

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 January 25, 2023

Members Present: Bruce Roemmich, Vice President
Jessica McMillan (remote)
Vicki Holcomb (remote)
Michael Toothaker (remote)
Dan Bonner, Board Treasurer

Staff Presenting: Ian Engle, Executive Director
Rachelle Summers, Development Coordinator
Meagan Carini, Finance Manager (remote)

1:38 Bruce Roemmich calls the meeting to order.

Discussion about board potential Justine Ager. She uses NWCCI as a resource for transportation and is an advocate for individuals with disabilities. The NWCCI Board agrees to accommodate Justine's participation with Assistive Technology and other accessibility considerations. The Board agrees to provide Justine with a better opportunity to express what she brings and what she is looking to learn from the experience.

1:42 Bruce moves to approve the Board meeting Minutes from December 14, 2022. Dan seconds and the motion passes. Michael abstains since he wasn't present for the meeting.

Discussion about letters and donation receipt notices for donors from Colorado Gives and Flipcause platforms, donation income continues to increase every year and the board agrees prompt and professional follow up with donors is a priority.

1:55 Rachelle Adrian - NWCCI Development Coordinator - joins the meeting and presents the Development Report. Rachelle highlights an additional \$1,500 from Rocky Mountain Health Foundation (beyond what was requested) to fund self-care for our 20 staff members. Town of Breckenridge also gave \$2000. Dana and Christopher Reeve Foundation awarded \$40,000 for nursing home transition. NWCCI does work congruent with partner foundation's missions.

2:14 Meagan – NWCCI Finance Manager – joins the meeting and reports how the new medical plan is working better for everyone than last few years, yet still a significant challenge in all regards. Budgetary details will be discussed in Finance Committee meetings, NWCCI is saving money and staff is experiencing better coverage with this new medical plan. NWCCI is working with Edward Jones to invest in CD's.

Single Track will finish filings for 2022 and NWCCI will cancel our relationship with them.

Just Works offers our employees St/LT disability and life insurance. They will take care of 1099 and payroll tax.

We do our own annual taxes with Meagan making sure we are in compliance.

Catterson is doing an audit this month. Davidson takes care of our Federal tax filing (990).

2:30 Profit and Loss Report is presented.

CDOT – waiting for a reply as to what is to be received. Following-up with Rocky Mountain Health Plans and Southwest Center for Independence regarding our Rocky Rides contract. Health insurance covers medical, dental and vision and is cheaper than previous medical insurance coverage.

Discussion on how we are spending our money to help people who need services. We have \$100,000 for home remodeling and we need to spend that money. Funding streams have restrictions and need to be used as intended with integrity.

2:41 Balance Sheet shows assets at \$441,000 – Letter sent State of Colorado to forgive the \$55,527 still owed. Form for Debt Forgiveness Request sent. We will vote on an action next meeting with a date in writing for when we can expect to have a response.

Dan moves to approve the Financials as presented – Total Assets \$533,126. Jessica seconds and the balance sheet is approved.

2:48 Program Report - Number of individuals served is slightly less than last year at this time; however, people are using more services per person. We are giving significantly more rides than last year. We have 2 FT drivers and 1 PT driver.

Board Members profiles are being updated. Vicki and Jessica need to send one in.

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

3:15 Next meeting is scheduled for Weds. (2/22/23) at 1:30pm

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, February 22, 2023

Members Present: Michael Toothaker Board President(remote)
Jessica McMillan (remote)
Don Godshaw
Vicki Holcomb Board Secretary (remote)
Craig Kennedy
Dan Bonner, Board Treasurer -joined at 1:57

Staff Present Ian Engle, Executive Director
Meagan Carini, Finance Manager (remote) joined at 2:02

1:35 Michael calls the meeting to order. Justine Ager – board recruit hasn’t gotten back to Ian. Craig is going invite her to a meeting and inquire about how serious she is about a board position.

1:42 Michael motions to approve the 1/25/23 Board Meeting Minutes as amended. Vicki seconds and the motion passes.

1:44 Development report. QB \$359,975, this amount exceeds what was budgeted for this current fiscal year.

1:52 The draft audit of NWCCI financial position for FY 2021-22 is reviewed. There were no material findings with the audit. Chris Catterson, our independent auditor will be invited to the next meeting to review and answer questions.

NWCCI is almost done with the transition to Just Works as our payroll service provider (PEO), the Board approves.

A transportation budget is being put together now that we know what our grant and contract income will be for 2023, the Board approves.

2:02 Meagan presents the Finance Committee Report.

