

Board Meeting Minutes

NorthWest Colorado Center for Independence

Board Meeting held at Mountain Valley Bank in Steamboat Springs

And via Google Video Conference

Wednesday, January 26, 2022 @ 1:30 pm

Members Present: Craig Kennedy, Board President
Michael Toothaker, Board Vice President
Dan Bonner, Board Treasurer
Susan Waldron, Board Secretary via GoogleMeets
Bruce Roemmich, Board Member via GoogleMeets

Members Absent: Dr. Chris Ebert, Board Member

Staff Present: Ian Engle, Executive Director

1:38 PM– Board Meeting is called to order by NWCCI Board President, Craig Kennedy. The meeting is being held via Google Meets video conference and partially in person at Mountain Valley Bank.

1:44 PM – The approval of the Board Meeting on December 8, 2022, will be tabled until the next Board Meeting.

1:48 PM – Ian presented the current status of the NWCCI Development Report. Rachelle Summers, NWCCI Development Coordinator, reported that thus far this fiscal year we have received \$204,179 in grants.

Certain aspects of The Mentorship Program were discussed.

1:55 PM – Ian presents the Fundraising Report, we are preparing for our annual campaign in March, Board members are invited to participate in regularly scheduled Fundraising Committee meetings.

1: 59 PM – The Board reviews the Financial Reports presented by Dan, NWCCI is in a better financial position than a year ago at this time. We are showing a profit of \$112,253.32 this fiscal year to date. Dan presents the Profit & Loss and

Balance Sheet reports, the Balance Sheet shows total equity at \$355,382.02 and total liabilities of \$59,477.14. The Board accepts and approves of the reports.

2:15 PM – As far as the proposed \$1.00/hr. raise for all staff, a motion was made by Craig to approve this. Bruce seconded this motion and it was voted on unanimously by the Board to approve.

2:19 PM – The Finance Committee report was given. Dan makes a motion to approve as presented, Mike seconds, Board approves unanimously.

2:22 PM – Ian reviews the December 2021 monthly Program report and the Board approves.

2:25 PM - The NWCCI Pandemic Protocol was discussed. It was decided the Board would individually access and read the NWCCI COVID19 Policy, then provide feedback and guidance at the next Board Meeting.

Ian presents the proposed NWCCI Social Media Policy, Craig moves to accept as presented, Dan seconds and the Board approves unanimously.

2:30 PM – Mike suggested it would be appropriate to give Ruth a plaque, a gift and a \$200 Steamboat Chamber gift card. Ruth was a much appreciated Board member who served as the Secretary and recently resigned.

2:33PM – Board schedules the next board meeting for Wednesday, February 23 at 1:30 pm.

2:37PM – Craig motions to adjourn, Michael seconds, motion passes. Meeting adjourned.

Board Meeting Minutes

NorthWest Colorado Center for Independence

Board Meeting held at Mountain Valley Bank in Steamboat Springs

And via Google Video Conference

Wednesday, February 23, 2022 @ 1:30 pm

Members Present: Craig Kennedy, Board President
Michael Toothaker, Board Vice President
Dan Bonner, Board Treasurer
Susan Waldron, Board Secretary via GoogleMeets
Bruce Roemmich, Board Member via GoogleMeets
Dr. Chris Ebert, Board Member via GoogleMeets

Staff Present: Ian Engle, Executive Director

1:39 PM– Board Meeting is called to order by NWCCI Board President, Craig Kennedy. The meeting is being held via Google Meets video conference and partially in person at Mountain Valley Bank.

1:42 PM – The approval of the Board Meeting Minutes on December 8, 2022 were tabled for this meeting. The minutes were recreated by Ian as Ruth was unable to locate the minutes from her last meeting as Board Secretary. Dan made a motion to accept as amended, Mike seconded and the Board voted unanimously to accept the motion.

Craig made a motion to accept the Board Minutes for 1/27/22, Bruce seconded and the Board voted unanimously to accept the motion.

1:48 PM – Ian presented the current status of the NWCCI Development Report. Rachelle continues to excel in securing grants. At this time there are no further completed grants although there are several that are in the second phase of a two part acceptance process. Hopefully, these will be productive.

Ian reported that it continues to be difficult to maintain a responsible and trustworthy person for our transportation driver position. It was discussed how to improve the attraction for this job which might include a starting wage increase.

