

Board Meeting Minutes

Northwest Colorado Center for Independence

Board Meeting was held at Mountain Valley Bank in Steamboat Springs, CO and remotely via Google Video Conference on October 25, 2023 at 1:30pm.

Members Present: Michael Toothaker, President
Dan Bonner, Board Treasurer
Don Godshaw, Board Member
Bruce Roemmich, Vice President (Remote)

Staff Present: Ian Engle, Executive Director
Micheal Bertram, Assistant Director (Remote)
Meagan Carini, Finance Manager (Remote)

1:42 Michael Toothaker calls the meeting to order.

1:43 Don Godshaw moves to approve the minutes, Michael Toothaker seconds, motion passes.

1:44 Development Report – Right now there is a lull in grants, but Rachele brought in a large amount at the beginning of the year and is doing a great job. Meagan points out that Rachele beat her budget goal in the first three months of the fiscal year.

1:50 Meagan presents the Finance Report – We completed our CDLE audit with our best results so far, no findings or observations. Meagan is going to meet with the auditing team in the near future with recommendations they have to strengthen our finance procedures. Health insurance enrollment is complete and goes into effect on November 1st. We switched over to Delta Dental and VSP for our dental and vision insurance. We are still enrolled in JustWorks medical insurance. We are starting our independent audit this week with Chris Catterson.

1:56 Meagan goes through the financial reports. When talking about grants, Don brings up that we do rely on some large grants that if we lose one it could affect our budget for the year. Fortunately Rachele is on top of grants and constantly applying for new ones.

When looking at the balance sheet, the board discussed getting a loan and a line of credit. On that day, we had \$52K in our bank account and decided to hold off for now. Don brings up the line of credit, but if we were to do that we would have to pay an annual fee and interest rate. If we do a loan, we at least would accrue interest. The board will continue to keep an eye on it and decide later. Ian will find out how long it would take to acquire a loan.

2:12 Dan Bonner moves to approve financials with total assets at \$626,030.92 and net income of \$131,771.04. Michael Toothaker seconds and the board approves.

2:13 Ian presents the Fundraising Report – The next big thing is Colorado Gives Day. Don Godshaw says the board needs to do a matching system. With new donors, the board would match their donations. Hungry for Independence is next year and all staff and board members are encouraged to attend.

2:18 Micheal Bertam presents the Program Report – September consumers were low. Typically, we get a downturn in November and December, not as early as September. Services are cut in half. There were 17 files closed, which is abnormally high. Micheal suggests that new consumers might not have been brought in because of the state audit.

Don suggests stimulating activity by sending out emails about what services we have available and making sure we continue to work on our community effort. If you email existing clients it could help remind them that we are here to help. Micheal Bertram mentions our regional outreach plan, and how we need more facetime in the community. We could go around town, drop off brochures, reinvestigate the community and see if we can pick back up.

Micheal mentions that new consumers did start picking back up last September, when we were finally coming out of Covid, so we would eventually see a drop in people.

2:24 Micheal goes through the CIL Certification report.

One area we failed in was board compliance. Ian mentions that at the time of the review we were at 50%, but because of Vicki's resignation we are back into compliance. We are down to 5 board members when we want to be at 7-11 members. This is an internal requirement, not a state requirement. One other thing Ian needs to do is write out a process for identifying and recruiting board members for us to fully pass that section of the audit.

When going through the audit, Micheal mentions that the majority of the items they decide whether we are compliant are based off of our consumer files. So the state of our consumer files is very important in relation to the audit.

One section we excelled at is that we pride ourselves on our appreciation and adherence to the independent philosophy, which a lot of centers don't do. How we start with a consumer is with the IL Philosophy.

We did fail the file reviews however. When reviewing, the auditors saw and noted that it was only a couple of employees with poor files, with two employees having exceptionally good files. Micheal is addressing this with the staff and will be re-training them on consumer files. He will also be revamping our file review process to strengthen the areas we are weak on.

On Indicator 6, which included the interview with board members, the review team was impressed with how involved the board is.

Other than consumer files and board compliance, we did do well on the audit. Michael Toothaker says it seems like an excellent report.

2:56 Transportation Program – We are currently down a driver and are getting rid of two vehicles. We are also looking for a transportation coordinator.

2:57 Michael Toothaker brings up that we lost Vicki as a board member, he sent her resignation letter to all board members. He talked to Vicki a number of times in the last few weeks to find a resolution. We are looking for more board members.

2:59 The board sets the upcoming meeting for December 6th. Ian will follow up to make sure they will have a quorum for the meeting.

3:00 Michael Toothaker motions to end the meeting, Bruce Roemmich seconds and the motion passes.