

## **Board Meeting Minutes**

NorthWest Colorado Center for Independence

Board Meeting held remotely via Google Video Conference

Wednesday, March 24th, 2021 @ 1:30 pm

Members Present: Craig Kennedy, Board President  
Michael Toothaker, Board Vice President  
Ruth Armbruster, Board Secretary  
Dan Bonner, Board Treasurer  
Susan Waldron, Board Member  
Dr. Chris Ebert, Board Member  
Bruce Roemmich, Board Member

Staff Absent: Ruth Armbruster, Board Member

Staff Present: Ian Engle, Executive Director

1:35 PM – Meeting is called to order by NWCCI Board President, Craig Kennedy. The meeting is being held via Google Meets videoconference.

1:38 PM - Michael moves to accept the 02/24/2021 Board Meeting Minutes as written, Susan seconds, Board votes unanimously in favor of the motion. Bruce abstains

1:40 PM – Ian reviews Development Report and acknowledges Rachelle (NWCCI Development Coordinator) for recent and ongoing success garnering foundation and local government grant funds, the board approves and recognizes the significance of efforts in this area.

1:41 PM – Ian mentions he and Craig would like to find time to get together to review the current status of the NWCCI Strategic Plan and prepare to present to the board at one of the next couple upcoming meetings, the board agrees.

1:44 PM – Ian reviews finances and asks the Board to consider the provision of an agency match (up to 3%) for employee retirement funds in the organization's budget starting next fiscal year, the board agrees to review this opportunity during the retreat in June. Bruce confirms that the one-month operating reserve remains a priority over any new budget line-item proposals, the board agrees. Ian mentions interest in formally requesting forgiveness of the antiquated outstanding debt to the state, which was inherited from our former organization. Dan asks for more information about the debt and the circumstances surrounding it. Ian relayed what he gathered upon his arrival in 2014, with input

and discussion from the Board. Susan and Michael filled in details they recalled from when they first joined the board around the same time when the entire organization was reconfigured, restructured, restaffed and renamed in 2013/14. Dan mentions we need to start getting tougher about accepting what is evidently and technically not our debt, NWCCI did not exist at the time the debt was levied and none of the current staff or Board members were involved with the misappropriation of government funds in any way. Bruce agrees and offers his support in the interest of pushing for this debt to be forgiven once we receive the official report of the CDLE government oversight audit of financial systems taking place in early April 2021 (next month), the Board agrees. Dan and Ian point out that overall NWCCI is in great shape other than this one red mark on the balance sheet.

1:54 PM - Ian shares the balance sheet and points out where the CDLE debt lives. Dan says we need to share the report from our independent auditor (Catterson & Co.) with the State and point out there is no longer a "Going Concern", the Board agrees; Ian indicates he will do so during the government oversight audit. Ian mentions the recent audit findings are also favorable in the review of funders and an advantage for Rachelle (Development Coordinator) in her efforts to build relationships with foundations and donors.

1:57 PM - Ian says he sent the recent Audit of financial position for FY 2019-20 to Davidson Tax Co to file our federal 990 tax return for (corresponds with FY 19-20).

1:59 PM – Ian talks about Rollover Authority as a request granted by the Joint Budget Committee of the Colorado State Legislature. The State is now allowing CO Centers for Independent Living to roll over up to 10% of unspent state general funds to the following year. Ian checked with Meagan and we should have no problem spending our State and Federal funding by the end of this fiscal year. Last fiscal year was complicated and harder to spend down funds due to Payment Protection Plan Loans needing to be spent during the last quarter, having the authority and permission to rollover state contract funds into the following fiscal year is a good option going forward.

2:02 PM – Ian reviews our transportation program. We have received extra funds from CDOT (\$15,000) that need to be spent by May 1<sup>st</sup>. Because of this we are offering a driver and an accessible vehicle to be available for those who are eligible for vaccines and called on short notice when there is a no show. He also discussed opening up our program more to help people with running errands and keeping people connected through COVID.

2:06 PM – Ian shared Mike Bertram's programming report and states we are getting back to pre-COVID numbers. He also shares that we are proud of the fact we are really good at connecting with clients and providing high quality

customer service as opposed to the false impression of a large quantity of people served by simply performing intakes and going through the motions with open Consumer Service Records, the quality and integrity of NWCCI services is solid and a point of pride for staff.

2:09 PM – Ian talks about Insurance rates currently being explored, including contracts through new provider networks that offer better quality and less expensive plans. NWCCI management are researching the providers and services offered through plans available in our area and comparing rates. The insurance company is presenting and taking questions at the next NWCCI staff meeting. Ian also mentioned employees have indicated consensus agreement around being happy with these savings and not asking the board to pay a higher percentage of plan premiums. Craig states he would rather not have the board increase the current agency percent coverage of health insurance premiums and we may need to keep more in reserve in case insurance rates skyrocket again next year, the board agrees.

2:15pm – Ian reviews the NWCCI Americans with Disabilities Act (ADA) Title VI Plan, a policy required by the Federal Transit Authority and requested by the Colorado Department of Transportation. This plan is for compliance with accessible and inclusive communication requirements of the ADA. The Board discussed the document and points out a few grammatical errors. Dan Bonner makes a motion to approve the document. Michael Toothaker seconds the motion. Board votes unanimously to approve the document.

2:21 PM – Bruce asks about the Website. Ian reports that Ian White has taken responsibility for related duties/tasks and efforts are progressing well so far. He is picking up skills and taking ownership. He has updated the Website by removing old staff and adding new staff. If he needs help, he asks for it, we bought Ian White a new computer and we are proud of the work being done.

2:24 PM – Ian warns there is still a lot of work to do and encourages awareness around the dangers of complacency, the board agrees; we have plenty work needing attention around the Web site, with the durable medical equipment loan program, supply and equipment inventory, with our annual fundraising campaign and more.

2:32 PM – Board schedules next meeting for Wednesday the 28<sup>th</sup> of April 2021 at 1:30 via video conference.

2:35 PM – Craig motions to adjourn, Michael seconds, motion passes. Meeting is adjourned.