It was further discussed that NWCCI continues to partner with other transportation providers to meet the needs of persons with disabilities in the counties we serve.

1:55 PM - Ian presents the Fundraising Update. He related that Marie is doing an amazing job and feels that there may be an option of moving her into a full time fundraising position. As stated previously, it is encouraged for interested Board Members to attend the Fundraising meetings.

1:59 PM - The Board Reviews and approves the January 2022 Financial Report as presented by Dan. The total assets are \$404,705.26 and \$100,706.99 for income.

2:10 PM - Ian presents the Finance Committee report. The topics included:

- Proposed edits to Finance Manual per CDLE compliance review. These will be presented to the Board at the March Board meeting.
- The NWCCI staff is pleased with their raises and wanted the Board to be aware of their gratitude.
- The completed audit from Chris Catterson for FY 2020-2021 was distributed, reviewed and approved by the board.

2:20 PM- Ian reviews the monthly Programs, Activities and Personnel report. He indicated that everyone is doing well and related that Staci is excelling with systems advocacy efforts around accessible communication for the deaf.

2:35 PM - The NWCCI Pandemic Protocol was discussed with Dr. Chris giving the current status of COVID in regard to the wearing of masks, testing, etc. It was stated that the staff would prefer no mandating, if possible. For now the NWCCI COVID policy will remain as is.

2:45 PM - Board schedules the next board meeting for Wednesday, March 30, 2022 at 1:30 pm.

2:50 PM - Craig motions to adjourn, Michael seconds, and the Board passes unanimously. Meeting adjourned.

Board Meeting Minutes

NorthWest Colorado Center for Independence

Board Meeting held at Bud Werner Library in Steamboat Springs

And via Google Video Conference

Wednesday, March 30, 2022 @ 1:30 pm

Members Present: Michael Toothaker, Board Vice President
Susan Waldron, Board Secretary via GoogleMeets
Bruce Roemmich, Board Member via GoogleMeets
Dr. Chris Ebert, Board Member via GoogleMeets

Board Members Absent: Craig Kennedy, Board President
Dan Bonner, Board Treasurer

Staff Present: Ian Engle, Executive Director

1:40PM – Board Meeting is called to order by NWCCI Board Vice President, Michael Toothaker. The meeting is being held via Google Meets video conference and partially in person at the Bud Werner Library.

1:50 PM – Bruce made a motion to accept the Board Minutes of February 23, 2022 as amended, Mike seconded and the Board voted unanimously to accept the motion.

1:51 PM – Ian presented the current status of the NWCCI Development Report. Rachelle continues to excel in securing grants. Grants exceed current fiscal year budget projections for grant revenue.

1:53 PM - Ian presents the Fundraising Update. The Annual NWCCI Spring Campaign Letter is completed and ready to be distributed and printed in newspapers in the five counties that we serve. The article includes an interview of Staci. It was encouraged for the Board Members to share this article with others, as this may enhance our fundraising.

Bruce reported that another \$500 donation, via Flip Cause, was received. Bruce wants to make sure this information is received, and other like notifications, by Marie. These donations will be acknowledged by a thank you letter.

1:58 PM – In Dan's absence, Ian gave the February 2022, Financial Report numbers. The total assets are \$387,504.88 and \$95,334.28 for income, the Board accepts this report as presented.

2:05 PM - Ian presents the Finance Committee report. The topics included:

- The Finance Committee requests that they have the Boards approval to make edits to the Finance Manual per CDLE compliance review. Changes and edits to the policy will be presented to the full Board for review and approval during regular meetings. The Board approves of this request.
- Ian continues to check in with the Colorado Department of Labor and Employment as to NWCCI's debt status to them.

2:20 PM- Ian reviews the monthly Programs, Activities and Personnel report. He indicated that Administrative Assistant position is needed to help Meagan. This job would help in the transition from the COVID operating protocol to a return of pre COVID procedures and more in-person office operations.

Board Member Recruitment was discussed. Ian did make contact with an attorney who indicated she can't make the time commitment now, does have interest in the future. Bruce also identified a potential person of interest.

2:28 PM - Board schedules the next board meeting for Wednesday, April 27, 2022 at 1:30pm.

2:30 – PM Michael motions to adjourn, Susan seconds, and the Board passes unanimously. Meeting adjourned.