Meagan and Ian are working on setting up the CDs with Dan’s guidance, the Board approves. Meagan reiterated that the audit had no findings. Next step is for the Board to accept the audited financial statements as presented, then provide this information to Davidson Tax to file our 990.

Discussion about NWCCI office space. It was stated that a smaller space in Steamboat would suffice and could save us up to \$1000 a month. The following considerations are included in the NWCCI office discussion

1. Bus line location
2. Wheel-chair accessible
3. Private space for clients – consumer workstation
4. Size – approximately 1000 sq ft
5. Community desks – not every employee must have their own workstation.
6. Lease is up at the end of April – we can do month to month until we find something
7. We have a realtor – should we look to buy and if so, should we ask for some of the commission back due to being a non-profit?
8. The Board agrees it makes sense to look to purchase a building in Craig and rent office space in Steamboat.

Single Track will be done working with us at the end of February. Our 1099 filings will be with Just Works and all vendors will be paid through them also. We will have all rent paid through Just Works. JustWorks been responsive and helpful with filing 2 workman comp reports.

2:28 Discussion about the 2 workman comp claims. At the Craig office, people slipped on the ice. We need to do what we can to mitigate this risk.

2:30 Review of QuickBooks Finance reports is tabled until next meeting.

2:34 Annual campaign discussed. It will be online with printed booklets available next month.

Hungry for Independence will be Aug/Sept 2024. The theme will be Celebrate the Success of People with Disabilities. The last HFI needed \$30,000. Marie will have more to come!

2:42 Program Report – Our service number is holding steady and we are providing great direct services. Moffat has the greatest needs and our total services are up.

2:45 Meeting is adjourned and next meeting is March 22, 2023 at 1:30

Board Meeting Minutes 4-26-2023

Northwest Colorado Center for Independence

Board Meeting held at Mountain Valley Bank in Steamboat Springs, CO and via Google Video conference. Wednesday April 26, 2023

Members Present: Michael Toothaker Board President(remote)
Vicki Holcomb Board Secretary (remote)
Craig Kennedy (remote)
Bruce Roemmich Board Vice President (remote)
Don Godshaw

Members Absent: Dan Bonner, Board Treasurer
Jessica McMillan

Staff Present Ian Engle, Executive Director

1:33 Meeting called to order. Review of Minutes from the April 5, 2023, Board meeting. Two corrections are made to the draft Minutes from April 5, 2023. Bruce motions to accept the Minutes as amended, Craig seconds the motion and all approve.

1:37 Development Report is discussed - \$250 donated from Derek Hodson, Steamboat Group Fund via Yampa Valley Community Foundation. Great that a consumer helped NWCCI get a donation.

Parallel Path media company wants to do a photo shoot and video for NWCCI.

QB current grant income amount received is \$265,972. \$100,000 United Health Care/Rocky Mountain Health Plans was reclassified from FY2023 to FY2022 per the auditor's recommendation.

1:45 Finance Report is reviewed and the Board has no questions

1:50 Ian presents an update to the Board regarding the Steamboat Office move to a new leased space on July 1, 2023.

Ian presents a status update to the Board regarding Craig office move efforts, including the lease and purchase option proposal contract with the Craig Chamber of Commerce (current owners). The building is located at 360 East Victory Way and \$319,000 is the current listed offering price. We are proposing a 9 month lease together with an owner financed purchase agreement. NWCCI's offering price will be determined upon receipt of the appraisal report. The building looks great, checked out solid as per the inspection report and has prominent signage on main street. The NWCCI Transportation program

will operate out of this office and there is plenty of space to place our storage shed on the property, as well as room for community gardens with picnic tables and a nice lawn for group events and other activities. `

2:00 Public Comment Session- Riley Winkler remotely spoke to the Board and expressed concerns with NWCCI services. He has not applied for NWCCI services yet.

2:09 Financial Report

Total Liabilities - \$52,799.94.

Ian is working on completing and submitting the paperwork to request forgiveness of the outstanding debt to the State of Colorado.

Total Assets \$507,873.67

Net Income 112,435

2:15 Approve Financial Report – Craig makes the motion to approve the Financial Report as presented, Bruce seconds and all approve.

2:16 Fundraising Report

NWCCI will be the non-profit supporter of the Frisco Free Concert on Thursday July 20, 2023 at 5:00 pm.

Preparations and planning has begun for the NWCCI Annual Event on Sept. 14, 2024.

2:20 NWCCI needs updates to our website.

1. All board members need to submit head shots and bio blurbs to be posted.
2. Board minutes need to be posted

2:29 Bruce explains NWCCI uses Flipcause as the company update and maintain our website. We need to make sure we are getting all we can out of our partnership with them. We can track our donations thru them and keep track of our donor base.

