

# Board Meeting Minutes

## Northwest Colorado Center for Independence

Board Meeting held at STARS in Steamboat Springs, CO and virtually via Google Video conference.

Wednesday, October 19, 2022

**Members Present:** Bruce Roemmich, Vice President  
Don Godshaw, Board Recruit  
Jessica McMillan, Board Member (Remote)  
Vicki Holcomb, Board Member (Remote)  
Craig Kennedy, Board Member (Remote)

**Staff Present:** Ian Engle, Executive Director  
Meagan Carini, Finance Manager

2:01pm - Bruce Roemmich calls the meeting to order.

Ian introduces Don Godshaw. Don shares with the board that he comes to NWCCI with extensive business and nonprofit experience. He has served as a board member and volunteer with Adaptive Adventures and is active with STARS. He is still becoming familiar with NWCCI and pleased to be involved with the organization.

Ian discusses his conversation with Peter Pike at CDLE about us currently not having more than 50% of our board with a disability. Peter CDLE will look at our compliance indicators during the NWCCI program compliance site review, which will take place in about a year from now, if we are still out of compliance at that time, we will need to submit a corrective action plan.

2:05pm - Bruce acknowledges support of Vicki and Jessica as new board members, and from meeting Don, he recommends all three, the board agrees. Bruce moves to bring Vicki, Jessica and Don on the board. Craig seconds and the motion passes unanimously (Bruce submits Michael Toothaker's proxy vote).

2:09pm - Ian presents the development report. We have been recently awarded a grant from the Craig-Scheckman Family Foundation for two installments of \$20,000 over the next 2 years. This is double what we have received the previous years and our first 2-year cycle.

2:12pm – Bruce motions to approve the minutes from the previous meeting. Vicki seconds and the board approves. Don abstains as he didn't attend the previous meeting.

2:13pm - Ian presents the Fundraising report.

Bruce comments on Colorado Gives Day and encourages involvement. Don initiates a discussion around larger donors and match pledges as a goal.

Ian encourages new board members to join the fundraising committee meetings.

The shopping extravaganza is still going until the end of the month.

2:20pm - Meagan presents the Finance Report.

Employee Retention Tax Credit (ERC) - \$2600 refundable deposit to submit through the contingency of \$5K to \$26K per employee. Don recommends the finance committee explore options, Meagan will check in and report.

We received insurance proposals from JustWorks, and Meagan is working on cost analysis with the finance committee.

Meagan will engage Catterson & Company to schedule an external audit.

2:25pm - The board reviews the Profit and Loss Report. Bruce asks to add a percentage change to the reports going forward, the board agrees.

Meagan points out \$10K more in program revenue (fees for service) than the previous year, especially in Nursing Home Transition Medicaid billing.

2:41pm - The board reviews the Balance Sheet as presented, with total assets at \$468,814.30. Total income is \$468,770.36, net income is \$168,735.46. Bruce motions to accept the Financials as presented, Craig seconds, motion passes.

2:44pm - The board discusses putting money into savings. The Finance Committee will follow up and report at the next meeting.

2:48pm - Meagan mentions that the Accounts Receivable is so high because we have yet to be paid last month's \$73K State Independent Living Services invoice as well as an \$87K invoice from this month.

2:53pm - Ian presents the Program Report. Discussion around maintaining an even fluctuation in services so we are able to maintain quality. Moffat continues to be our most highly served county, with Routt as a close second. Grand and Summit are developing steadily. Ian mentions we are very diligent about closing cases and that we do not cushion our numbers. There continues to be a trend in higher numbers of services per person. Ian mentions we have certified personnel to provide assistance with social security applications and this continues to be a signature service.

2:57pm - Ian presents the transportation report. We have seen a significant increase in rides. We are targeting opportunities for transporting multiple people at a time. We are receiving additional funding from both Rocky Rides and CDOT.

3:03pm - We promoted a staff member to Program Coordinator. We are still looking for an IL Coordinator to help cover Grand and Summit to be fully staffed.

3:04pm - The board discusses Ian's Executive Director evaluation. The board decides that next steps are for Ian to fill out the self-evaluation form, while the board will take a look at how Ian met the goals he set in 2020. They will then make a recommendation for a percentage increase if it is merited. Discussion about what other comparable organizations are paying for an Executive Director. The goal is to have the evaluation process by the next board meeting.

New board members will be provided with a copy of the evaluation, but won't participate in the review this year, this will inform as to what to expect next year.

3:19pm - The board sets the date for the next meeting, on Weds., Dec. 14 at 1:30pm.

3:21pm - Bruce suggests the board to complete the survey and and board evaluation Michael Toothaker sent out from Rural Philanthropy Days, the board agrees.

Ian will update the board roster.

The June retreat is discussed. This year the board would like to renew the strategic plan for the next 3-5 years. Ian will share the strategic plan with new board members and send out a doodle poll to see what dates work for the retreat.

3:32pm – Craig motions to adjourn the meeting, Vicki seconds and the board approves.