Board Meeting Minutes

NorthWest Colorado Center for Independence

Board Meeting held via Google Video Conference

Wednesday, April 27, 2022 @ 1:30 pm

Members Present: Michael Toothaker, Board Vice President via Google Meets
Susan Waldron, Board Secretary via GoogleMeets
Bruce Roemmich, Board Member via GoogleMeets
Dr. Chris Ebert, Board Member via GoogleMeets

Board Members Absent: Craig Kennedy, Board President
Dan Bonner, Board Treasurer

Staff Present: Ian Engle, Executive Director

1:50 PM – Board Meeting is called to order by NWCCI Board Vice President, Mike Toothaker. The meeting is being held via GoogleMeets video conference.

1:56 PM – Bruce made a motion to accept the Board Minutes of March 30, 2022 as amended, Mike seconded and the Board voted unanimously to accept the motion.

1:57 PM – Ian presented the current status of the NWCCI Development Report. Rachelle continues to excel in securing grants. The Board reviewed the report.

A lengthy discussion followed with the Board requesting time to review the service programs and how they align with NWCCI's funding.

2:24 PM – In Dan's absence, Ian gave the March 2022, Financial Report numbers. The total assets are \$302,003.40 and \$102,437.26 for income.

2:31 PM - Ian presented the Program Report which was reviewed by the Board.

2:46 PM – The offsite annual Board Retreat is set for 6/22/2022.

2:28 PM - The Board schedules the next board meeting for Wednesday, May 25, 2022 at 1:30pm.

2:30 PM - Susan motions to adjourn the meeting, Mike seconds, and the Board passes unanimously. Meeting is adjourned.

Board Retreat Meeting Minutes

NorthWest Colorado Center for Independence

Annual Board Retreat - Wednesday June 22, 2022 @ 10:30am to 3:30pm at the STARS Ranch, 35465 US-40 and Google Video Conference

Members Present: Michael Toothaker, Board Vice President
Susan Waldron, Board Secretary (via GoogleMeets)
Bruce Roemmich, Board Member
Dr. Chris Ebert, Board Member (via GoogleMeets)
Dan Bonner, Board Treasurer

Board Members Absent: Craig Kennedy, Board President

Staff Present: Ian Engle, Executive Director
Mike Bertram, Assistant Director

11:09 AM – Annual Board Retreat Meeting is called to order by NWCCI Board Vice President, Mike Toothaker. The meeting is being held at the STARS Ranch with remote participation available through via Google Meets.

11:10 AM – Bruce made a motion to accept the Board Minutes of April 27, 2022, Mike seconded and the Board voted unanimously to accept the motion. Dan abstained due to his absence at that meeting.

11:11 AM – Ian presented the Fundraising committee report. The Fundraising exceeded the proposed budget of \$25,000 by over \$2,000 for the year. At this time, in person fundraising events remain at a lull due to pandemic concerns, hopefully this will change going into next year.

Board members were reminded to contribute their annual financial contributions.

The use of the Flipcause online system for fundraising was discussed. It was decided NWCCI will continue to use Flipcause as the primary tool for generating and tracking fundraising activity, maintenance of the website and as part of NWCCI's marketing efforts.

11:54 AM - Mike Bertram, NWCCI's Assistant Director, presented the Programs Report to the Board, which included the following:

- Consumers Served and services rendered: In talking about numbers of services, it was indicated we are performing more services per person.
- It was mentioned that group services are becoming more sought after in certain counties and individual services in other counties.
- The staff continues to more accurately document persons served and services rendered.
- Group events were affected by pandemic concerns and restrictions.
- Mike related staff input, testimonials and program highlights via a PowerPoint presentation.

2:32 PM – Ian presented the Development Report. He shared Rachelle's concern that, perhaps, the grants will not be as abundant going forward.

2:37 PM - Ian presented the Finance and Administrative Report. It will be a consideration to explore other options than Singletrack for bookkeeping support going forward.

The current financials were reviewed through April. Total Assets are \$367,227.64 and Total Income is \$71,029.13.

The budget was reviewed. A draft of the budget will be sent out to the Board for further review. Any questions will be accepted and voted on at the next Board meeting.

2:46 PM – Dan moves to approve the following slate of NWCCI Board officers for FY 2022-23, Bruce seconds and the motion carries:

- Board President – Michael Toothaker
- Board Vice-President – Bruce Roemmich

- Board Treasurer – Dan Bonner
- Board Secretary – Susan Waldron

3:02 PM – Dan moves to adjourn, Michael seconds and the motion carries.

