

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, July 27, 2022 at 1:30pm

Members Present: Michael Toothaker, President
Bruce Roemmich, Vice President
Chris Ebert-Santos, Board Member

Members Absent: Dan Bonner, Board Treasurer

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

- 1:35pm Meeting is called to order by Michael Toothaker, Board President. The meeting is being held at the Mountain Valley Bank in Steamboat Springs, CO and via GoogleMeets video conference.
- 1:42pm Michael Toothaker makes a motion to accept the Board Minutes from the June 22, 2022 Board Retreat. Bruce Roemmich seconds and the board approves.
- 1:45pm Ian discusses the development report. We had a meeting with the Colorado Housing Finance Authority (CHFA) about how to use the \$15,000 grant they awarded us for home modifications. Mike and Carlos are putting together a model for our home modifications program. Along with the funding from CHFA, Rocky Mountain Health Plans also sent us \$100k for home modifications.
- 1:50pm The Board reviews the Development Report - Rocky Mountain Health Plans also sent \$100K for Social Security assessments for benefits. A few other grants have come in for this year, Anschutz, Summit Foundation and Grand Foundation.
- 1:53p The Board reviews the Fundraising Committee Report. After deciding at the last board meeting that we should stick with Flipcause, Marie says she feels better about using it the longer she spends time with it. Ian still needs to provide Bruce with administrative access to the Flipcause account.

Ashley, Lynn and Staci are hosting an event in Craig called Resource Roundup. They have already received quite a bit of funding, including from a generous donation from Waste Management.

Other fundraising opportunities include a shopping extravaganza at the Silverthorne Outlets, Token Tuesdays with Mountain Tap Brewery in Steamboat and exploring partnering with local restaurants in the communities we serve.

1:57p: Ian and Meagan present the financial updates. In relation to our tight budget this fiscal year, several contracts with vendors we pay for services are being reassessed., including switching our phone service from Verizon to AT&T.

The Division of Vocational Rehabilitation Fiscal Monitoring audit went very well this year, we expect the full final report sometime next month (August).

We received an additional \$10k of Part B federal pass-through funds into our State Independent Living Services Contract and \$8k for training and leadership through the Statewide Independent Living Council.

There is a new finance director CDLE. Once she is more acclimated, we will again be bringing up our indirect cost rate proposal (submitted months ago) and our pending request for settlement of the debt owed by NWCCI to the state.

2:08p: The total assets at the end of June 2022 was \$313,551.33 and total net income was \$24,049.75. The board reviews and approves the financials.

2:15p: Michael Toothaker makes a motion to approve the budget, Bruce Roemmich seconds, board approves.

2:16p: Meagan Carini presents changes made to the Finance Manual and Employee Handbook. Absentee board member Dan Bonner has reviewed all changes made to the Finance Manual in the most recent Finance Committee meeting and recommends approving the changes.

2:23p: Michael Toothaker makes a motion to approve the Finance Manual changes, Bruce Roemmich seconds and the board approves.

2:25p: Michael Toothaker makes a motion to approve the Employee Handbook changes, Bruce Roemmich seconds and the board approves.

2:26p: Ian presents the program report as compiled in comparative analysis by Assistant Director Mike Bertram. Both services and individuals served has increased from the previous year. We had an influx of referrals in the last few weeks. This trend will need to be watched to determine if we need to hire additional staff.

For the first time in over a year NWCCI is fully staffed.

2:30p:

Ian presents changes to the strategic plan that he updated with Michael Toothaker. This includes updating year 3, and seeing what we have completed from our plan so far.

Fundraising Logic Model has been reviewed and updated and will continue to be a work in progress.

Capital needs list – Since we have our new vehicles, purchasing a building in Steamboat was brought up. Employees are receiving new cell phones this month. Meagan brought up the possibility of replacing older computers and setting up a schedule for future computers to be replaced.

Programs and funding sources – With Rocky Mountain Health Plans giving us \$200k to kick off this fiscal year, we are hoping to build our relationship with them to be able to receive continuous funding.

Cost allocation plan – The NWCCI Indirect cost rate proposal has been submitted, and we are waiting for approval. Once approved by CDLE, we can move forward with updating our CDOT indirect cost rate draw down more in administrative funds.

Saturation – Ian discussed the having a threshold with the growth of our organization. We want to make sure we are established, but not competing with other organizations or attempting to grow beyond our means and purposes.

Advertising and Outreach – Bruce mentioned using our donor mailing list as a metric for the success of our social media and advertising. Meagan mentioned using her husband's company for free outreach assistance.

Ian discussed reviewing and updating the publicity plan, making sure our employees and consumers are getting recognized and the communities are aware of the work we are doing. Marie is working on relationships with people in local media.

Board Competency – We have a competent board, but we need to focus on recruitment. It was mentioned at the staff meeting to help recruitment of board members be a group effort. Ideally we would like someone with a legal background, but as of right now we don't need specialized board members. We can also highlight that we are less of a start up organization and that we are more established with better funding than previously. The board has also become more of an oversight board than a participatory board.

Succession plan for Ian – Ian discussed his goal is to eventually make himself replaceable. Right now Micheal Bertram (Assistant Director) and Meagan

(Finance Manager) can take over for short amounts of time, but there needs to be a desk manual for the Executive Director position.

Adequate and effective infrastructure to ensure timely and efficient delivery of services – Our direct service staff has done a phenomenal job in all counties as far as program quality and integrity.

3:10p: The Board discusses getting plaques for retiring board members.

3:15p: The next meeting is scheduled for August 17, 2022, 1:30p-3pm a remote option will be made available.

3:16p: Michael moves to adjourn, Bruce seconds and the meeting is adjourned.