 8 housing vouchers. Many people who experience homelessness are subsequently disabled and it is an opportunity to complete pre-intake forms for Connections. We can explain that camping in our lot is

not allowed, but they can stay in the Meeker House lot immediately to the West as it is public property. A security guard will patrol the parking lot two or three times a night to ensure that there is no one camping.

- President Brockshus stated that Connections is fully certified with the State CDLE for the first time in a long while. As a result, there will be no audit by the State for 2020 and perhaps 2021 as well.
- Colorado Gives Day, occurring December 8th, is the major fundraiser for the year. We are part of the Weld Coalition. Communications Director Rhinehart will promote this in Social Media and our newsletter. He anticipates highlighting the Housing Deposit Assistance Grant program as an item that will positively engage donors.

Old Business

- Secretary Mahoney is seeking nominations for Board Membership. The job description is complete. The board discussed the meaningful amount of contribution by a board member on the description and agreed that the statement was appropriate.
- Executive Director Miller left at 12:52 p. m. to present at the APRIL conference on the SEEKS grant.
- Board discussion of various topics continued. This included board membership and what abilities are needed along with an awareness that the next recruited board member should identify as having a disability in order to maintain the required percentage. Law and Human Resources skills for a new member are areas of focus.
- Executive Director Miller is reaching out to the Clifton Strengths facilitator to engage in a restart of the process. New team member catch-up sessions should occur before coming back as a group.
- Please complete the Sage Consulting Poll on dates and deadlines for the new sessions.

New Business

- Two new committees need chairs and members. Board members discussed and then volunteered. The new committees are By-Laws Committee and Capital Improvement Committee. Chair of the By-Law Committee is Secretary Mahoney and committee member is Director Steinberg. President Brockshus is chair of the Capital Improvement Committee and Director Howell is a member.
- Board members discussed the liability issues regarding people experiencing homelessness and the parking lot. There could be issues with easement if access is not restricted and/or noticed. Legal counsel for contracts and issues was discussed and President Brockshus stated that Connections has Grant and Hoffman on retainer and that they are business attorneys.
- The Board Meeting Calendar for 2021 needs to be established. Consider the possibility of moving to the 3rd or 4th Wednesday of the month.

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

The Board adjourned at 1:17 p.m.

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

APPROVED AT BOARD MEETING held Nov. 18, 2020.

Affirmed by:  DocuSigned by:
 Elizabeth Mahoney, Board Secretary Date: 12/7/2020