Next NWCCI Board meeting is scheduled for Wednesday, July 27, 2022, at Mountain Valley Bank in Steamboat Springs.

Board Meeting Minutes

Northwest Colorado Center for Independence

Board Meeting held at Mountain Valley Bank in Steamboat Springs, CO and via
Google Video Conference

Wednesday, July 27, 2022 at 1:30pm

Members Present: Michael Toothaker, President
Bruce Roemmich, Vice President
Chris Ebert-Santos, Board Member

Members Absent: Dan Bonner, Board Treasurer

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

- 1:35pm Meeting is called to order by Michael Toothaker, Board President. The meeting is being held at the Mountain Valley Bank in Steamboat Springs, CO and via GoogleMeets video conference.
- 1:42pm Michael Toothaker makes a motion to accept the Board Minutes from the June 22, 2022 Board Retreat. Bruce Roemmich seconds and the board approves.
- 1:45pm Ian discusses the development report. We had a meeting with the Colorado Housing Finance Authority (CHFA) about how to use the \$15,000 grant they awarded us for home modifications. Mike and Carlos are putting together a model for our home modifications program. Along with the funding from CHFA, Rocky Mountain Health Plans also sent us \$100k for home modifications.
- 1:50pm The Board reviews the Development Report - Rocky Mountain Health Plans also sent \$100K for Social Security assessments for benefits. A few other grants have come in for this year, Anschutz, Summit Foundation and Grand Foundation.
- 1:53p The Board reviews the Fundraising Committee Report. After deciding at the last board meeting that we should stick with Flipcause, Marie says she feels better about using it the longer she spends time with it. Ian still needs to provide Bruce with administrative access to the Flipcause account.

Ashley, Lynn and Staci are hosting an event in Craig called Resource Roundup. They have already received quite a bit of funding, including from a generous donation from Waste Management.

Other fundraising opportunities include a shopping extravaganza at the Silverthorne Outlets, Token Tuesdays with Mountain Tap Brewery in Steamboat and exploring partnering with local restaurants in the communities we serve.

1:57p: Ian and Meagan present the financial updates. In relation to our tight budget this fiscal year, several contracts with vendors we pay for services are being reassessed., including switching our phone service from Verizon to AT&T.

The Division of Vocational Rehabilitation Fiscal Monitoring audit went very well this year, we expect the full final report sometime next month (August).

We received an additional \$10k of Part B federal pass-through funds into our State Independent Living Services Contract and \$8k for training and leadership through the Statewide Independent Living Council.

There is a new finance director CDLE. Once she is more acclimated, we will again be bringing up our indirect cost rate proposal (submitted months ago) and our pending request for settlement of the debt owed by NWCCI to the state.

2:08p: The total assets at the end of June 2022 was \$313,551.33 and total net income was \$24,049.75. The board reviews and approves the financials.

2:15p: Michael Toothaker makes a motion to approve the budget, Bruce Roemmich seconds, board approves.

2:16p: Meagan Carini presents changes made to the Finance Manual and Employee Handbook. Absentee board member Dan Bonner has reviewed all changes made to the Finance Manual in the most recent Finance Committee meeting and recommends approving the changes.

2:23p: Michael Toothaker makes a motion to approve the Finance Manual changes, Bruce Roemmich seconds and the board approves.

2:25p: Michael Toothaker makes a motion to approve the Employee Handbook changes, Bruce Roemmich seconds and the board approves.

2:26p: Ian presents the program report as compiled in comparative analysis by Assistant Director Mike Bertram. Both services and individuals served has increased from the previous year. We had an influx of referrals in the last few weeks. This trend will need to be watched to determine if we need to hire additional staff.

For the first time in over a year NWCCI is fully staffed.

2:30p:

Ian presents changes to the strategic plan that he updated with Michael Toothaker. This includes updating year 3, and seeing what we have completed from our plan so far.

Fundraising Logic Model has been reviewed and updated and will continue to be a work in progress.

Capital needs list – Since we have our new vehicles, purchasing a building in Steamboat was brought up. Employees are receiving new cell phones this month. Meagan brought up the possibility of replacing older computers and setting up a schedule for future computers to be replaced.

Programs and funding sources – With Rocky Mountain Health Plans giving us \$200k to kick off this fiscal year, we are hoping to build our relationship with them to be able to receive continuous funding.