2:33 Marie will be invited to the board retreat to discuss Fundraising and Flipcase.

2:37 Program Report shows that we served two times as many people in 2022 as in 2023. The people we are serving are getting more services. We need to look into what is costing NWCCI more. NWCCI has hired more people and we have raised salaries. We are also serving groups of people too and need to find a way to show that on the monthly report.

2:56 Don motions to adjourn the meeting and Craig second, motion passes.

Next meeting is Wednesday, May 31st.

Board Meeting Minutes 5-31-2023

Northwest Colorado Center for Independence

Board Meeting held at Mountain Valley Bank in Steamboat Springs, CO and via Google Video conference. Wednesday May 31, 2023

Members Present: Craig Kennedy (remote)
Bruce Roemmich Board Vice President (remote)
Dan Bonner, Board Treasurer (remote) joined at 1:52
Don Godshaw
Jessica McMillan (remote)
Vicki Holcomb Board Secretary (remote)

Staff Present Ian Engle, Executive Director

1:33 Meeting called to order. Craig motions to approve the April 26 Board meeting Minutes, Bruce seconds and motion passes unanimously.

1:42 Finance Report - One of the 3 month CD's was rolled over and the new interest rate is 5% for 12 months. The Budget will be presented to the Board at the retreat on June 21, 2023 for review and approval.

Discussion about Government Employee Retention Tax Credit (ERC), NWCCI is looking into applying, however it is not clear whether we are fully qualified to take these funds without risk of them being taken back later.

1:52 Dan Bonner joins remotely and the ERC conversation continues, Dan shares the concerns as expressed with regard to NWCCI meeting the requirement of having been partially shut down during the pandemic. The parameters are not clear and if the government decides we do not meet the definitions, we will have to pay the money back. The Board agrees to hold off on applying.

1:57 We are looking into funding from CDOT to go toward a portion of the purchase price of a building in Craig and the construction of carports. We currently have two new CDOT working vehicles and two older vehicles that are slated to be retired. We will need to start looking for a new vehicle in the next couple of years.

2:09 SILS – NWCCI carried over \$50,000 from the previous year, however the legislation allowing us to do so was only for one year, meaning the rollover authority does not continue into this or future years. The Finance Committee will draft the FY 2023-24 budget to be presented at the Board Retreat along with this current fiscal year's budget for comparison purposes.

2:16 Profit and Loss Year-to-Date review: Discussed Income Sources. NWCCI received \$100K from Rocky Mountain Health Plans (RMHP) this past year to develop our new Home Modifications Program, \$70K was used to pay staff and people to build/remodel and \$30K was used for the materials. Items like stair climbers and ramps were completed. We are sub-contracting with the SouthWest Center for Independence (Durango) for a \$30K share of \$100K in RMHP funding for transportation and last month secured a \$100K sub-contract with the Colorado Cross-Disability Coalition (CCDC) to fund our benefits application assistance activities. RMHP accepts applications for these awards designated to enhance social determinants of health on a rolling one-year basis, we just passed the one-year mark of the Home Modification funding and will be submitting another \$100K request for continued support of the program.

2:31 Balance Sheet – Cash has increased to \$125K. Dan is hoping if our proposal for purchase of the building in Craig is chosen, we can cover the cost with capital campaign grants.

2:35 Total Assets are \$483,087.85. Net income is \$87, 769.65. Dan motions to accept the financial reports as presented, Vicki seconds and all approve.

2:42 Fundraising - Bruce suggested we schedule regular meetings with Flipcause (the company currently managing our website and the Board agrees. Marie has experienced difficulty establishing consistent and reliable communication with Flipcause. Ian will work with Marie to establish an effective working relationship with Flipcause. Bruce offered to talk with Marie at the Retreat about Flipcause and continue providing tertiary support.

2:50 Some Board members continue to attend Fundraising committee meetings and support activity/events as interested and available.

Discussion about the NWCCI Hungry for independence annual event that was on hold during the pandemic including the following considerations -

1. Our objective and branding for this event.
2. Using the event to capture our donor base and grow it.
3. Establishing and clarifying expectations for paid staff time and effort with regard to planning, preparation, participation and follow-up.
4. Community outreach purpose and intent compared to focus of the event strictly adhering to a fundraising goal and contingencies with regard to the level of effort/commitment required.
5. Other ideas for fundraising.

3:05 The Building in Craig was listed at \$319K and appraised at \$265K. NWCCI offered \$275K. The Craig Chamber of Commerce Board votes on June 9th to decide which bid they accept. The Board noted concern for appraisal as being \$10K less than was offered. Ian will reshare the inspection report per the Board's request and interest in making sure

there is no mold and checking the roof report. Don suggested asking the seller to share the tax assessment information, the Board agrees.

