

Meeting attendees:

Mary Jo Brockshus

Rochelle Miller

Tony Gonzalez

Lou Steinberg

Elizabeth Mahoney

Tim Wilson

Kate Howell

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Chair Elizabeth Mahoney called the meeting called to order at 9:37 am

**Board Review of the April Minutes**

1. Tony Gonzaelez changed to not present.
2. Fundraising committee (called Development when first mentioned) - we will use the word Development per Rochelle. Fundraising speaks about an ask.
3. Reminder: as planning committee meetings, please invite Rochelle and Elizabeth Mahoney as they are available.
4. Mary Jo moved to approve the minutes with changes. Tony gave a second. The board approved.

**No Digital Vote per Elizabeth Mahoney**

**Finance Committee/Financials Update by Lou Steinberg, Treasurer**

1. Balance sheet - no questions. Current assets are greater than current liabilities. We are at a 1.5% ratio (always be able to meet our bills).
2. Profit & Loss - net income is \$2563.98. Exciting as a non-profit for a little bit left over. We are supposed to break even. This makes up for months we are lower or negative. We don't want it to be a large amount. Business side of CIL is running smoothly.
3. Aging Report - not included in the Board Packet any more as out of date by the time you get it (by 45 days or so). We have 2 outstanding items in the AR Summary: IKEA and Pinnacle Insurance. Rocky Mountain Deaf School and Homeland Security made payments.
4. Update on A/R History - A/R Dispute with a local institution in the past that was a disaster. We finally collected \$97K but had to write out a lot. We watch our A/R closely, especially when it hits 90 days. We are in good shape today.
5. Interpreting Income and Expense Overview - Salaries and benefits discussion about Karen's salary. Multi-hour jobs are the ones that are prioritized as they get us into the black. Tracking and trending has shown that is where our ROI is. \$9K is the red. We adjusted our fees upward in our new contracts as we weren't always including administrative costs before. Providing this service to the community attaches to our mission. Administrative costs are down year over year and fees now include administrative costs. We have had 6 new contracts in the last quarter.
6. All committee meetings are on the Board meeting schedule at the bottom of the page.

**Executive Director Dashboard Update**

1. Board meeting attendance - Attendance we are in the yellow.
2. Contributions - check in with Rochelle and she can check amounts and dates of your last gift if you have questions.
3. Audit updates - some things came up for renewal SAM.gov recertification allows us to be a Federal Contractor for Federal Grants, Secretary of State registration

4. State General Funds Budget - we won't know more until our Federal Fiscal Year starts (Sept 2023 )
5. Grant Double Down Dra Access Discussion: There is a possibility that there will not be an agreement on the debt ceiling discussion in the event of a government shutdown. This will affect the draw access. It is likely our access will be shut down. It is supposed to be in arrears but we will incur those costs. Rochelle is watching this closely. She may do 1-2 draw downs. This is the plan in case of a shutdown.
6. Successful New Transitions - We don't have all our Section 8 information due to Diana being out unexpectedly.. We sent meals and flowers to her.
7. Outdoor Equity Program - This program is going gangbusters. Some kids are signed up. Please share this program flier on your social media, meetings, church, etc. We are working on getting this new Northern Colorado trailability equipment for anyone with a mobility need. This program starts mid-June. Excited about forging relationships with the Greeley Outdoor Services and the Poudre Learning Center. Larry Ronstant's contact information was suggested by Tim. Kate/Jessica/Cameron will make an announcement at NorCOWIB on June 7, 2023.  
<https://www.fox21news.com/news/trailability-program-makes-adventure-more-accessible-for-people-with-disabilities/>
8. The Division of Vocational Rehabilitation is doing something similar (a Youth Program) - This is a pre-employment skills training program. This is a \$7M grant over 3-5 years.
9. Legislature Updates - Prosthetic usage bill is being signed - CPWD authored this bill.
10. VIP Veterans Independent Living Program - we are working with CPWD on the Veteran's Program - We will be taking on 5 veterans referred to us through the Veterans Affairs. Heather will be providing services. They are ramping up now.
11. Housing program grant/Assistant Greeley City Manager Update - City of Greeley will be managing 60 housing vouchers newly released for those who are unhoused. Connections is assisting with their process improvements based on our expertise.
12. Employee Handbook w/compliance team at VidaHR

Additions to our Improving Processes:

- a. Lactating/Nursing Mothers policy - needed to be updated as this is a Federal mandate and we had nothing in our last handbook about this.
  - i. Disability Accommodation (p.8) - talked about the flow of how this section was listed. Colorado Discrimination Act is a Federal mandate. They are listed in order of the flow of the accommodation/FMLA/Anti-Discrimination Act.
- b. Service Animals - We simply folded this section into our handbook. Our policy is the gold standard, as reported by Vida HR
- c. Employee Handbook Distribution/Understanding: Kate asked if this handbook is gone over with the new employees? Rochelle confirmed the highlights are gone over and at the weekly All Hands Meeting, sections of this document are touched on.
- d. The Five Essentials for Workplace Mental Health document shared by Rochelle - assured they are safe, valued, and cared for in the workplace. Protecting Connections and our team is what is important.
- e. Compassion Leave - We had to segmented out a section of leave due to the new FMLAI Act. The legislation mandates this. They can take Bereavement time without pay but have to be offered to use the paid leave first.
- f. HR Company Review and Update: We hired a HR Assistance provider - VidaHR, and their responsibility was to review and update the handbook. Changes were mandated by State or Federal legislation. Updated to legal terminology. Tony expressed his view that everything seems to be incorporated, illustrating adequately Rochelle's expertise of what needs to be in there.
- g. Approve the amended handbook: Lou 1st, Mary Jo second, Board approved.

### **CDLE Budget**

1. Vote required today - we have had 9 days to approve this for the CDLE by May 31, 2023
2. 1.97% increase only given out of a 6% ask.
3. - line 21 not increased. Mary Jo asked why - the old amount was for an employee who retired but must be listed in FY23 information for comparison.
4. ILS - TBD we are not planning on hiring for.
5. Mary Jo motioned we approve, Lou approved, Board approved.

### **Human Resources Update by Rochelle**

1. VIDA Human Resources - smooth, attentive, very pleased
2. PayServe - \$400/month to operate our payroll with this ADP add on - will migrate out of iSolved, we expect to have this resolved by July, 2023.

### **Board Retreat Update**

Board Retreat changed to July 22, 2023. We will need to send out a new invite.

### **Development Committee Meeting Update by Kate and Tim**

1. Meeting went well. Development committee was going to parse out and then we would start prioritizing.
2. The committee got some ideas on what we can do with key players in the community. We are in early stages to fund the plans. More details and specifics to follow.
3. Mary Jo recommended partnering with another committee/organization.
4. Areas of Focus: Staff break room, Kitchen area, Van, Expansion of staff bathroom
5. Rochelle will reach out to Janet Beningfield about funding for vehicles. Car dealers are not super generous.
6. Revisit this at the Jun 22, 2023 meeting.

### **New Business:**

None

Meeting adjourned at 11:15 AM MT. Elizabeth motioned and Tim seconded.