

**Connections for Independent Living  
Board of Directors Meeting  
May 15, 2024**

Meeting attendees:

Elizabeth Mahoney, Chair  
Kate Howell, Vice Chair  
Rochelle Mitchell, Chief Executive Officer  
Tim Wilson, Board Member  
Lou Steinberg, Treasurer  
Tony Gonzalez, Secretary  
Mary Jo Brockshus, Board Member  
Jessica Standiferd, Community Coordinator  
Maria Gonzalez - Independent Living Services

Absent:

Norma Barrandey, Board Member (excused)

Prior to meeting, it was discussed that Michele needs to check the Board Packet zoom link email.

*Update: All links have been fixed in the Board packet email.*

**Meeting called to order** at 12:35 am

Review of April minutes.

No changes. Mary Jo Brockshus motioned to accept them. Lou Steinberg seconded the motion. Everyone approved.

**Digital Vote** at 12:37 pm

None this month.

**Financial Committee/Report Updates** shared by Lou 12:40 pm

Balance Sheet Review

Total equity is consistent.

No major changes in our balance sheet.

Elizabeth Mahoney asked about total liabilities and assets. Lou Steinberg explained that our total equity balances total liabilities/assets.

Income and Expense Statement

Net income - we are going to show some income. Last month \$40K due to a grant that came in.

If that continues, we'll have additional funding for new programs.

Elizabeth Mahoney asked about where to put money back for the reserves? This was one of our goals as a Board.

- Gross Profit \$101K
- Operating Expenses \$90K
- \$12K to reserve account
  
- Total current assets \$410K
- Total current liabilities \$285K

This is the most important ratio, want a 1:1 ratio at least so you can make your payments. The stronger the ratio the better off you are. We have a strong ratio of assets to liabilities. We are in a very strong position right now. We are not reliant on funding on a month by month basis for operating expenses. We are in the situation where we do the work, spend the money and then get reimbursed.

Rochelle Mitchell reminded the Board to look at the anomalies, or ask her or look at her reports what those are about. For example, January had an employee payout as we offboarded her. Or the mid-year fire/reimbursement situation.

Lou Steinberg said we need to limit the amount of PTO an employee can build up so we don't run into a situation. Rochelle shared that the law is capped at 200 hours. This is an accrual rate in our handbook. PTO has to be approved. At 160-hours, they start getting emails from Rochelle Mitchell gently urging them to take their allotted PTO so that staff does not reach the cap and then not receive their rightful benefits.

### **Audit CDLE Financial Monitoring with Rochelle**

Pulled 76 items to be reviewed, additional issues on how they ask for information.

For example, the retreat for Sept 2022 = receipt/itemized, catering, all of the details, attendees, agenda, topic of the speaker, etc.

Rochelle Mitchell talked about how their requests go against the contract we agreed to going off of the Indirect Cost Rate we had at the time.

Elizabeth Mahoney discussed that their request for this much justification is irresponsible.

Elizabeth Mahoney asked about when we can expect a final report update?

Rochelle Mitchell shared we were told sometime in June 2024.

### **Operations and Executive Director Report** at 1:05 PM

#### **Introduced Maria Gonzalez - Independent Living Services Update** at 107 PM

- ILS have been attending classes for credentialing over the past few months such as supportive employment, Anchor, and work incentive practitioner credentialing.
- ILS consumer surveys have been happening through May 2024.
- Provide services for the consumers helping them with programs and letting them know about services/monies that may benefit them.
- SNAP Benefits (food stamps) training is happening today (AJ is the certified benefits counselor/facilitator for this). AJ will go over the requirements for determining eligibility. These are for anyone that is interested in the benefit. AJ and the ILS team can answer most of their questions for people with disabilities. Most of the team is certified.
- We have 3 in Outreach and 6 on the IL Team.

Elizabeth Mahoney asked if all of the services are outpatient? Does anyone go to their homes?

Maria Gonzalez said it is virtual, phone or office. We give them options.

