

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.