

NorthWest Colorado Center for Independence, Inc.

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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.