

NWCCI Board Meeting Minutes – 1/24/24

Mountain Valley Bank, 2220 Curve Plaza, Steamboat Springs, CO

Attendance: Michael Toothaker (President, Bruce Roemmich (VP), Dan Bonner (Treasurer), Don Godshaw (participating remotely)

Staff and Guests: Meagan Carini (Finance Manager – remotely), Chris Catterson (Auditor), Ian Engle (E.D.)

1:48: Michael T Calls the meeting to order

1:50: Chris Catterson presents the financial audit statements. No findings, Chris did not discover or suspect any fraud. 75% of audit is making sure grants are properly spent or refunded based on restrictions. Also looking for embezzlement through disbursements. Discussed rent as an asset and a liability. Will need to change on balance sheet. When we start a new lease, we will need to update these funds. Other minor adjustments include CDs, everything else was clean. Almost at 3 months operating reserve.

2:07: Dan B motions to approve, Don G seconds, motion passes unanimously to approve the FY2022-23 audited financial statements as presented.

Ian will send the signed, approved audit over to Davidson Tax this week so they can complete and submit our Federal Tax Form 990.

2:09: Don G moves to approve board minutes, Bruce R seconds, motion carries.

2:10 Ian presents the development report: Craig-Scheckman Family Foundation came in and did an on-site review that went really well. Also received quite a few local grants. Rachelle updated the NWCCI Economic Impact plan, sustainability plan, publicity plan and Inclusion, Diversity & Equity statement put these are included as part of the NWCCI Strategic Plan and provided to funders, legislators and others upon request. Bruce R suggests better execution and documenting evidence of the publicity plan, the Board agrees. We need to capture more of our upcoming events through our website, social media and email blasts. Ian and Michael T meet to review and update the Strategic Plan for review at the June 2024 Board retreat and include these updated plans/statements,

Ian plans to update the Our People page of the website by inserting with a 'Board Recruitment' tab, which will include position description, recruitment letter, roles and responsibilities and more. Once completed, we can send possible board members to our website for more information (include this as an update to the strategic plan).

Don G mentions doing a required memo – staff draft and submit what is being worked on and future plans related to their position.

Ian said several radio have offered to run any PSAs for us and newspapers in our catchment area periodically offer to do an article of interest for free or reduced rate.

2:28: Bruce R motions to approve a \$.50 cost of living raise, Don G seconds, motion passes unanimously.

2:29: Meagan to send Bruce R Sterling communication and possibly other background check options.

Dan B moves have two(2) \$20K CDs set up with Edward Jones (funds to be transferred from the NWCCI Alpine checking account), Don G seconds, motion passes unanimously. Dan B advises converting stocks to cash immediately upon deposit, the Board agrees.

Per Dan B's guidance, Meagan will move CD Interest Income to Net Operating Income.

2:50: Dan B motions to approve financials as presented with \$130,680.25 in net operating and \$623,802.92 in net assets, Bruce R seconds, motion passes unanimously.

3:00: Personnel changes presented and discussed

3:10pm: Board sets the next meeting for the 21st of Feb, 2024.

3:03: Dan B moves to adjourn, Michael T seconds, motion passes unanimously.

NorthWest Colorado Center for Independence, Inc.

3001 S Lincoln Ave, Steamboat Springs, CO 80487

Phone 970-871-4838 Fax # (970) 549-0013

Board Meeting Minutes Wednesday, March 27th, 2024 @ 1:30 PM

Members Present: Michael Toothaker, Board President (Virtual)
Bruce Roemmich, Board Vice President (Virtual)
Craig Kennedy, Board Member (Virtual)
Don Godshaw, Board Member (Virtual, Signed off at 1:38 to
provide family health support)
Dan Bonner, Board Treasurer (Virtual)

Members Absent: N/A

Staff Present: Ian Engle, Executive Director (Presenting Virtually)
Mike Bertram, Assistant Director (Virtual)
Jess Bertram, Finance Manager (Virtual)
Joy McCoy, Lead IL Coordinator –Minutes Secretary (Virtual)

1:37 PM – Introduction to Jessica Bertram as Finance Manager

1:38 PM – Michael Toothaker calls the meeting to order.

1:40 PM – Approval of January 2024 meeting minutes (no quorum for Feb 2024 meeting), Motion to approve by Dan Bonner, Michael Toothaker seconds, motion passes.

1:45 PM – Development Report - Rachele Adrian-Dickson, NWCCI Development Coordinator: Contributions from Grand County (Towns of Granby, Grand Lake, BOCC managed by the Grand Foundation) Rocky Mountain Health Foundation (Individual Donor Contribution booked as donation, not as a grant). Since January an additional \$5,000 was contributed by the Moffat County Human Resource Council. Total grant income for Fiscal Year 2024 = \$271,083.

