

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 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.