3:18 Board Retreat is on June 21, 2023 at STARS in Steamboat. Mike, Meagan and Marie will present and answer questions about their respective reports.

3:23 Meeting is adjourned.

Board Meeting Minutes 6-21-2023

Northwest Colorado Center for Independence

Board Retreat held at STARS Ranch in Steamboat Springs, CO and via Google Video conference. Wednesday June 21, 2023

Members Present: Michael Toothaker - President
Bruce Roemmich Board Vice President
Dan Bonner, Board Treasurer
Vicki Holcomb Board Secretary (remote)

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

9:40 Meeting called to order. Bruce motioned to approve the Board Minutes from 5-31-2023. Dan seconded it and all approved. Jessica is no longer a board member. She doesn't have enough time with work and family. We appreciate her serving since last October.

10:00 Marie Falzone – Fundraising Committee Report

NWCCI gets an extra portion of money from Colorado Gives in November and it is also user friendly, therefore Marie proposes we use that platform for all donations, the Board agrees. Colorado Give uses Mail Chimp and excepts Paypal, no venmo or debit card payments yet.

Discussion about Flipcause and what value do they serve NWCCI. We pay \$2400 a year to use Flipcause. We don't use them as a Donor Base.

Donations on FC - 2020 – 2
2021 – 8
2022 – 4

Per the Board's direction, Ian will attempt to contact the original Flipcause salesperson, if they are still there, to discuss concerns and see if we can just pay for hosting and managing our website. They have not come through with services and are not user friendly. We want to see if we can get better fees since we are not using them for a donor base as promised.

Discussion about Google Analytics. They have ads that we can track what people click on and see the traffic on our pages.

Upcoming Events –

Concert in the Park in Frisco -July 20th. We will get \$2000 from the Town of Frisco instead of a portion of the alcohol sales. We can still sell pop, water, snacks and swag.

Hungry for Independence 2024 – Venue Botanic Gardens in Steamboat – booked

Photographer – Morning Light – booked.

Discussion about size, food and name. Change name to fit theme but have “Independence” in the name. We want to celebrate the success of people with disabilities. We should have testimonials.

Fundraising Committee Meetings -first Thursday of every month at 9am.

11:20 Mike discussed housing and rentals and things to consider with regard to moving our Craig office:

Rental about \$1500

2 or 3 year lease

We want stability

Shed to be here

Parking

Still considering purchasing a building if it fits NWCCI needs.

The Board advises hiring a realtor to represent NWCCI interests.

11:45 Timeline – lease renews in July. Discussion about what is needed for each office and the employees.

11:50 Mike presented Staff Highlights. NWCCI employees are serving many people from diverse backgrounds and doing awesome things. We are lucky to have great, dedicated employees!!

Mike will send the presentation to the board members.

1:11 Development Report – Rachelle

Current Quick Books grant transactions \$307,558. Our budget for the fiscal year 2023 is \$275,000 so we have exceeded it.

\$ -250 to offset duplicate recording of invoicing

\$22,333 first installment of Benefits Assistance Funding from Rocky Mt. Health Plans

\$8,500 Anschutz Family Foundation grant award

1:20 Finance Report - Meagan

Dan moved that NWCCI does not apply for the Employment Retention Credit. Bruce seconded the motion and all approved.

Next CD will mature in August, Meagan will follow up with Alpine Bank.

Meagan also asked for a debit card in her name to use for NWCCI. Discussion about debit cards and money limits – will research and get back to us next meeting.

1:47 Budget – Net income is \$46,641.71 from May 2023 financials. Total assets \$437,868.95. Dan motioned to approve the financial reports as presented, Bruce seconded and all approved.

1:56 Budget – Reviewed income and expense line items, highlighting rent amounts, payroll expenses and health insurance.

Dan motioned for to approve the FY 2023-24 NWCCI Budget as presented, Bruce seconds and all approved.

3:21 Board Elections – review and discussion of board elections in By-laws.

President – Michael Toothaker

Vice-President – Bruce Roemmich

Treasurer – Dan Bonner

Secretary – Vicki Holcomb

Slate was voted upon and approved by all

3:40 Meeting Adjourned – Dan motioned for the meeting to be adjourned and Michael seconded – all approved.

Next meeting July 19, 2023.