1:51 PM – Finance Report: - Jessica Bertram, NWCCI Operations Manager: Discussed current updates include employee bios and home page modifications on website. The employee handbook is being updated to reflect compliance with current requirements. Preparation for Colorado Department of Labor and Employment (CDLE) Fiscal Monitoring Unit financial systems audit. Working with CDLE on debt forgiveness. CDLE found a discrepancy with our approved indirect cost rate. The billing discrepancy has been corrected. Payment from July-November is being examined for reconciliation, looking at 23,000 to be reimbursed for overpayment correction. Cause: Verbiage for indirect cost was misinterpreted, though July 2023 cost rates were initially approved. Discussion on how this effects current budget: NWCCI currently has a decent buffer to adjust (~\$30,000).

Further discussion on budget: State allotted fund is on track to be spent down.

2:02 PM – Jessica Bertram presented an issue with the CDOT contract switching over from the months of Dec. to Jan. The salary invoice for 2 weeks in Dec. and 2 weeks in Jan. show a salary discrepancy that Jessica Bertram is evaluating and working to avoid as a future issue.

2:04 PM – Board action on Federal tax return IRS 990 needs to be approved by the Board. Motion to approve was tabled until Dan Bonner and Board members have more time to review it, with May 15th as the extended date to sign the NWCCI IRS 990 form for the 2022-23 fed tax return. The Board will approve the IRS 990 at the April Board meeting.

2:08 PM – Jessica reviews the Profit and Loss Comparison with the Board. State IL Services contract will be finalized in May and ready to be budgeted for the new fiscal year. Rent is down owning the Craig building. Staff and Board will continue to refine budget as noticeable shifts require adjustments. Discussion on Transportation Costs and Payroll expenses: Dan Bonner brought up, and Jessica Bertram explained the contribution premium plan for staff member, Hope Hunt (Transportation Director who lives in Baggs,WY). The Board agrees to a premium coverage adjustment.

2:21 PM – Jessica reviews the Balance Sheet with the Board: NWCCI cash flow is in a solid place without asset concerns. Dan has access to QuickBooks and will make adjustment to Steamboat office rent regarding the shed August 2023, NWCCI paid cash for the Craig building, and there needs to be an adjustment Discussion on having building maintenance included in the budget for the purchased Craig building. Liabilities were discussed. **Dan Bonner motioned to approve net income \$98,755.72 and total assets of \$593,176.53, Craig Kennedy seconded the motion. All approved.**

2:31 PM – Fundraising Report and discussion: Meagan Carini has taken on a 3 month Fundraising Development position, under Rachelle's direction, to develop a solid fundraising system. The goal is to build a system for future fundraising staff. The Annual Campaign and Hungry for Independence (in Sept. at the Botanical Gardens in Steamboat) are upcoming fundraising activities.

2:37 PM – Mike Bertram presented the Board Program Report for Feb 2024 and reviews programs and services. There hasn't been a noticeable decrease in service numbers, even with less staff. Support service number average is stable and historically comparable. Mike Bertram also discussed the File Review quality assurance process review: NWCCI is creating an effective system for accurate consumer file documentation. Staff has been able to better understand the structure of the file audit process, and the system has been well received as a positive team builder. CDLE program audit review to evaluate the corrective action plan will be in May or June.

2:46 PM – Mike Bertram: Presented info. on the Veteran Directed Care Program, NWCCI is negotiating logistics with the VA and Boulder Center.

2:49 PM – Mike Bertram: Discussed an update on transportation. There is an upcoming radio marketing endeavor for NWCCI's transportation program and possible future commercial marketing opportunity.

2:51 PM – Board action item: The CDOT operating Title 6 plan needs to be approved by the NWCCI Board every 3 years. Mike Bertram provided the Title 6 report plan for review with current updates/changes highlighted. **Dan Bonner motioned to approve the current Title 6 plan and Bruce Roemmich seconded. All approved.**

2:54 PM – Discussed future plan: The next NWCCI Board meeting will be April 24, 2024, at Mountain Valley Bank with option to attend virtually.

2:54 PM – Bruce Roemmich motioned meeting adjournment, and Dan Bonner seconded. All approved.

NorthWest Colorado Center for Independence, Inc.

3001 S Lincoln Ave, Steamboat Springs, CO 80487

Phone #970-871-4838 Fax #(970) 549-0013

Board Meeting Minutes

Wednesday, April 24, 2024 @ 1:30 PM

Members Present: Michael Toothaker, Board President (Virtual)
Bruce Roemmich, Board Vice President (Virtual)
Don Godshaw, Board Member (Virtual)

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

Staff Present: Ian Engle, Executive Director (In Person)
Mike Bertram, Assistant Director (Virtual)
Jessica Bertram, Finance Manager (In Person)
Joy McCoy, Lead ILC GC taking Minutes (In Person)

Meeting held in person at: Mountain Valley Bank, 2220 Curve Plaza, Steamboat Springs, CO 80487

1:50 PM: Michael Toothaker calls the meeting to order

1:52 PM: Motion to approve March Board meeting minutes: Don Godshaw moves to approve the March 27, 2024, NWCCI Board Meeting Minutes as presented; Bruce Roemmich seconds, motion passes.