Rochelle Mitchell shared that the Veterans & Transitions Programs work in facilities or in their homes. We carry liability insurance on the people that can do that. So we have very specific riders on our insurance policy. We can set up a virtual meeting on most occasions. Rochelle explained that if they are in a congregate situation, our Transition Dept (Peggy) would cover that. We can cover most citations that anyone would have virtually.

#### **Benefits Enrollment Center Update** 117 pm

Rochelle Mitchell encouraged the Board to look at our website for various upcoming workshops. Before we became a BEC Enrollment Center the nearest office was Lakewood, CO

## **ED Dashboard 122 pm**

Youth Outdoors Program - list of events are on our website, social media and in our newsletter.

Mary Jo Brockhus asked who is running it? The staff is all pitching in to do it.

Job description on our website: Drivers License, Over 18 (25 preferred to be able to drive rental van), take a bunch of kids to parks and follow an agenda.

- New Grant will be applying for - may extend our Youth Outdoor Services
- Colorado Department of Education Youth - presenting this summer
- The State Plan for Independent Living is almost done. Up for public comment soon
- Denver Metro Fair Housing - we will be promoting their services
- Colorado Disability Law - Andrew Romanoff - presenting for ACCIL tomorrow
- ACCIL Conference - whittling down the final dates
- CIL Record Setting Legislative Year 702 bills introduced (record year)
- Testified State Senate, House and JBC - CO Opportunity Office might be a newly formed office that CIL might fall under
- Tech Audit - happening now; switching over to CoreCat Servers for authentication purposes; 4 new laptop computers
- Fire Update - temporary panel in, waiting on Xcel Energy and still have our generators.
- Director of Independent Living Services - will be posting this job soon
- Any questions for Rochelle: none.
- Employee Handbook 129 pm - all signed and done.

## **Old Business 1:30 pm**

### **Nominating Committee update by Mary Jo:**

Did you review James' bio and application

Elizabeth Mahoney, Tony Gonzalez and Lou Steinberg said they did not get it.

Kate Howell forwarded the May 9, 2024 email to everyone.

Lou motioned we approve him without an interview and Tim Wilson seconded and everyone else approved James Childress being a Board member at 1:37 pm (unanimous vote). He can not be on any committees for 6 months.

Rochelle Mitchell asked Michele Voris to check the board email distribution list in Google.

*Update: James Childress, Norma Barrantey, Elizabeth Mahoney and Michele Voris added.*

Elizabeth Mahoney would like Norma Barrantey to meet James Childress (or at least offer this).

Mary Jo Brockhus will contact James Childress.

Rochelle Mitchell and James Childress can connect from there.

## **Development and Community Engagement Upate 140 pm**

No updates

## **Executive Board Update** at 140 pm

Meeting dates switched after the finance committee meeting. We will have our June meeting where we talk about the retreat.

New organization in Greeley called Whale that deals with Children with Disabilities and they work closely with District 6. Lou Steinberg has indicated that we would like to get Executive Directors from both organizations

together. Mary Jo Brockhus has talked to Rochelle Mitchell about Lacey and Kristen as well. It is a respite center for children. Opening in the middle of June 2024. This could be a seamless transition for CIL and we can expose them to our Youth Programs.

### **Community Updates**

City of Greeley updated yesterday by Elizabeth

### **New Logo Name Tags**

These are sitting in Rochelle's office.

### **New Business** at 149 pm

### **Retreat Planning Session** (Elizabeth, Tony, Rochelle and MaryJo)

- The ReMax building is secured.
- Drinks secured.
- Food is not secured yet (need gluten free).
- Opening activity led by Tony
- Board and Obedience Training
- ACCIL Meeting Board Training participation

### **Update on Tony's Schooling**

Tony Gonzalez has completed all curriculum with a 3.78 GPA

In August 2024, he will start a new position at BOCES as a School Social Worker

### **New Business:**

No new business.

**Meeting adjourned** at 1:56 pm Kate Howell and Lou Steinberg seconded and all in favor.