

NorthWest Colorado Center for Independence, Inc.

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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.