1:53 PM: Ian Engle- Development Report: With the recently procured \$1,000 grant from Silverthorne, NWCCI has gained \$277,000 in grant funding this year.

1:54pm: Jessica Bertram- Employee Handbook: The Employee Handbook is being updated. The yellow highlighted sections in the handbook have been edited. Once the board approves the changes, it will be passed along to staff for signatures. **Mike Bertram:** Some of the changes are consolidations of policies and accommodations for staff that state and federal mandates do not apply to (i.e. timed breaks). These will need to be agreed upon/waived by staff. There is also specificity regarding service animals. The Board does not foresee issues with creating customized alternatives that logistically apply to NWCCI. **Ian Engle:** These changes are codified into state law and NWCCI is ensuring we are in compliance. This may affect finances/budget, which will need to be addressed accordingly. **Jessica Bertram:** There are accommodations that can be made as alternatives. **Mike Bertram:** Customized accommodation will need to be made to logistically apply to our small staff and how specialized our organization is. A staff member taking a 6-month leave, would create a gap in services and cause

issues for consumers.. **Don Godshaw:** We may need to shift staff around, crossing issue bridges when we come to them (ie: pregnancy leave).

2:11 PM - Jessica Bertram- Financials and Debt Forgiveness Discussion: Jessica is currently working with CDLE to request forgiveness of the remaining \$40,000 loan debt, which has been whittled down from \$90,000. Discussion of repayment of State General Funds and Part B Federal pass-through funds invoiced as indirect costs. NWCCI owes back \$21,710.73 in State General Funds and \$212.50 in Part B The Board discusses the effect on cash flow and finds it to be of no significant consequence. The Office of Independent Living Services approved the Indirect Cost Rate proposal and paid NWCCI invoices for 9 months before deciding indirect costs could only be applied to wages and benefits. Jessica is looking into getting Bonds for Ian and Dan through Fidelity insurance and is waiting for information.

2:17pm Jessica Bertram presents the Profit & Loss statement: Discussed profit and loss comparison and reviewed total income after expenses with the Board. Net income = \$39,635.92. All look at the balance sheet, 403B was discussed, which Jessica mentions had a discrepancy and would look back on with Dan to figure out accurate figure. Discussions on how individual retirement accounts may affect total assets. **Financials are tabled at 2:24pm.**

2:24 Fundraising Ian Engle: Hungry for Independence and Annual campaign discussion: The Annual Campaign is about highlighting our organization as well as soliciting funds. Discussion about mailing Annual Campaign via U.S. Post vs. email /Mail chimp/ distributed by social media. Bruce suggested an effort to phase out mailed version to reduce expenses, the Board agrees, donors receiving the Annual Campaign pam[let by mail will be asked to provide their email addresses for future correspondence.

Hungry for Independence is set for September 14th at the Steamboat Botanic Gardens, and the name will stay the same for branding purposes. It will be considered the 3rd annual. Focus will shift after the Annual Campaign is distributed. The Board is welcome (not obligated) to attend fundraising meetings.

2:32 pm: Mike Bertram - Programs and Activities with personnel: The total services increased without an overall increase in the number of consumers served. Mike produced a chart to refer to for comparison. NWCCI is seeking to hire an Independent Living Coordinator (ILC) to fill a vacancy left in Moffat County who will assist with nursing home transition and provide some level of coverage for both Routt and Moffat counties as needed.

Increase in referrals to NWCCI from nursing homes. Discussion about the Hospital to Home program and changes with delivery of options counseling,

2:32pm: Mike Bertram -Transportation: Hope Hunt, NWCCI's new Transportation Coordinator, created a radio ad, which the Board listens to together. NWCCI will also be doing a regional commercial shot on May 15th and 16th to promote transportation.

2:45pm: Board Action Items: *Review 990 = This is a time sensitive action item due May 15th.* Review of the employee handbook is the other Board action item. Dates were brainstormed for the next Board meeting to accommodate this action item.

Monday May 13th is the decided upon date for the next Board meeting.

2:50pm Adjournment: Motion made by Michael Toothaker to adjourn, Bruce Roemmich seconds, motion passes.

