

Connections for Independent Living

Board of Directors Regular Meeting Minutes

Wednesday, January 20, 2021 @ 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, CPA – James Childress, Communications Director-Richard Rhinehart, Executive Associate – Carol Cochrane

President Brockshus called the meeting to order at 11:05 a.m.

Financial Report

Mr. Childress began the Financial Report with the announcement that a new dashboard for the Board will be released in a few days.

The accounts receivable aging is much improved. Items in the over 90 days column are being addressed and worked through. The Profit and Loss Statement shows \$108,000 in gross profit and expenses of \$156,000 for a net loss of \$48,000 for the period. Mr. Childress then presented the new financial reporting template. The first screen presented information in a summary manner with key programs metrics. The next screen presented budget vs. actual amounts in key areas. The items are color coded to assist the board in addressing areas of concern. Discussion ensued regarding possible additions to the report, the value of providing a high level representation of financials to the Board, assurances that the Finance Committee will receive more detail, and the continued availability of the QuickBooks and other pertinent reports.

ED Miller stated that there was a two month delay in billing interpreting customers due to the implementation of uSked, the new scheduling invoicing system, went on-line in November. A process is now functional that facilitates verification of invoices before they are released. Notes and contact information for each receivable are in place and progress is being made on collections. We have determined that the check for one of the over 90 days past due was literally lost in the mail and resolution is imminent. Issues regarding the largest over 90 day receivable amount were discussed.

Treasurer Fulenwider asked if there were any other questions for Mr. Childress. Hearing none, Mr. Childress left the meeting at 11:30 after stating that he would send the new proposed board packet to ED Miller. The board then continued the discussion on items desired in the new financial packet and the presented financials. ED Miller

suggested that we apply for the second round of PPP funding in order to make up for the shortfall of funds due to the current pandemic. Connections does meet the criteria to apply for this funding. The need for our services is growing and we anticipate spending down the CARES Act grant funds in order to fill this demand. Board approval is needed in order for this PPP application to be completed.

Treasurer Fulenwider moved and Director Steinberg seconded the approval of the December Board meeting minutes. The motion passed unanimously. (*Note: this was done out of order to accommodate the schedule for Mr. Childress.*)

The bylaws committee is reviewing the most recent 2017 bylaws edited version. This set of bylaws was not finalized by a prior board. Secretary Mahoney stated that both the edited bylaws and the last set without revisions authorize the board to approve a loan. Therefore, there is no hindrance to the board approving a PPP loan application. After discussion which included ED Miller stating that Connections meets most of the requirements for forgiveness. The PPP interest rate is set by the SBA, the second round of funding is now open and the loan appears to meet the factors set by the program for forgiveness, the board determined that Connections should apply for the PPP loan with Treasurer Fulenwider adding the caveat that if the loan is not forgiven it should be repaid promptly.

Treasurer Fulenwider moved that the allowed signers for the PPP loan will be either the Board Chair or Treasurer and /or the Executive Director as is required by the bank. Secretary Mahoney seconded the motion. Vote taken. Motion carried unanimously.

Next the need for a Corporate Resolution allowing for the transfer of funds from Farmers Bank and Raymond James to Merrill Lynch was presented.

Treasurer Fulenwider moved and Director Steinberg seconded the motion to allow the transfer of funds from Farmers Bank and Raymond James to Merrill Lynch and to authorize the Executive Director of Connections for Independent Living (Connections), the Connections Board of Directors President, and the Connections Board Treasurer to be authorized signatories both to move the funds and to conduct future transactions. Vote taken. President Brockshus, Secretary Mahoney, Treasurer Fulenwider, Member Howell and Member Steinberg voted in the affirmative. This Corporate Resolution passed unanimously at 11:58 on January 28,2021.

Communications Director Rhinehart announced that ConnectionsColorado.org, the new website, is operational. There is a password protected area of the new site for board members to access information. The password was given out at the meeting. There is an accessibility icon at the top of the page which allows visitors to change the appearance of the site to meet their needs. The website is certified to the highest

degree possible in accessibility for users with special needs. One Tribe Creative, the website developer, went the extra mile in developing this site. Our team is working on one last item, the development of video links to translate the content into American Sign Language (ASL). Board members discussed the new site and requested that the accessibility icon area be modified to include written text that one should click the icon in order to gain access to the change function. *(update: the icon is static, but Rick is adding some text to let visitors identify the icon)*

Operations and Executive Director Report

ED Miller stated that Connections is placing vaccine sign-up information on the website and in the newsletter. ILS team members are ready to reach out to participants and callers to help them navigate the vaccine path with the varying health providers.

The Oct. 1, 2019 to Sept. 30, 2020 financial audit is on track. ED Miller will be trained as a peer auditor for State audits with Atlantis (the IL agency in Denver).

CARES Act projects and reimbursement draw downs are on track. State general fund report for December funding was submitted to the State on January 11, 2021.

The SEEKS & CDLE grant is going well. Intakes have begun. Unfortunately, there was an incident where a person exposed themselves both to a SEEKS person at the state level and to one of our SEEKS team members. This exposure occurred during ZOOM meetings and has resulted in the person being permanently removed from the program. Greeley PD was alerted to the incident. All employees when meeting with a member of the community for the first time have been instructed to use the record feature in Zoom to discourage and be able to turn over evidence to authorities in the future.

There are 45 people on the Section 8 housing waiting list. This list is now being reassessed.

The proposed Hospital-to-Home transitions program was discussed. It would be a new fee for service offering and might entail 45 to 55 transitions in a year. We are waiting for more information on the program with UCHHealth and the IL in Colorado Springs as partners.

Computer voucher program obstacles with consumers have been worked out with the owner of Greeley Computer Services. There are now two options for consumers to choose from if they choose the standard offering. Connections will provide delivery service via our vehicle from the store to the consumer if the consumer is unable to pick up the computer on their own. The intent is to have all 65 vouchers awarded and picked up before June 1, 2021.

Connections Cares is on hiatus until March. Until then, we have options for delivery of food items and participate in group assistance efforts via a booth at various locations.

Colorado Gives Day statistics were given on social media and on the website.

ED Miller utilized a new dashboard in the presentation of information and asked if there were any questions. President Brockshus stated that she appreciated the financial information and would like to see it remain. ED Miller stated that there were some hard decisions made in January regarding the cutting of some staff hours. On the positive side it is nice to see how many people we are serving.

We are struggling to have the State recognize people with disabilities in the priority list of receiving COVID-19 vaccines. We have lost a few people we serve in the past few weeks from the virus. We will continue to bring our cause for vaccines for people with disabilities to the State.

Old Business

Secretary Mahoney stated that the potential identified board member has not yet responded. This person works at the DA office in Greeley.

The by-laws committee is working on the updates. ED Miller suggested that they use Google Docs to enable those working on this project to edit and make suggestions that all can see. Secretary Mahoney left the meeting at 12:33.

ED Miller asked the remaining board members if they agreed with a decision to hold up on resuming the Clifton Strengths training until later in the year. A discussion ensued regarding the Grief Counseling Sessions and time for the board and staff to overcome additional stresses. It was agreed that it would be prudent to hold off on the Clifton Strengths training until the new ILS Director is on board.

The Building Task Force will hold off their discussion of priorities and plans for the building until late summer or early fall. Everything of urgent priority is handled and wants can wait.

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

The Board adjourned at 12:50 p.m.

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

APPROVED AT BOARD MEETING held February 24, 2021

Affirmed by:  Date: 3/16/2021 | 3:14 PM PDT
Elizabeth Mahoney, Board Secretary