Cost allocation plan – The NWCCI Indirect cost rate proposal has been submitted, and we are waiting for approval. Once approved by CDLE, we can move forward with updating our CDOT indirect cost rate draw down more in administrative funds.

Saturation – Ian discussed the having a threshold with the growth of our organization. We want to make sure we are established, but not competing with other organizations or attempting to grow beyond our means and purposes.

Advertising and Outreach – Bruce mentioned using our donor mailing list as a metric for the success of our social media and advertising. Meagan mentioned using her husband's company for free outreach assistance.

Ian discussed reviewing and updating the publicity plan, making sure our employees and consumers are getting recognized and the communities are aware of the work we are doing. Marie is working on relationships with people in local media.

Board Competency – We have a competent board, but we need to focus on recruitment. It was mentioned at the staff meeting to help recruitment of board members be a group effort. Ideally we would like someone with a legal background, but as of right now we don't need specialized board members. We can also highlight that we are less of a start up organization and that we are more established with better funding than previously. The board has also become more of an oversight board than a participatory board.

Succession plan for Ian – Ian discussed his goal is to eventually make himself replaceable. Right now Micheal Bertram (Assistant Director) and Meagan

(Finance Manager) can take over for short amounts of time, but there needs to be a desk manual for the Executive Director position.

Adequate and effective infrastructure to ensure timely and efficient delivery of services – Our direct service staff has done a phenomenal job in all counties as far as program quality and integrity.

3:10p: The Board discusses getting plaques for retiring board members.

3:15p: The next meeting is scheduled for August 17, 2022, 1:30p-3pm a remote option will be made available.

3:16p: Michael moves to adjourn, Bruce seconds and the meeting is adjourned.

Northwest Colorado Center for Independence Board Meeting Minutes

Wednesday, August 17, 2022

STARS Ranch Board Room in Steamboat Springs and via Google Video conference.

Members Present: Michael Toothaker, President
Bruce Roemmich, Vice President (via Google Meets)
Dan Bonner, Board Treasurer

Members Absent: Chris Ebert-Santos, Board Member

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

1:37pm - Michael Toothaker calls the meeting to order.

Board Minutes from previous meeting are discussed – Bruce requests change at 3:10p from “newly departing” to “retiring” board members.

1:39pm - Bruce Roemmich makes a motion to approve the July 27, 2022, Board Meeting Minutes, Michael Toothaker seconds and motion passes unanimously.

1:40pm - Ian presents the Development report. We have had a flurry of grant cycle applications come available in the last week.

1:41pm - Ian presents the Fundraising Committee report. Colorado Gives now has fees to add widgets, this will be discussed at the next fundraising committee meeting. The shopping extravaganza at the Silverthorne Outlets is selling tickets. The next big event is Colorado Gives Day, Marie is recruiting participation from NWCCI staff and Board members.
Dan mentioned the literature that Marie sends out doesn't clearly solicit donations. A “call to action” should be added at the end of each email and as part of all external communications.

1:50pm – Meagan presents the Finance Committee report. We have completed the transition from Verizon to AT&T for wireless service, we landed \$1000 in accessories for all new phones as part of the deal. Meagan plans to schedule the independent external audit with Catterson & CO. in October.

Ian and Meagan had a call with Colorado Department Labor and Employment, Division of Vocational Rehabilitation Fiscal Monitoring Unit auditors, we discussed resolution of debt payment (awaiting a formal response), approval of

NWCCI Indirect Cost Rate proposal and finalization of the recent site review.

1:58pm - Financial Reports – The board decided to skip approving the financial reports until the United Health Care transportation (vehicle purchase) pass-through funding is booked into the same month as when it was passed to SouthWest Center for Independence.

2:13pm - Ian presents the Program Report. Moffat is bringing in new consumers and remains our most active county. We continue to see significant need for assistance with social security benefits applications and work incentives counseling. Carlos resigned to help with his family's primary care medical practice. We will be filling the Program Coordinator position internally and recruiting for an Independent Living Coordinator position for split coverage of Grand and Summit Counties.

2:19pm - Board member recruitment - Michael and Ian are reaching out to a possible candidate, Jesica McMillan. Craig referred Don Godshaw. NWCCI staff member Marie Cosby recommended Vicki Holcomb. Ian will follow up with these interested candidates.

Michael Toothaker will be representing NWCCI at NW Rural Philanthropy Days.

The board schedules the next meeting for September 28, at the Mountain Valley bank.