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Phone #970-871-4838 Fax #(970) 549-0013

Board Meeting Minutes Monday, May 13, 2024 @ 1:30-3 PM

Members Present: Michael Toothaker, Board President (Virtual)
Craig Kennedy, Board Member (Virtual)
Dan Bonner, Board Treasurer (Virtual)

Members Absent: Bruce Roemmich, Board Vice President (Virtual)
Don Godshaw, Board Member (Virtual)

Staff Present: Ian Engle, Executive Director (Virtual)
Jessica Bertram, Operations Manager (Virtual)
Joy McCoy, Lead ILC Recording Minutes (Virtual, Grand County)

This meeting is held remotely.

Google Meets video link: meet.google.com/afb-thtw-ary

To participate by phone dial: (423) 788-8133 and enter PIN: 902 485 784#

1:30 – 1:45 PM: Welcome, call to order

1:45 PM: Craig Kennedy moves to call the May 13, 2024, NWCCI Board Meeting to order.

1:45 PM: Approval of the 4/24/24 regular Board meeting Minutes (see addendum)

Approval was **tabled** until the next meeting to gain approval from Board members present at the 4/24/24 Board meeting.

1:46 PM: Ian Engle- Development Report (see addendum) - since the 4/24/24 Board meeting. (With \$1,000 Town of Silverthorne grant procurement, NWCCI is at \$277,083 FY 2024 Year to Date.)

1:48 - 2:10 PM: Finance and Administration:

- Finance report: Dan reviews the finance report. He and Jess changed line items C, F, and B to reflect current NWCCI address details. Corrections were made on IRS form 990. *Continued...*

2:09 PM: **Dan Bonner motions to approve IRS Form 990. Craig Kennedy seconds the motion.** (Don Godshaw vote in favor of approval prior to today's meeting.)

Motion passes unanimously. Ian will file and submit to the Fed Gov't.

2:10 PM: Employee Handbook: Jessica Bertram presents proposed changes to the NWCCI Employee Handbook. **Dan Bonner moves to approve changes to the employee handbook. Craig Kennedy Seconds. All approve.**

2:12 PM - 2:18 PM: Jessica Bertram audited findings , observations and recommendations from the Fiscal Monitoring Unit: at the CO Dept. of Labor and Employment (CDLE)

The report changes addressing CDLE findings will be submitted to the fiscal audit mgmt. team, and final feedback will be given at a later date.

Jessica Bertram- Debt forgiveness: Jessica will submit the requested financial worksheet addendum.

Profit and Loss Comparison is reviewed. The Board discusses items of interest. Balance Sheet: **Discussion:** We are in a strong position, even after the Moffat building purchase. **Approval of financials is tabled until the next meeting.**

2:20 PM: Ian Engle- Fundraising report: Nothing new with fundraising since the 4/24/24 Board meeting. Distribution was further discussed for the Annual Campaign. No Frisco free concert this year. Closing date for Meagan for Family leave was mentioned, and Ian will have more to report on that during the Board retreat.

2:22 PM: Ian Engle- Programs, Activities and Personnel: April 2024 Monthly Program report (see addendum). Numbers are steady. Comparison made to last year's #'s. Mike Bertram: Relayed in report that the Medicaid site visit went well. Grand County #s look low because ILCs are catching up with service documentation

2:25 PM: Board Retreat: (Scheduling etc.) Ian will send out a doodle poll to figure out dates. No Mondays. The 12th through the 26th of June will be considered with Friday June 14th being the frontrunner date. Ian will figure out the location.

2:30 PM: Craig Kennedy motioned to adjourn. Don Bonner seconded the motion. All in favor.

Board Meeting Minutes 7-16-2024

Northwest Colorado Center for Independence

Board Retreat held at STARS Ranch in Steamboat Springs, CO and via Google Video conference. Tuesday, Jul 16, 2024.

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

Staff Present Ian Engle, Executive Director
Mike Bertram, Assistant Director
Jessica Bertram, Operations Manager
Hope Hunt, Transportation Coordinator
Rachelle Adrian- Dickson, Development Coordinator (Remote)

9:43 Michael Toothaker, president, called meeting to order. Michael motioned to approve the Board Minutes from 4/24/2024 Bruce seconded it and all approved. Review and edited minutes from 5/13/2024. Don motioned to approve the Board minutes from 4/24/2024. Michael seconded and it all approved.

9:51 Rachelle Addrean-Dickson – Development Coordinator Report

End of the year as Rachelle had hoped and planned, had 175,000 in budget that Rachelle wanted to achieve. RMH plans contributed. Ian showed the small grants that we have received from the small towns that we serve.

Rachelle talks about the next 50 initiatives. they have gone national and the competition has got a little more. Rachelle is hopeful.

Colorado disability funds are very happy to have a partner.

Ian states that there is a grant that helps with staffing and that money was used to give to the staff around Christmas time.

