

**Connections for Independent Living
Board of Directors Regular Meeting Minutes
Wednesday, November 18, 2020 @ 11:00 a.m.**

Attendance in the Meeting:

President-Mary Jo Brockshus, Treasurer-Josh Fulenwider, Secretary-Elizabeth Mahoney,
Member-Lou Steinberg, Executive Director-Rochelle Miller, Lisa Gagliano, E.A.,
Executive Associate – Carol Cochrane

Absent:

Member-Kate Howell, CPA - James Childress

President Brockshus called the meeting to order at 11:07 a.m.

Director Steinberg moved and Treasurer Fulenwider seconded the approval of the October Board meeting minutes. Motion passed unanimously.

Financial Report

Executive Director Miller introduced Ms. Lisa Gagliano, sitting in for CPA Childress. Ms. Gagliano is most familiar with State General Funds (SGF) and Part B grant procedures on behalf of Connections.

Ms. Gagliano presented the Financial Report:

- The Balance Sheet shows funds available in the amount of 170% of average monthly expenses. Accounts Receivable has 88% of the \$185,000 in the current period.
- Treasurer Fulenwider questioned the frequency of billing for reimbursement of expenses under part B and part C. President Brockshus questioned the large past due from Walmart. Executive Director Miller and Ms. Gagliano responded that part B is billed monthly and part C is billed quarterly. Due to the timing of the board meeting, the funds from the prior monthly billing were not yet received when the Balance Sheet was generated. The \$54,714.28 SILS (SGF) part B October billed amount is now received. Part C funds will be billed in December. To date, \$22,000 is billed and received in CARES Act grant funds. The past due amount from Walmart is related to a workers compensation issue going through the system that has been delayed.
- Executive Director Miller reported that the audit is ongoing. Connections is responding timely to additional questions and elevations of testing that were generated by answers to prior questions. This audit ranks at one of the top two levels of testing.
- The adjustments for 2018 and 2019 for Connections employees are completed. Some staff members paid FICA taxes. There are no adjustments for 2020.
- President Brockshus questioned the amount yet to spend for part C funding. Executive Director Miller responded that some of this money is for the Connection Cares program, some for mental health of staff, some for work from home, some for equipment, some for food under certain circumstances, and some for areas of need yet to be determined.
- Connections will reapply for credit cards. A vote is needed to approve the changeover from debit cards. The board asked for and received details of who has the procurement

cards and how much each limit is. Treasurer Fulenwider moved and President Brockshus seconded a motion to approve the switch to credit cards. Vote taken. Motion passed unanimously.

- Ms. Gagliano left the meeting at 11:43.

Operations and Executive Director Report

- ED Miller presented the newly revised Employee Handbook. The process to get it to this point included numerous reviews and edits by the Employers Council Attorney Guin and the Executive Director. Some staff at Connections have reviewed for content, grammar and spelling. Communications Director Rhinehart will digitalize and format after final Board approval. The Board then went through the document section by section, voicing their questions and concerns in various areas. This lengthy give and take within the group resulted in the document being resubmitted to the Employment Council Attorney for some alterations. The subsequent plan is to either have a digital vote on the document or present the Employee Handbook at the next Board Meeting for a vote, depending on the time frame of the review by the attorney. After Board approval, Communications Director Rhinehart will need about a week to place into proper format before presenting to staff. Items for review are: bereavement leave, smoking, use of cell phones in company vehicles.
- ED Miller next discussed the rebranding items. The outdoor signs are scheduled to be changed this week. The interior sign above the reception area is complete. The newsletter will be out the week of 11/23/20. The website should be ready for launch the beginning of December.
- The UC Health and UNC interpreting contracts are in the review process. We are still working on the Emergency Response Team. The VRI room is underway with the award of a bid. The room is expected to be completed before Christmas.
- The Housing Department deposit assistance reward process is now formalized with a rubric. The four members of the award committee utilized the new rubric and were able to come to a decision of recipients within two hours. This new method enabled the committee to take emotion out of the decision process. Our grant application for monies from the Weld County Trust for the Deposit Assistance Grant Fund was successful. We received a grant from Weld Trust award of \$1,000.00 designated to the housing assistance fund for 2020/2021.
- Executive Director Miller asked all to support Connections on Colorado Gives Day. A possible method is to create a donor account with a personal appeal. It can be presented as a way to honor a memory of someone and shared as a link on social media.
- We have received 1,500 masks from the CDC Foundation at no charge. There are 500 packets of 5 reusable masks in each. Connections will provide 40 of these packets to cold weather shelters. They are available to our staff, consumers, and board members. The idea is to distribute them widely and without restrictions. ED Miller has a follow up call with CDC Foundation on 12/03/20.
- The computer voucher program is going well. We have awarded our first certificates. Greeley Computer Services is asking for pulsed releases of vouchers in order to ensure delivery of computers due to supply chain interruptions.

- A building task force is being formed to look at the current needs for improvement in the physical office location. Members of the task force are being recruited to assess and prioritize improvements.
- There are still two open positions at Connections. One is for a deaf interpreting ILS and the other for an ILS/Administration split position.
- A security guard is continuing to check the premises two or three times a night.
- The phone system switch from Comcast to Verizon is still in process. It was delayed slightly with the Verizon representative testing positive for Covid-19.
- The Connections team is moving from an organization in trauma and responding to emergencies to one that is thoughtful, intentional and less stressful. The communications are improving, deeper team connections are forming, planning is happening and best practices are being identified. Secretary Mahoney expressed her appreciation to ED Miller for her leadership of the team which has helped make them feel comfortable, build communications and achieve a totally different level of trust.

Old Business

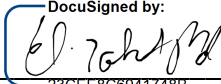
- Clifton Strengths training is resuming in November for the new employees. The entire staff will restart trainings in January.
- Secretary Mahoney and President Brockshus stated that a potential board member is invited to the December Board Meeting. The committee requests that future board members complete an application and submit a resume to display their formal interest in joining the board. The board is being intentional, per the training with Mark Holt, on best practices for board recruitment. In the foreseeable future we anticipate increasing the board by 3 or 4 new members.
- The Finance committee is continuing to evaluate investment brokers.
- The next board training with Sage Consulting is November 19th. December 9th, January 13th, February 3rd and March 3rd complete the schedule.
- The By-Laws Committee consists of Chair Mahoney and Member Steinberg. The building task force consists of Chair Brockshus and Member Howell.
- The 2021 Board Calendar was established after a short discussion. Except for the first meeting of the year on January 20th, the remainder of the schedule is the 4th Wednesday of the month. This will enable the financials to be completed before the meetings.

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

The Board adjourned at 2:06 p.m.

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

APPROVED AT BOARD MEETING held December 9, 2020

Affirmed by:  Date: 1/21/2021
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 Elizabeth Mahoney, Board Secretary