

## **Connections for Independent Living**

### **Board of Directors Regular Meeting Minutes**

**Wednesday, June 23, 2021 @11:00 a.m.**

#### Attendance in the Meeting:

President-Mary Jo Brockshus, Secretary-Elizabeth Mahoney, Member-Kate Howell, Member-Lou Steinberg, Member-Erica Barraza, Executive Director-Rochelle Miller, Auditor-Rosie Sanchez, Auditor-Erin Breit, Childress Accounting- Lisa Gagliano, Director IL Services - Josh Fulenwider, Finance Associate-Anne Yanez, Executive Associate-Carol Cochrane

President Brockshus called the meeting to order at 11:00 a.m.

BDO auditor Rosie Sanchez delivered the results of the audit. Connections for Independent Living received a clean opinion for the fiscal year Oct. 1, 2019 to Sept. 30, 2020. Ms. Sanchez presented the emphasis of matter stated in the audit report concerning the risks from the COVID-19 pandemic. Due to the early adoption of SAS 136, the report looks different from previous years. Paragraphs are moved around and the information flows more smoothly. There are some significant estimates related to management judgement which concern Accounts Receivable and the impacts of COVID-19. Ms. Sanchez stated that internal controls are considered, but an audit is not designed to report on them. Three items are recorded as deficiencies and BDO recommends that these be addressed. The first is some salary expenses were unsupported with detail of approvals. The second is a donated vehicle was not recorded in the Trial Balance. The third recommendation is to record as fixed assets only items that meet or exceed the predetermined value in the capitalization policy.

Continuing her presentation Ms. Sanchez mentioned the highlights of the audit report. There were no disagreements with management, there were no significant difficulties, certain representations are judgements, the audit was performed by BDO, formerly known as Anton, Collins, Mitchell, C.P.A., LLC, government grants revenues and expenses increased significantly, bad debt increased, the statement of functional expenses gives a better indication of where the money was spent and subsequent events include the PPP loan which was not received during the fiscal year of the audit.

The board members, including the former Treasurer, reviewed the audit with the auditors. They discussed various aspects of the report and spoke about the great improvements that were made from the previous year. ED Miller thanked Ms. Sanchez

and BDO for their partnership. Ms. Sanchez, Ms. Breit, Finance Associate Yanez and former Treasurer Fulenweider left the meeting at 11:25 A. M.

## **Financial Report**

Ms. Gagliano, of Childress Accounting, began the presentation of the May financial statements. She stated that the Balance Sheet indicates that the cash assets on hand are one month of average expenses. The Profit and Loss Statement Accounts Receivable amount is in good shape, it was noted that UNC A/R is still pending. The financial dashboard indicates there is not much difference from prior notes. The budget is short on income and over in expense for the month, this pattern continues, and will be adjusted in the 2022 budget. The Interpreting Department continued to show a loss, efforts are underway to assess the return with more detail. ED Miller stated that June should have a big difference, as trends on jobs are up. The expenses were not seasonally adjusted this year and that will be remedied in the next 2022 budget. A concerted effort is underway in collections of Accounts Receivable. We will apply for forgiveness of the PPP loan after 24 weeks which is August 2, 2021. The amount of past due receivables from UNC was discussed along with the efforts to receive payment. New contracts for interpreting have been completed for Pinnacol Assurance, Columbine Health Care and the State of Colorado. Ms. Gagliano and Secretary Mahoney left the meeting at 11:40 A. M.

Director Steinberg motioned to approve the minutes of the May 26, 2021 Board of Directors meeting, and Director Howell seconded. Vote taken. Motion approved unanimously.

## **Operations and Executive Director Report**

ED Miller stated that the file disruption of the report will be worked on. There will be lighter training for the board in the coming months. The audit with the state is in process. We have received findings back from the state reviewers and we are disputing 3 of the 4 suggested improvements. This audit has been resource consuming, the final meeting is scheduled for Friday of this week.