Colorado trust and Colorado health have changed their priorities that we are now not in line and don't have the data to receive these grants. Rachelle states that she always applies and will keep trying but is less optimistic about getting these. Ian adds that these grants try to put limitations on the money.

Ian states that Rocky mountain Health plans are different from rocky mountain health foundations.

Don Godshaw, is curious what the success rate is on the grants that Rachelle applies for.

Rachelle states she checked it a long time but believes that it is 50%. Rachelle shoots high and writes down a number she wants to achieve. Rachelle states we are the feet on the ground of what the grants want to be done. Rachelle states that if there is a grant that is not where our mission is she does not apply.

Don Godshaw, asks Rachelle a ball park high and low range of what to expect for this fiscal year.

Rachelle would like it to stay where it is at \$175,000.. Rachelle says that during covid there were people throwing money at us and then they ran out. some of the grants have changed where the grants can be won every year. Rachelle worries if she makes the goal for this fiscal year too high that we will have trouble paying staff. Staff takes up 75% of our budget.

Ian states we do not want to sit on a bunch of money.

Don states that we are sitting on health reserves for now. Don states that if we make the line item higher in the budget not to have any pressure. They would like to increase staff salaries.

Rachelle states she is worried if she applies to a grant and doesn't get it that she does not panic but does not want to get to a point where there is a panic.

Ian states that he understands that we don't want to get to a point where if we don't get a grant that we are not able to pay for something. Ian states that if rachelle doesn't win one that it won't make or break us.

10:19 Fundraising

Hungry for Independence is our big fundraising. This is our first one since covid. This will be a casual and enjoyable afternoon. We are hoping to break even. We are wrapping up the last minute details as it is two months away.

Colorado gives it another, which is in December. We just put our information into Colorado Gives. This will be marketed not only by Colorado gives but by our social media.

Annual campaign went out and was the best that it has done. there were 500 in mailchimp that received this information.

The website is constantly being updated and trying to get information out there for events. We are also trying to make this user friendly.

They are looking for different events in each county that we are involved in and working with ILC for that.

Megan Carrini has done a great job with helping with fundraising, Rachelle states.

Ian states that fundraising can't be billed to state or other funds. The only way we can get fundraising employees can only come from fundraising what they bring in. Ian states he has some reservations about having an employee that is fully fundraising.

Rachelle states that by design this would not be set up as a full time employee.

Jessica and Glitch are taking care of the website and facebook.

Ian states that he is able to help with the annual campaign.

Ian states that he does not think we should hire someone for fundraising.

Bruce agrees that this is what we should do.

10:40 [Rachelle Adrian-Dickson](#) left the meeting.

10:40 Mike shows the board the program.

Mike states that the numbers are up. Mike says benefits was a focus as well as home modifications programs.

There were a handful of permanent projects. We put a hold on that so that we can use what we have. Mike states there a lot of people are interested and then they just disappear.

Bruce asks, why does this happen?

Mike states that he is not sure. there is only 20% of the projects that they start building that they finish. Mike states this program has been marketed for 2 years. Mike states that they are now getting significant numbers.

Ian states that this is all on the consumer. We do give a list of contractors and they get to put this into place. Ian states that this program is different because this is up to the consumer.

Mike states that may be the reason but we do engage the consumers on what priority does the consumer need.

Bruce asks if we do some education so that they can do it on their own, will the consumer have enough skill set to do it on their own.

Mike says it may but it is up to the consumer to participate so that we can help them.

Ian states as long as they are engaged then it is a win.

Mike says that if they get through one home mod then they will probably call for the next. Home mod is a one time use.

Bruce asks if they think they understand this going into this process.

Mike states it is in the packet.

Bruce states that this would explain this.

Mike states they have completed 7 projects but around 27 engagements.

Mike state equipment loan program and rebuild.

Mike states they are focusing on the power scooters.

Mike states there are other providers for other equipment. We are the only ones that do the scooters. Mike states that they sign a waiver and our insurance covers the liability.

Mike states that we have two scooters and as of right now they are both out.

Mike states that there was a chair that was donated to us and we passed it to a consumer. Mike states that he helped that consumer install new batteries.

Don asked if we do MTL.

Mike states we don't and Ian states that we will look into that.

Mike states there was an uptick in NHT.

Mike showed a document of stories of real consumers.

Bruce states he never noticed the extent that we get involved. He states that this shows where the hours are spent.

Mike states that with the NHT there is follow up for the first year. Mike states they are uniquely intense.

Ian states that we are still around after a year.

Youth Leadership Form and Life Skills Camp are two events that are happening.

YLF is happening at CSU and Life skills camp in Steamboat at Stars.

This is happening next week and these are condensed work days that are long days.

Mike states that housing is still difficult. There were some projects that have been stopped in Steamboat and Craig.

