

Connections for Independent Living

Board of Directors Regular Meeting Minutes

Wednesday, January 19, 2022 @10:00 a.m.- via Zoom.

Attendance in the meeting:

President-Mary Jo Brockshus, Secretary-Elizabeth Mahoney, Treasurer-Lou Steinberg, Member-Kate Howell, Member-Erica Barraza, (New) Member-Tony Gonzalez Executive Director-Rochelle Miller, Finance and Admin. Manager-Carol Cochrane

Secretary Mahoney called the meeting to order at 10:09 a.m. per Chair Brockshus' request in her scheduled tardiness.

Secretary Mahoney inquired if there were any questions concerning the December board minutes. Treasurer Steinberg moved to approve the minutes of the December 22, 2021 Board of Directors meeting with the extra periods removed and Director Barraza seconded. Vote taken of members present. Secretary Mahoney, Treasurer Steinberg, and member Barraza approved. Member Gonzalez abstained due to the time of board appointment arriving after the meeting date. Motion passed.

Secretary Mahoney read into the minutes the results of the digital vote taken January 7, 2022. Motion passed unanimously. All five members voted to accept Tony Gonzalez as a member of the Connections for Independent Living Board of Directors. Digital vote records via email have been kept on file for Director Gonzalez' appointment to this board.

Member Howell entered the meeting at 10:13 a.m.

Financial Report

Treasurer Steinberg asked if members present had any questions concerning the December 31, 2021 balance sheet. Hearing none he proceeded to the December 2021 Statement of Profit and Loss mentioning that as Connections functions with a pay and then receive reimbursement process, there is a loss of \$18,000 for the month. He requested that board members look at the financials prior to the board meeting and ask questions if needed. ED Miller mentioned that some of the vaccine expenses will be invoiced in January and are not tabulated in the December revenue. Next Treasurer Steinberg discussed the red highlighted amounts on the AR Aging report. ED Miller stated that one was paid in January and the credits are with government agencies that will take them when appropriate. Money expected to be received from the large overdue amount will be split approximately 50:50 between operating and reserves.

The financial dashboard indicates that Connections is in the range of expected revenue and expenses for the month and year to date as compared to the budget. ED Miller stated that even with the anomaly of the vaccine grant and expenses for December we are still at 26% of the budgeted numbers for the first quarter of the fiscal year.

ED Miller stated that per best practices it is time to send out request for proposals (RFP) for the next financial audit as BDO has audited Connections for over 3 years. BDO was notified of this intent. She suggested that any northern Colorado or Southern Wyoming firm with knowledge of, or experience in, auditing non-profits be sent and stated that we are not a single audit client. Additionally, she requested that the board offer suggestions of firms before the targeted release of the RFP in March 2022.

Secretary Mahoney moved to release in March the RFP for the 2021 fiscal year audit. Member Howell seconded. Vote taken. Motion approved unanimously by members present.

ED Miller stated that the next board meeting will have the BDO auditors present their findings from the 2020 fiscal year audit. The board briefly discussed items that may be presented by the auditors, which types of designations are more concerning than others and what recommendations might be provided. The finance committee requested that all board members review the audited financial statements and ask questions of the finance committee members Treasurer Steinberg and Secretary Mahoney, or Executive Director Miller before the board meeting. However, if they still have questions do not hesitate to bring them up at the board meeting.

President Brockshus entered the meeting at 10:40 a.m.

Operations and Executive Director Report

ED Miller stated that a second vaccine bus tour will occur in February. The scheduled stops are Kersey, Holyoke, Julesburg and Akron. The Biden administration has released funding for a new program for Part C participants. Connections has opted to participate and to spend part of this funding on a new hire for a COVID and vaccine program, this position will be directed at community health as it pertains to COVID-19 and responding related issues. This is a temporary position and program that will end mid-year 2024 when funding ends.

A new FTE Independent Living Specialist (ILS) started on Thursday.

ED Miller detailed items on the ED Dashboard. There is no definitive information on board training at this time. Colorado Gives Day is concluded. The grant committee is starting its work. A new section and box for coding spending over multiple years will be

added to the report. The vaccine bus stops revealed the perceived stigma that people possess of having their disability acknowledged. Most eligible people did not request the gift card at the Connections table. We are working on ways to mitigate this situation. The Greeley offices are closed for meetings and staff is encouraged to follow all COVID safety protocols during the increased cases in the COVID-19 Omicron outbreak.

Old Business

President Brockshus mentioned the board training and meeting on the ILRU site. There are three training sessions. Discussion concluded that each board member would individually go through these classes and discuss later as a group. Finance and Administration Manager Cochrane will send a reminder to notify members of the forthcoming discussion date.

Member Gonzalez left the meeting at 10:57a.m. as was pre-arranged with President Brockshus.

New Business

We have been invited to present in the 100 Women giving circle. This giving circle consists of 100 women who attend an event with an entrance fee of \$100. Five non-profit organizations are given the opportunity to present their mission and purpose. The women then vote on their choice for providing their monetary contribution. The top vote getter receives \$10,000 for their organization. The remaining organizations are invited to return. This event is held quarterly.

ED Miller stated the historic society determined that not enough of the Connections Greeley building was left in its original state to qualify for historic preservation. This enables Connections to modify the entry way without following the historic preservation requirements.

ED Miller gave a brief overview of Connections housing department. The housing deposit assistance program is going well. Currently housing receives approximately 80% of incoming phone calls. In order to alleviate some of the workload in the one person housing department, ILS staff members are beginning to assist their participants with filling out the necessary housing paperwork. ILS staff is undergoing training to enable them to answer higher level housing questions. This should be beneficial to both departments. Many times housing consumers live with disabilities. This setup will provide these consumers with knowledge of the services of the ILS department. The housing department will have more time to perform the required specialized reporting and services for their consumers.

Board members entered into a brief discussion on the Section 8 housing program. They were appreciative of the fact we helped those experiencing homelessness. They were surprised to learn that the county does not have this Section 8 assistance for people with disabilities and wondered where people would go if Connections did not serve this population.

Secretary Mahoney provided an update from the nominating committee. They suggested that the next board member be pursued with an intended start date in summer 2022 to allow for terms to expire on a staggered basis.

The next Connections board meeting is scheduled for Wednesday February 16, 2022.

The board adjourned at 11:19 p.m.

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

APPROVED AT BOARD MEETING held February 16, 2022.

Affirmed by:  23CEE6C0941748B... Date: 2/16/2022 | 4:11 PM PST
Elizabeth Mahoney, Board Secretary