2:30pm - Michael Toothaker motions to adjourn the board meeting, Bruce Roemmich seconds, meeting is adjourned.

Board Meeting Minutes

Northwest Colorado Center for Independence

Board Meeting held at Mountain Valley Bank in Steamboat Springs, CO and via Google Video conference. Wednesday, September 28, 2022

Members Present: Michael Toothaker, President
Bruce Roemmich, Vice President
Dan Bonner, Board Treasurer
Vicki Holcomb, Board Recruit
Craig Kennedy, Board Member (Remote)
Chris Ebert-Santos, Board Member (Remote)
Jessica McMillan, Board Recruit (Remote)

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

1:33pm - Michael Toothaker calls the meeting to order.

Ian introduces our two board recruits:

Vicki Holcomb – lives in Summit County where she has worked collaboratively with NWCCI. She has been a resident of Summit for 5 years, spent 20+ years as an educator/administrator for kids with special needs. She is retired and interested in continuing to support people with disabilities.

Jessica McMillan – works for Horizons in Moffat County, where she inherited Michael Toothaker’s position. She works closely with NWCCI already, especially our Moffat staff. She is interested in being on the board because of our shared visions.

Ian is meeting with a third recruit, Don Godshaw, later this week. Ian mentions that over 51% of our staff and board need to have a disability as part of our federal compliance. Craig asked if there is a grace period for recruitment, Ian will double check.

1:40pm - Dan motions to approve the board minutes, Michael seconds and the motion passes.

1:43pm - Michael Toothaker talks about attending Rural Philanthropy Days. There was a workshop track dedicated to board members. They had to fill out a survey to see how the organization runs, and it made him feel like we were farther ahead than

many other organizations. Craig said he had the same positive reaction about NWCCI when he attended, and is glad Michael was able to attend. Michael scored us at 82/100 and would like to send the survey to other board members to see how they score us. Michael proposed resetting our strategic planning during the next board retreat (June 2023) to set for the next 3-5 years since we have achieved 85% of our current strategic plan, the board agrees.

Michael proposed next steps to include working on transition/succession plans, clear roles of board members and building the right board. Bruce asked if they talked about consistency and longevity with board members, Michael said yes, including discussing term limits and when board members should step down, which is why a succession plan would be good, the board agrees.

- 1:55pm - Michael Toothaker brought up Ian's review. Craig says the format is for Ian to complete a self-evaluation, then the board will complete a review. Craig will share the review document for each board member to complete then Michael will collate the results.
- 1:57pm - Ian presents the Development Report: Since July we have received \$219K in grants. We have received a couple of small grants. It is good to keep the relationships with these organizations even though they are small. Rachelle has been applying for an increased number of grants as the opportunities arise.
- 2:00pm - Ian presents the Fundraising Report: Shopping extravaganza is still going on, and tickets are available through the end of October. Colorado Gives Day is coming up in early December. Ian asks if we should consider doing an in-person event next year. This past year we did an annual campaign virtually and through the mail. Marie conducted a Q&A promotional piece with Dan Bonner to be shared with donors and will be reaching out to other board members.
- 2:07pm - Meagan presents the Finance Report: It has been a slower month, which has allowed for more attention to HR duties, as well as cleaning up and organizing back of house projects. She has started conversations with Trinet and JustWorks to see if they can provide competitive pricing for health insurance. Meagan will be reaching out to Chris Catterson in the next couple of weeks to schedule our external audit.
- Meagan commented on a few funding items on the Profit and Loss Report. SILS is higher this year because of our \$10K windfall from the government and an additional \$30K in Part B funds that we need to spend by the end of September. We found out SW Center for Independence, with whom we have a contract for transportation services received an additional \$50K in funding from Rocky Mountain Health Plans, which means we are able to continue billing this revenue

stream for our transportation program. In January we will be receiving a lump sum for the year (2023) from SW Center for Independence rather than billing month-to-month.