Ian states that the community pulled it apart and could not agree.

The board talks about Casey Pond and how this will impact us.

The board talks about different hospitals and how they can do to help transition after having a medical procedure and having insurance pay for it.

Mike states they are looking into a program called Veteran Directed Care. This would be a partnership with Grand Junction VA Hospital. This is where veterans choose who helps take care of them.

Mike talks about disability innovation funds which would help kids transition from school to get a job.

Mike talks about personnel and the staffing downsize. Mike also talks about the file review process.

12:50 Transportation Coordinator- Hope

Hope goes over the Transportation Slide show.

Hope talks about the medicaid credentials.

Don states if it costs more than what we bring in then don't do it.

Don states that if having three drivers then there should be a video of the vehicle after their shift.

Don states to look at Electric vehicles and grants for those.

Hope stated that when the number gets to 80 to 100 then start looking at grants for another vehicle.

1:41 Operation Report- Jessica

The board goes over the abuse and sexual harassment policy for our consumers, staff and board. Jessica explains that this helps to help be in compliance with insurance.

Jessica states that this will be put in the handbook. Jessica states that the board was not mentioned on this for a reason. Unless it follows the chain of command.

Don asks what the policy is when at an event that they are working at and consuming alcohol.

Jessica states that when they are on the clock they are not able to consume alcohol. This is in the handbook which is under section 5.

Don states that change the handbook to say not authorized.

Don asks if the building where they are renting and own has no firearms.

Jessica states that with the federal law that it is against the constitution. Jessica states that they have to notify the supervisor or HR that they have a concealed carry.

Bruce asked if they are going into someone's home and they carry what is the rules there.

Jessica states that the rule is vague and there has to be some common sense. this would be on us if this did happen and it would be on the company.

Jessica states that if someone has a medical card for marijuana then it does have to be sent with one.

Michael states that we should offer help before firing someone. Michael asks if we get any federal money and if marajana card effects that.

Jessica states that if someone has a medical marajana card they are not able to be on the part b for federal funds.

Bruce asks for a copy of the handbook to look through it.

Jessica shows the board the match funding policy. Jessica states this is the second version.

Jessica shows the board Extenuating Circumstances Policy. Jessica states that this is what was hit on the audit. Dan states that if the state is good with this then they are.

Jessica shows the purchase request form. Jessica states that if it is a monthly recurring purchase then this is not needed.

Jessica shows the board drug testing policy. Bruce states there is not a random and annual. Hope states that this will be a once a year random. Dan states he likes saying random testing.

Ian shows the board the fiance manual and that they change per diem to the reimbursement and the amounts that we reimbursement.

Dan states why do we have a petty cash policy if we don't have petty cash.

Jessica goes over the cash donation policy.

2:22 Ian shows the board the year end financials . In profit and loss compare, Dan states that the contract services need to go into the line items. Dan states that vehicle operation and payroll expenses and reimbursements.

Dan states that we should try and settle the CDLE for \$15,000.

Don states find how much both of the projects cost and then see. It may be a two part Jessica states the issues that happened with the medical insurance and asks what the board would want.

Dan states the last discussion the board had was a flat rate and then they would pick up the rest. Dan asks how many employees have paid nothing.

Jessica states that this happened two years.

Dan states that there is something special for Hope.

Jessica states yes because she is Wyoming and she pays what the other employee pays for family.

Dan states that they go with Jessica's plan that the company pays \$8,095.75 as Jessica showed in her spreadsheet.

Don motions to approve the medical insurance and Dan seconds and all approved.

Net income is \$126,246.56. Total assets \$616,956.42. Dan motioned to approve the financial reports as presented.

Don seconded and all approved.

Budget – Reviewed income and expense line items, highlighting Grant Income, Salary and Wages, Retirement 3% Match, SIL Workforce Funds, Craig Office Repair & Maintenance, Payroll taxes, Health insurance

Dan motioned to approve the FY 2024-2025 NWCCI Budget as presented as a Net Loss \$23,445.17, Bruce seconds and all approved.

3:16 Ian states that the board needs to discuss Strategic Plan Review and update the plan. This will be discussed at the next meeting.

Mike states that they have moved to In person work and more away from remote work. Bruce states that now that Mike presented he is fine now that he sees and gets some feedback.

Board recruitment - Bruce states that he has talked to people and not had interest. He states that the people he talked to are on other boards. Michael states that he would like to make a focus that by next year we have two new board members.

Ian states that if we could get someone from Moffat or Grand that would be great. Ian states with Life Skills camp this may be good to see if they would be interested.

Michael asks if they have to have consumers on the board.

Ian states it is not a bad idea.

Bruce states that it would be good to get diversity to the board. He states that he thinks We need to do the interview process for board members.

