

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, September 28, 2022

Members Present: Michael Toothaker, President
Bruce Roemmich, Vice President
Dan Bonner, Board Treasurer
Vicki Holcomb, Board Recruit
Craig Kennedy, Board Member (Remote)
Chris Ebert-Santos, Board Member (Remote)
Jessica McMillan, Board Recruit (Remote)

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

1:33pm - Michael Toothaker calls the meeting to order.

Ian introduces our two board recruits:

Vicki Holcomb – lives in Summit County where she has worked collaboratively with NWCCI. She has been a resident of Summit for 5 years, spent 20+ years as an educator/administrator for kids with special needs. She is retired and interested in continuing to support people with disabilities.

Jessica McMillan – works for Horizons in Moffat County, where she inherited Michael Toothaker’s position. She works closely with NWCCI already, especially our Moffat staff. She is interested in being on the board because of our shared visions.

Ian is meeting with a third recruit, Don Godshaw, later this week. Ian mentions that over 51% of our staff and board need to have a disability as part of our federal compliance. Craig asked if there is a grace period for recruitment, Ian will double check.

1:40pm - Dan motions to approve the board minutes, Michael seconds and the motion passes.

1:43pm - Michael Toothaker talks about attending Rural Philanthropy Days. There was a workshop track dedicated to board members. They had to fill out a survey to see how the organization runs, and it made him feel like we were farther ahead than

many other organizations. Craig said he had the same positive reaction about NWCCI when he attended, and is glad Michael was able to attend. Michael scored us at 82/100 and would like to send the survey to other board members to see how they score us. Michael proposed resetting our strategic planning during the next board retreat (June 2023) to set for the next 3-5 years since we have achieved 85% of our current strategic plan, the board agrees.

Michael proposed next steps to include working on transition/succession plans, clear roles of board members and building the right board. Bruce asked if they talked about consistency and longevity with board members, Michael said yes, including discussing term limits and when board members should step down, which is why a succession plan would be good, the board agrees.

- 1:55pm - Michael Toothaker brought up Ian's review. Craig says the format is for Ian to complete a self-evaluation, then the board will complete a review. Craig will share the review document for each board member to complete then Michael will collate the results.
- 1:57pm - Ian presents the Development Report: Since July we have received \$219K in grants. We have received a couple of small grants. It is good to keep the relationships with these organizations even though they are small. Rachelle has been applying for an increased number of grants as the opportunities arise.
- 2:00pm - Ian presents the Fundraising Report: Shopping extravaganza is still going on, and tickets are available through the end of October. Colorado Gives Day is coming up in early December. Ian asks if we should consider doing an in-person event next year. This past year we did an annual campaign virtually and through the mail. Marie conducted a Q&A promotional piece with Dan Bonner to be shared with donors and will be reaching out to other board members.
- 2:07pm - Meagan presents the Finance Report: It has been a slower month, which has allowed for more attention to HR duties, as well as cleaning up and organizing back of house projects. She has started conversations with Trinet and JustWorks to see if they can provide competitive pricing for health insurance. Meagan will be reaching out to Chris Catterson in the next couple of weeks to schedule our external audit.
- Meagan commented on a few funding items on the Profit and Loss Report. SILS is higher this year because of our \$10K windfall from the government and an additional \$30K in Part B funds that we need to spend by the end of September. We found out SW Center for Independence, with whom we have a contract for transportation services received an additional \$50K in funding from Rocky Mountain Health Plans, which means we are able to continue billing this revenue

stream for our transportation program. In January we will be receiving a lump sum for the year (2023) from SW Center for Independence rather than billing month-to-month.

- 2:20pm - The board reviews the balance sheet. Dan explains that the accounts receivable is high because of our large SILS invoice that has not been paid yet and the nature of our cost-reimbursement contract for SILS.
- 2:25pm - The board discusses our CDLE repayment. We are still waiting to hear back from the state about our request to settle the debt. Ian gives background to board recruits about why we have the repayment.
- 2:29pm - Dan motions to approve the finance statements, with a total asset of \$499,998.35 and net income of \$186,995.93. Bruce seconds and the motion passes.
- 2:33pm - Ian presents the program report: Year to year comparison we are seeing slightly more consumers, which is good and not overwhelming our staff. We have been diligent about closing inactive cases, so our numbers are accurate. Ian mentions that we are providing more services per person. We are one of the only organizations that provide quality social security benefits application assistance.
- 2:39pm - Ian presents the transportation report: We now have positions in place that equate to two full-time equivalents. The cost of running the transportation program has increased significantly, mostly because of fuel.
- 2:40pm - The board sets a date and time for the next meeting. They decide to wait until the next board meeting to officially welcome new recruits and elect a Secretary, this will give Ian a chance to talk to the third recruit.
- 2:42pm - With the recruitment of new board members, Chris Ebert-Santos has decided to resign from the board.
- 2:45pm - Bruce motions to adjourn the meeting, Mike seconds and the motion passes.

The next meeting is set for November 19th, 2022 from 2-4pm.