- 2:20pm - The board reviews the balance sheet. Dan explains that the accounts receivable is high because of our large SILS invoice that has not been paid yet and the nature of our cost-reimbursement contract for SILS.
- 2:25pm - The board discusses our CDLE repayment. We are still waiting to hear back from the state about our request to settle the debt. Ian gives background to board recruits about why we have the repayment.
- 2:29pm - Dan motions to approve the finance statements, with a total asset of \$499,998.35 and net income of \$186,995.93. Bruce seconds and the motion passes.
- 2:33pm - Ian presents the program report: Year to year comparison we are seeing slightly more consumers, which is good and not overwhelming our staff. We have been diligent about closing inactive cases, so our numbers are accurate. Ian mentions that we are providing more services per person. We are one of the only organizations that provide quality social security benefits application assistance.
- 2:39pm - Ian presents the transportation report: We now have positions in place that equate to two full-time equivalents. The cost of running the transportation program has increased significantly, mostly because of fuel.
- 2:40pm - The board sets a date and time for the next meeting. They decide to wait until the next board meeting to officially welcome new recruits and elect a Secretary, this will give Ian a chance to talk to the third recruit.
- 2:42pm - With the recruitment of new board members, Chris Ebert-Santos has decided to resign from the board.
- 2:45pm - Bruce motions to adjourn the meeting, Mike seconds and the motion passes.

The next meeting is set for November 19th, 2022 from 2-4pm.

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.

Board Meeting Minutes

Northwest Colorado Center for Independence

Board Meeting held at Mountain Valley Bank in Steamboat Springs, CO and via Google Video conference. Wednesday December 14, 2022

Members Present: Bruce Roemmich, Vice President
Jessica McMillan (remote)
Don Godshaw (remote)
Vicki Holcomb (remote)
Justine Ager, Board recruit
Dan Bonner, Board Treasurer -joined at 1:57

Staff Present Ian Engle, Executive Director
Meagan Carini, Finance Manager (remote)

1:40 Bruce Roemmich calls the meeting to order.

Ian introduces our new Board recruit, Justine Ager. Justine shares with the Board that she sustained a life-altering injury at 24, which resulted in a severe brain and spinal cord injury. Also left her blind in one eye. She uses NWCCI for mobility due to her physical limitations. She uses walker, a crutch and sometime a wheelchair for mobility. She is an advocate for individuals with disabilities.

The Board members and Meagan introduce themselves to Justine.

1:48 Don motions to approve the Board meeting minutes from the October 19, 2022, Bruce seconds and the motion passes.

1:49 Meagan presents the Finance Committee and Human Resources report. Just Works has been onboarded as the new Program Employer Organization handling payroll, human resources and benefits support (including healthcare) for NWCCI, with a solid platform that includes employee time tracking, the Board approves.

NWCCI is discontinuing the contract with Single Track bookkeeping in lieu of the new contract with Justworks, the Board approves.

State sanctioned family leave policy starts Jan 1, 2023, this requirement is presented to and approved by the Board.

1:53 Discussion about funding savings programs. Meagan is investigating an option through Edward Jones with regard to 3/6/12 month CD's with an interest rate over 4% and no fees. Possibly invest \$150,000 that would be laddered so that money would be

accessible when needed. Savings account is .1% compared to CD 4%. We would need to show extreme financial responsibility since we are a non-profit.

2:20 Ian presents the Development Report. NWCCI was recently awarded a \$10,000 grant from Rocky Mountain Health Foundation and also received grants from the town of Silverthorne and Breckenridge this year for the first time.

2:24 Profit and Loss Sheets were discussed. Rocky Mountain Rides contract through Southwest Rides has been extended into 2023.

The Profit and Loss report is presented and the Board approves.

Dan moves to approve the Oct Financials as presented – Net income \$191,187.22. Total assets \$508,065.79, Bruce seconds and the motion passes unanimously.

2:34 Program Reports – keep programming steady. NWCCI is seeing the trend of the main service being independent living skills and more services per person. Reviewed the program report.

2:40 Executive Director Performance Review:
Ian received 30/32 points on the collated performance review with praise for job knowledge and promotion of the NWCCI mission and representing NWCCI with integrity. Ian's lower scores were for organization and timeliness. He acknowledges that he needs to improve in these areas and is open to support and guidance. Board agreed to raise Ian's salary to \$82,500 starting next payroll period with acknowledgement for hard work and dedication.

2:57 Fundraising – An anonymous Donor gave \$5000 as a match donation for Colorado Gives. Day to motivate other donors and generate interest in future donations. Colorado Gives had 31 donors – split between new and old donors. Vicki will do thank you cards for Summit County and Meagan will do thank you cards for the rest.

3:14 Bruce motions to adjourn, Vicki seconds and the motion passes.

3:15 Next meeting is scheduled for January 25, 2023