Bruce asks if the recruitment packet is on it. Jessica states no but she is able to put that on the website. Ian asks what should be on the website. Don says a position description. Bruce states that scheduling and trying to move things down is frustrating and would like it to be at a certain time.

Bruce asks if everyone would like a scheduled board meeting time every month and all agree.

Jessica is going to add the documents to the website and contact person Bruce and Ian. Bruce states he can take contract information and then point them in the right direction or schedule an interview.

3:35 Board Elections – review and discussion of board elections in By-laws. Bruce states to take away the term limit. this has not been enforced and that if there is a good board, why not let someone stay.

Dan motions to remove reference to term limits and Bruce seconds and all approve.

President – Michael Toothaker

Vice-President – Bruce Roemmich

Treasurer – Dan Bonner

Secretary – Don Godshaw

Slate was voted upon and approved by all

3:48 Meeting Adjourned – Bruce motioned for the meeting to be adjourned and Dan seconded – all approved.

Next meeting August 28st, 2024 at 1:30 PM.

NorthWest Colorado Center for Independence, Inc.

3001 S Lincoln Ave, Steamboat Springs, CO 80487

Phone 970-871-4838

Fax 9(970) 549-0013

Board Meeting Minutes

Wednesday, August 28th, 2024 @ 1:30 PM

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

Members Absent: Craig Kennedy, Board Member

Staff Present: Ian Engle, Executive Director (Remote)
Mike Bertram, Assistant Director (Remote)
Jess Bertram, Finance Manager (Remote)
Hope Hunt, Transportation Coordinator - Minutes Taker (Remote)

1:38 PM - Michael Toothaker called the meeting to order.

1:40 PM - Bruce Roemmich motioned to table the approval of minutes from the board retreat till the next board meeting.

1:43 PM – Ian presents the development report to the board.

1:43 PM – Dan Bonner presents the financial report to the board. Bruce Roemmich wondered why there was such a difference between the insurance comparisons. Jessica Bertram states that the insurance line is separated from transportation since they have their budget. Dan Bonner states there was a timing issue on general liability and Jessica confirms. Dan Bonner would like to Jessica Bertram to get more information on this. Dan Bonner would like Jessica to look at the fee for service on P&L. Dan Bonner motions to table approval of financials for July at the next meeting. Don Godshaw seconds the motion.

1:58 PM – Ian Engle presents the fundraising events that we are doing. Don Godshaw asks why we are not asking the board members to donate funds or be informed. Bruce Roemmich states the link should go directly to where they can purchase tickets. The mailchip list is not complete and there should only be one list.

2:11 PM – Mike Bertram presents the program report to the board. Don Godshaw states this would be a good slideshow to present at the fundraiser. Bruce Roemmich asks why the organization was not mentioned in the article that Shannon did.

2:22 PM – Ian Engle speaks on the board recruitment and strategic planning. Bruce Roemmich states he has reached out to some people who would have recommendations for the board. Bruce Roemmich asked if we are leveraging our membership through Rotary. Ian Engle states that they are meeting with people more intimately. Bruce Roemmich would like a sign up sheet at the fundraiser to see if there is potential interested in being a board member.

2:33 PM – Dan Bonner motions he sent out information for the promotional video. Michael seconds.

2:35 PM – Next Board Meeting is scheduled for September 25th, 2024.

3:46 PM – Michael Toothaker motions to adjourn, and Dan Bonner and Bruce Roemmich second.

NorthWest Colorado Center for Independence, Inc.

3001 S Lincoln Ave, Suite C, Steamboat Springs, CO 80487

Phone 970-871-4838 www.nwcci.org

Board Meeting Minutes

Wednesday, September 25th, 2024 @ 1:30 PM

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

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

Staff Present: Ian Engle, Executive Director
Mike Bertram, Assistant Director (Remote)
Jessica Bertram, Finance Manager
Hope Hunt, Transportation Coordinator - Minutes Taker (Remote)

1:42 PM - Board President, Michael Toothaker calls the meeting to order.

1:44 PM – Board Secretary, Don Godshaw moves to approve the 7/16/24 Annual Board Retreat Minutes, Board Vice-President, Bruce Roemmich seconds, motion passes. Bruce moves to approve the 8/28/24 Regular Board Meeting Minutes, Michael seconds, motion passes.

1:46 PM – The Board reviews recent grant activity as presented by Executive Director Ian Engle. The Board considers and discusses fundraising and community engagement opportunities presented by Executive Director, Ian Engle. Michael states that it could be tough only relying on government grants if the money from the government slows down and the Board agrees. Don expresses concern about the Hungry For Independence event held at the Yampa Valley Botanic Park on 9/14/24 and offers constructive feedback. Don requests Board members be included on the calendar invitations to future Fundraising and Community Engagement committee meetings. Bruce Roemmich reinforces the need for improvement of marketing efforts and the Board agrees.

