

Connections for Independent Living

Board of Directors Regular Meeting Minutes

Wednesday, September 22, 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, CPA-James Childress, Executive Associate-Carol Cochrane

President Brockshus called the meeting to order at 11:10 a.m.

President Brockshus asked Mr. Childress to begin the meeting. He started his presentation with the statement that with the exclusion of one customer, the AR aging has 99% of the outstanding balance under 30 days delinquent. He explained that in order to assist clients in the reduction of fees for his company's services, they are utilizing checklists related to the AR process as well as moving tasks to a lower skill set and delegating as appropriate. In total other expenses, there are a few negative items which will be reviewed and inter-class transfers made as appropriate. The goal is to have an operating income line and a budget vs actual review to identify the areas that need more attention. The team will look more closely at the Profit and Loss statement. Connections operates primarily in a reimbursement cycle - funds are expended before the receipt of the funds occurs. The Finance Committee reviewed the budget during their meeting in September. There is a deficit spend of \$40,000 overall. The monthly net losses do not go below \$100,000. Mr. Childress left the meeting at 11:23 a.m.

Director Steinberg motioned to approve the minutes of the August 25, 2021 Board of Directors meeting, Secretary Mahoney seconded. Vote taken. Motion approved unanimously.

Financial Committee Report

Director Steinberg stated that the meeting went well. The big issues were losses in some departments. Secretary Mahoney discussed that there were fewer funds raised than hoped. The finance committee is recommending a shorter period of time to evaluate where Connections is with the budget cuts impacted departments, it would be the board's desire to reinstate those cuts upon availability of funds. Executive Director Miller shared her screen which displayed the FY 2022 budget and narrative of expense cuts and income stimulators. She explained that the cuts include a reduction in the company 403(b) match from 4% to 2%, a reduction in the training budget, a delay in the

COLA increase in pay, and an increase to staff salaries of from 0 - 2% based on performance evaluations. She requested that the COLA increase of 2% be revisited in 3 - 6 months to see if an increase in funding would allow for the enactment of the 2% COLA as well as a reinstatement of the 4% 403(b) match. ED Miller also detailed that 3 people resigned and their positions would not be filled. The work is being absorbed by current staff.

ED Miller next detailed activities to increase revenue. Aggressive grant writing is underway and Connections is actively pursuing the reinstatement of a reduction of \$26,000 in state funds that was self-directed to assist the state joint budget committee in balancing the budget during the early days of the pandemic. Connections is developing a path to improve donor relations and increase community support. Along with these measures, staff is preparing notices for interpreting customers relaying an increase in interpreting rates effective January 2022. Additionally, margins in the fee for service department are undergoing review with the intent of more actively pursuing those customers that provide a higher profit margin and more cost effectively scheduling interpreters

President Brockshus stated that the Finance Committee and Mr. Childress thoroughly reviewed the current year budget vs. actual expenses. Utilizing this information they established that the 2022 budget is more conservative in income and expense. It decreases professional expenses by \$55,000. She asked if there were any additional questions or discussion before a vote was taken on the budget. Hearing none, Member Steinberg moved to approve the 2021-2022 budget. Secretary Mahoney seconded the motion. A roll call vote was taken. President Brockshus, Secretary Mahoney, Director Howell, Director Steinberg, and Director Barraza all voted in the affirmative. Motion passed unanimously.

ED Miller stated that the budget is the most important work of a board of directors and thanked the board for their efforts.

Old Business

Approximately 65 people attended the 35th Anniversary Event. Feedback was positive and approximately \$1,300 in gifts to the building fund were contributed.

Member Steinberg left the meeting at 11:45 a.m.

Operations and Executive Director Report

The next CDLE audit is scheduled for November 8, 9, and 10, 2021. Board members are invited to join the meeting. Mary Jo as chair will be required to have one meeting

with Peter Pike and company. Treasurer Mahoney recommended that board members attend if at all possible. She found the interaction with Peter Pike from CDLE most beneficial.

Currently, the Google Ads are not being run as there was a change in the procedure to utilize them. We are actively investigating how to reinstate them.

Employee appraisals were completed. They were drawn back to the strategic plan and how the staff member contributed to that plan. Employees received the appraisal a week before their meeting with their supervisor and were invited to contribute to the last question's response concerning their goals for the upcoming year.

The 35th anniversary event piqued interest in the building improvement plan. Recognizing Brad Taylor and Beth Danielson(former Executive Director) provided a bridge with Beth. Member Howell and member Barraza shared their thoughts of the success of the event and the spotlight on the mission of Connections.

The first quarter board meetings are scheduled for October 20, 2021, November 17, 2021, and December 22, 2021.

A holiday gathering will be at Connections in December.

We will establish another savings account for the building fund. Additional events and campaigns, as well as grants and funds matching will be utilized to increase the amount in this fund. It is hoped that in the next five years we will have \$400,000 raised with \$100,000 of this amount received by September 30, 2023.

The next board meeting is on October 20, 2021. It will be at 11:00 a.m. in person.

Member Howell left the meeting at 12:40.

Secretary Mahoney moved to adjourn the meeting. Director Barraza seconded. Motion passed unanimously. The Board adjourned at 12:43 p.m.

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

APPROVED AT BOARD MEETING held October 20, 2021.

Affirmed by:  Date: 10/25/2021 | 1:25 PM PDT
Elizabeth Mahoney, Board Secretary