The CARES Act grant is completely utilized. Part C federal funds spending is on track. We have begun expenditures on the new federal grant for COVID Vaccine information and assistance. There is a potential for additional COVID info funding, more details will be available near the end of July. If funding comes to fruition, we plan on increasing the advertising and expand our work with Sunrise Health Systems and further develop the project plan on vaccine information and the assistance program. All transportation and large scale mailings will be charged back to the grant.

The SEEKS Grant has a \$5,000 budget for technology. Spending for this begins in June.

We received notification that the Reeve Foundation grant was awarded to Connections for the Connecting With Friends program. An internal hire has been made for the part time one year position. If you know anyone who has paralysis of any kind, please let them know of the program. The purpose of the grant is to combat isolation and provide peer support in guided classes on topics such as armchair travel, genealogy, gaming, and photo voice.

Currently we are working on two grant applications. The first is the block grant (CDBG) offered by the City of Greeley to improve the entry way and double doors. The second is from Foundation50 to provide deposit assistance micro-grants for those with Section-8 housing vouchers.

Connections had 455 consumers in May. We are in the process of purging this list to ensure it only has active consumers.

Housing has 59 people on the waiting list. They need affordable and accessible housing. A brief discussion ensued concerning the possible use of old hotels converting into affordable and accessible housing.

There are two active transition cases.

The computer voucher program has been completed.

The surveys are coming back. Over 34% claim that they do not have access to the internet. The digital divide is very real.

As Connections physical Greeley office is open on Tuesday and Thursdays from 9 - 5, Connections Cares has been paused. We are looking at traveling to farmers markets or other summer community events to increase our visibility in the eastern counties. Connections media outreach is going well. We were picked up by many newspapers and blogs and digital presence stats are increasing.

A new organizational chart is complete. It is built out more broadly, rather than a waterfall, in order to be more agile. It provides each manager or team leader with only 4 or 5 direct reports. This type of organizational chart compliments Connections strategic goals for comprehensive succession planning.

A position of Independent Living Community Coordinator was established. This position is responsible for arranging internal events, informational classes, and participation in community events, and the flow of information among the varying departments including ILS, housing and interpreting.

**Old Business**

The nominations committee consisting of Secretary Mahoney as chair and President Brockshus and Director Barraza and ED Miller as members, met on June 10th. They reviewed the process of onboarding new members and received good feedback from Director Barraza and discussed ways to improve the process. Additionally, they looked at the board makeup via the completed matrix to determine a strength assessment and identify areas of skills needed in a new board member. It was determined that a one sheet handout should be developed to assist new board member nominees in understanding what being a board member for Connections for Independent Living is about. Director Barraza stated that they are hoping to have a new member on-boarded by the end of the fourth calendar quarter.

The building task force, made up of President Brockshus, ED Miller, and Dane and Dylan Roche of Roche Construction, hopes to meet shortly to identify particulars for the CDBG (Block grant) grant application which is due in mid July.

After much discussion, the date of September 17, 2021 was selected for the Connections 35th Anniversary celebration. A Grateful Dead tribute band is the main event at the final Greeley Friday Fest events for the season. Initial thoughts included having one or more food trucks along with catered hors d'oeuvres and alcoholic beverages, shuttling to and from the downtown Friday Fest, having one page flyers available promoting fundraising for the building fund and housing assistance program, utilizing a party supply rental service, possibly tying in with the Kiwanis car show, honoring former Connections ED Danielson, honoring longtime Connections employee Taylor, and sending out a save the date postcard to invitees.

**New Business**

The next board meeting is on July 28, 2021. It will be in person at the Connections building at 1331 8th Avenue, Greeley, CO. Director of IL Services Fullenweider will be substituting for ED Miller at this meeting.

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

The Board adjourned at 12:38p.m.

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

**APPROVED AT BOARD MEETING** held July 28, 2021

Affirmed by:  Date: 8/17/2021 | 12:18 PM PDT

Elizabeth Mahoney, Board Secretary