2:09 PM – The Board reviews the financial reports as presented by Operations Manager, Jessica Bertram. Bruce requests the P&L report be presented in a previous year-to-date comparison format that remains consistent for every meeting, the Board agrees. Jessica presents information about Mutual of America retirement benefits and the Board approves the request to include a ROTH option.

Bruce moves to approve the financial reports as presented with a Net Income of \$32,226.00 and Total Asset at \$607,819.00, Don seconds, the motion passes.

2:21 PM – Transportation Coordinator, Hope Hunt, updates the Board on the Transportation program.

2:32 PM – The Board reviews the August Program Report as presented by Assistant Director, Mike Bertram. Mike informs the Board about his recent involvement with the

Peer Mentorship program through the Association of Programs for Rural Independent Living and being chosen to provide guidance for the Hawaii Center for Independent Living.

2:37 PM - Board Recruitment is discussed, Don suggests Ian recruit from the Steamboat Rotary club, the Board agrees.

The next Board Meeting is scheduled for October 30, 2024.

2:38 – Michael moves to adjourn, Bruce seconds and the motion passes.

NorthWest Colorado Center for Independence, Inc.

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Board Meeting Minutes **Wednesday, October 30th, 2024 @ 1:30 PM**

Members Present: Michael Toothaker, Board President (Remote)
Bruce Roemmich, Board Vice President (Remote)
Don Godshaw, Board Member (Remote)
Craig Kennedy, Board Member (Remote)

Members Absent: Dan Bonner, Board Treasurer

Staff Present: Ian Engle, Executive Director (Remote)
Mike Bertram, Assistant Director (Remote)
Jessica Bertram, Finance Manager (Remote)
Hope Hunt, Transportation Coordinator - Minutes Taker (Remote)

1:30 PM - Michael Toothaker calls the meeting to order.

1:31 PM - Bruce Roemmich moves to approve the 9/25/2024 Board Meeting Minutes and Don Godshaw seconds, motion passes.

1:33 PM - Ian reports on fundraising and donations. The Board entertains discussion about the promotional video. Bruce and Don make recommendations and the Board agrees. Bruce asks if we have a release for the video, Ian will research the contract and report to the Board. The Board discusses fundraising activity and presents ideas for opportunities moving forward.

1:54 PM – Ian discusses personnel issues with the Board. Bruce states the Board needs to be notified of any potential legal issues and the Board agrees.

1:57 PM - Jessica goes over the financial reports (Profit & Loss and Balance Sheet). Bruce asks if the fee-for-service line item reflects is pass-through. Jessica clarifies it is money we get from Medicaid, DVR and other 3rd party payors.. Michael Toothaker asks for a review of expenses and revenue from the recent Hungry For Independence community fundraiser held at the Yampa River Botanic Park in Steamboat.. Bruce Roemmich to approve the financial report as presented with a **Net Income of 38,866.72 and Total Liabilities and Equity of 659,068.29**, Craig Kennedy seconds, Michael Toothaker calls for a vote and the motion passes.

2:20 PM - Michael Bertram, Assistant Director, presents the program report.

2:35 PM - Ian states he has reached out to some people to join the Board

2:36 PM – Meeting adjourned, Next meeting is December 4th, 2024.

NorthWest Colorado Center for Independence, Inc.

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Board Meeting Minutes

Wednesday, December 4th, 2024 @ 1:30 PM

Members Present: Michael Toothaker, Board President
Bruce Roemmich, Board Vice President
Don Godshaw, Board Member
Craig Kennedy, Board Member
Dan Bonner, Board Treasurer

Staff Present: Ian Engle, Executive Director (Remote)
Mike Bertram, Assistant Director (Remote)
Jessica Bertram, Finance Manager (Remote)

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

1:37 PM - Bruce Roemmich moves to approve the 10/30/2024 Board Meeting Minutes and Craig Kennedy seconds, motion passes.

1:43 PM - Ian introduces Lisa Eck and her letter of intent for joining the Board, Lisa is well received, the Board will make a decision, Ian will notify Ms. Eck of the results.

1:57 PM – Jessica, Operations report

- Financial reports (Profit & Loss and Balance Sheet).
- Dan Bonner moves to approve the financial report as presented with a **Net Income of \$100,236.99 and Total Liabilities and Equity of \$718,700.48**, Bruce Roemmich seconds, Michael Toothaker calls for a vote and the motion passes.

2:20 PM – Micheal, Program report:

- Quantitative data and qualitative analysis indicates continued success maintaining positive results as reported by those who use our services and produced by a distilled team of seasoned and dedicated staff.

2:36 PM – Meeting adjourned, Next meeting is January 29th, 2025.