Board Meeting Minutes 8-30-2023

Northwest Colorado Center for Independence

Members Present: Michael Toothaker – Board President
Bruce Roemmich - Board Vice President
Don Godshaw
Vicki Holcomb - Board Secretary (remote)
Craig Kennedy (remote)

Members Absent: Dan Bonner - Board Treasurer

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

1:34 Meeting called to order. The Board decides to table approval of the annual Retreat Minutes until next month or when we have a full slate of Board members.

1:40 Development Report - \$157,000 Total Year-to-date for FY 2024
End of FY 2023 Grant Income\$307,558

Discussion about expanding growth – transportation services, investing in facilities to make NWCCI accessible and attractive to the community.

1:47 Discussion about buying the building on 551 Tucker Street. This will be paid for directly from our checking account. Bruce motioned to approve the purchase, Michael seconded and the motion passes.

1:51 Meagan joined and gave the Finance Report. NWCCI is in the middle of the CDLE audit and it is going smoothly.

Catterson & Co. audit will be engaged for our independent audit in October.

Discussion about insurance for the employees. Meagan gave a breakdown of what the increase will be for each employee situation – such as family, employee with children, employee and spouse and employee only. The employees increase could be 8% increase.

2:05 Discussion continues about health insurance. Don motioned to have a fixed amount that employees will need to cover for their employee premium up to \$7000. Craig 2nd and all approved.

IAN CHECK THIS

2:10 Meagan will keep the Board updated later on Dental/Vision Care.

2:16 Shout out to Meagan for all her hard work on insurance! We appreciate her!

Finance committee meeting – Vicki moves to approve the financials as presented with Total Assets of \$607,531.02 and Net Income of \$129,556.41, Michael seconds and the motion passes.

2:23 Fundraising report – Fallfest in Craig dessert bar fundraising event will be on 9/16/2023.

2:42 Service Report – Moffat County is the bulk of our services. For our programs, if people are not actively working with us, we close their file. For our internal file audits – we open files only if they are getting services.

2:45 Life Skills Camp - There were 4 participants. We had good participation with STARS, good team building. One highlight was a child who has MS rode a horse and was so excited! Ian reported that it was good team building for our staff.

2:52 Next Board meeting at 1:30 on September 27th. Craig motioned that we adjourn and Michael 2nd. All agreed

Board Meeting Minutes 9-27-2023

Northwest Colorado Center for Independence

Members Present: Michael Toothaker - President
Bruce Roemmich Board Vice President
Vicki Holcomb Board Secretary (remote)
Craig Kennedy (remote)

Staff Present Ian Engle, Executive Director
Meagan Carini, Finance Manager joined at 1:53

1:32 Vicki called the meeting to order. Craig 2nd the motion. Bruce motioned to pass the minutes from the Board Retreat on June 21, 2023, at STARS. Vicki motioned to approve the Minutes as amended from the meeting on August 30, 2023. Vicki had Bruce present and Don absent and it was the other way around. Craig 2nd the motion. Bruce abstained and all the rest of the board approved.

1:42 Development Report - Rachele continues to work remotely from California and is doing an excellent job.

1:47 Finance Report – The CO Dept. of Labor Financial Systems audit was completed. There were no findings and no observations. Final report is not completed yet. The Catterson audit will begin in October. Meagan is taking on Human Resource rolls. Ian noted that she is the internal go to person. The board asked if she is being compensated. Ian stated that she is. Meagan is the Finance Manager and handles all benefits. Mike, as assistant director, handles personnel duties.

1:53 Meagan joined in via remote. All employees received \$75 for employee wellness. NWCCI is finalizing Delta Dental and VSP for the vision plan. The Board reviewed the financial statements with a Net Income \$108,519.71 and Total Assets are \$601,328.38.

2:02 One of NWCCI's CDs was cashed in for the building. Next month the building will be listed in assets. Discussion was held on the amount to have in the checking account and other financial options. This was tabled until a conversation can be had with Dan, the Board treasurer.

NWCCI is done paying rent on the lease with the Chamber Building in Craig.

2:20 Fundraising – The next event is Colorado Gives. Lynn won the Treat Tasting and people got to taste for \$5.00 The event did bring in some money for NWCCI.

- 2:25 The programs are holding steady. Independent Living Skills are the highest service received. NWCCI is helping people make long term decisions instead of just addressing crisis situations.
- 2:30 Ian reported on the State Wide Retreat that was held in Estes Park. He was the most tenured director and facilitated a robust youth leadership workshop.
- 2:32 DVR Program Certification Site Review Audit. The final report will be presented at the next board meeting.
- 2:33 Board went into an executive meeting.
- 2:50 Vicki motioned to adjourn the meeting. Bruce 2nd it and the next Board meeting will be Oct, 25th at 1:30.

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 consumers 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.