



To: Alicia Garza, Executive Director
From: Connections for Independent Living Board of Directors
Re: Performance Concerns

July 16, 2019

The Board of Trustees held an executive session on Wednesday July 10, 2019 to discuss personnel concerns that pertain to the Executive Director of Connections of Independent Living, Alicia Garza. The Board of Directors would like to address these issues for the continuing growth and positive development of Connections for Independent Living.

Due to increased struggles with clear communication in relation to extensive absences by Ms. Garza during the months of March, April, May, June, and July, 2019, the Board has determined that they will be notified when the Executive Director, has planned or unplanned time out of the office. In order to successfully perform the duties of Ms. Garza's position it is necessary that the Executive Director be present at CIL offices during normal business hours, unless requested and approved by the Board. This matter was also addressed in Ms. Garza's annual performance review in January 2019 and has remained unresolved. Leave includes, but is not limited to: vacation, out-of-town meetings, sick leave, bereavement, etc. Vacation/personal time leave requests require a minimum of one week notice. For unexpected or unplanned leave we ask that information be submitted/communicated as soon as possible. All leave must be reviewed/approved by the Board of Directors. The board would like appropriate CIL staff to be notified of approved upcoming vacation/personal, etc. leave time.

Since the board has been made aware that there has been confusion amongst the staff of CIL during the absence of the Executive Director, the board requests written protocol for assuming the responsibilities of the Executive Director during any absence be provided to this board no later than July 31, 2019. We carry the expectation that this protocol be communicated fully to all staff. We carry the expectation that the protocol contain updated contact information and that it be made readily available to board and staff during any absence of the Executive Director.

The board has the understanding that Alicia Garza has taken significant leave within the past six months that has been attributed to bereavement leave. No later than July 17, 2019, the board would like a complete report that includes dates, reasons, and leave classification, reflecting all days that Alicia Garza was not present in the CIL offices between January 1, 2019 and July 1, 2019. As we believe this leave was taken without the approval or full communication to the Board of Directors, we will be making determinations about classification of said leave and take corrective action in accordance with the CIL Employee Handbook.

As previously mentioned, the board is alarmed at the lack of communication between Ms. Garza and its Directors. Several instances have occurred, such as missing a scheduled meeting with Board Chair Brockshus on June 17, 2019 at 2:00 p.m. at the CIL offices, as well as emails and calls that have gone unreturned for multiple days at a time to cause this concern. It is the expectation of this board that we be able to reasonably reach the Executive Director during normal business hours and expect emails and phone messages and scheduled meetings to be attended and answered within a 24-hour time period during normal working hours.

Finally, the Board is deeply concerned about the lack of communication concerning the financial data and Ms. Garza's grasp of the seriousness of the Colorado Department of Labor and Employment audit, as well as the Anton, Collins, Mitchell audit. It is imperative that a full written report with all audit updates be provided, with dates, times of

conversations, and a comprehensive action plan no later than July 17, 2019. It is this boards fiduciary responsibility to oversee the area of finances to our complete satisfaction. As of this date, we do not feel satisfied nor comfortable with the progress to complete corrective action.

These items were reviewed with Ms. Garza on this date, July 16, 2019.

Further action by this board may include progressive disciplinary action, up to and including termination of employment.

It is the intention of this board to clearly communicate issues we see as detrimental to the welfare of Connections for Independent Living and its mission. It is our duty to attempt to correct these issues and continue to support the work of CIL throughout Weld County.

Sincerely,

Connections Board of Directors,

_____	_____
Mary Jo Brokshus, Chair	Date

_____	_____
Elizabeth Mahoney, Vice Chair	Date

Received: _____	_____
Alicia Garza	Date