

Board Meeting Minutes

NorthWest Colorado Center for Independence
Mountain Valley Bank, 2201 Curve Plaza, Steamboat Springs, CO 80487
Phone 970-871-4838 Fax 971-871-4841
Wednesday, October 30th, 2019 @ 1:30pm

Members Present: Michael Toothaker, Board Vice President
Bruce Roemmich, Board Member
Ruth Armbruster, Board Secretary
Dan Bonner, Board Treasurer

Members Absent: Chris Ebert, Board Member
Craig Kennedy, Board President
Susan Waldron, Board Member

Staff Present: Ian Engle, Executive Director
Rachelle Summers, Development Coordinator

1:35 PM – Meeting is called to order by NWCCI Vice Board President, Michael Toothaker. The meeting is being held at Mountain Valley Bank in Steamboat Springs, CO.

1:37 PM – The amended State Independent Living Services contract ('SILS') budget is presented to the Board for review and approval. Board members reviewed and approved the amended budget via subsequent email correspondence. The NWCCI Board approved SILS budget amendment will be submitted to the Office of Independent Living Services in the Division of Vocational Rehabilitation at the CO Dept. of Labor and Employment.

1:48 PM – Board reviews minutes from meeting on 9/26/2019. Bruce motions to accept the minutes from the Board Meeting on 9/26/2019. Ruth seconds, board approves unanimously with the exception of Dan, who abstains, since he was not at the 9/26/2019 board meeting.

1:50 PM – Ruth informed the Board that she will be working in Phoenix for four months, and will be participating remotely in the board meetings during this time.

1:55 PM – Ian will set up a meeting for the Fundraising Committee. For Hungry for Independence – we are hoping to schedule with Bella Vista for HFI 2020. Bella Vista will be speaking with Rachelle in November to discuss and hopefully set a date.

1:57 PM – Ian and Rachelle will work with Bruce to set the NWCCI website in a manner to include information about and solicit support from Grand, Summit, Rio Blanco and Moffat Counties as it is somewhat Routt County centric in the current and past iterations. Bruce expresses the importance of and need for driving people, particularly potential donors, to our website, case in point is in the interest of soliciting support for NWCCI on Colorado Gives Day, the Board agrees. Discussion about using FaceBook in this capacity and function as well; and how to use FB, community radio stations, newspapers in all counties as well as our organizational partnership networks to raise awareness of NWCCI success and solicit support (financial, in-kind, volunteer and otherwise). Bruce provided an example of solid marketing materials from Foothills Gateway for consideration. Bruce suggested we post ads in the newspapers soliciting for volunteers like STARS does. Ian suggested we ask Brian Harvey if we can have radio time to push for Colorado Gives support of NWCCI. Bruce also suggests looking into Constant Contact to drive people to our website, it has templates, tpestyles, allows you to add photos, allows a delayed send (Ian and Rachelle to follow up and put this on the agenda for the next NWCCI Fundraising

Committee meeting. Also we will research to see if Google has a functionality similar to Constant Contact. Bruce suggested we send an email to board members asking them to share posts with friends, make sure it is easy to donate on our website and be sure to follow up with professional acknowledgments for all donations, the Board agrees. Bruce suggested listing events we sponsor in the Happenings (or similar) sections of all the newspapers in all our counties, the Board agrees, Ian and Rachelle will follow up and report back.

2:07 PM - Chris Catterson (Catterson & Co.) is working on audit of financial position for last fiscal year (FY 2018-19). Ian said Chris will likely present at the next board meeting. Dan asked and Ian responded that the Alpine Bank Line of Credit renewal paperwork is completed, signed and submitted.

Financial Reports were reviewed:

- Profit & Loss for Sept. 2019 and FY 2019-20 YTD
- Balance Sheet for Sept. 2019 and FY 2019-20 YTD
- Budget v Actuals FY 2019-20 YTD (During this review Ian said he will have the label SILS FY 19-20 include SGF for State General Funds. He will work with Kara to get SGF included. The budget line is correctly on the same line as the actuals now.)
- Accounts Receivables Aging report (money we're owed) as of 10/30/19. Bruce questioned the A/R report, and Ian explained contents of it. Bruce said he will assist Ian in addressing outstanding A/R.

2:15 PM - Ian said we are still waiting for CDLE to reply to the NWCCI response to our Financial Systems Audit, at which time we will request debt to be forgiven and dismissed. Ian mentioned the NWCCI Finance Committee is developing monthly and year-end closing procedure with Kara (Balance Sheet, line-by-line).

2:20 PM – Ian discussed the Transportation program. NWCCI has acquired a 2019 Dodge Entervan (caravan) through a CDOT grant with a USDA match – it is in top condition, fully accessible and currently in service. Ian has been able to obtain the funds to secure these two vehicles without paying any interest.

- Due to the cost-reimbursement nature of the CDOT award, Davey Coach (vendor) has graciously agreed to wait for payment until CDOT awarded funds make it to the NWCCI account for the CDOT portion (80%) of the balance due for the newly acquired Entervan. NWCCI will pay Davey Coach the remaining balance due in full upon receipt of the CDOT awarded funds. NWCCI paid Davey Coach the 20% match at the time the Entervan was delivered.
- Due to the cost-reimbursement nature of the CDOT award, the anticipated process by which NWCCI will acquire the second CDOT funded vehicle is:
 - Kara submits a 'Working Capital Advance Request' and 'Request for Capital Expenditure' to CDLE, allowing NWCCI to draw the funds down from our SILS contract, which will be paid back upon receipt of the CDOT reimbursement award. This is for the NorCal vehicle, which we hope to have secured and on the road sometime before the end of 2019.
- In summary, NWCCI will submit a working capital advance request to CDLE to draw down funds from the NWCCI SILS contract, which will be used to pay Davey Coach, then submit paperwork to CDOT for reimbursement, then repay CDLE once CDOT award (reimbursement) hits our account.
- Additionally, Ian will be submitting forms for advance of the USDA awarded grant funds (~\$14K), which are restricted to cover the majority of the CDOT required match (20%).

Ian explained a separate CDOT grant awarded to NWCCI (~\$51K) designated for NWCCI transportation program operating expenses. NWCCI we will begin drawing down these funds from CDOT in February 2020 (cost reimbursement) for all expenses related to the operation of the NWCCI transportation program, allowing us to hire a driver position.

2:30 PM – Ian discussed the Association of Programs for Rural Independent Living (APRIL) and Youth Leadership Forum (YLF) – we are working with the Statewide Independent Living Council (SILC), the Division of Vocational Rehabilitation and Developmental Disabilities Council to sustain this effort and initiative into 2020 and beyond. Additionally, the Association of Centers for Independent Living (Ian is chairperson of this Colorado CIL state association) will work with our lobbyist to introduce a bill to secure ongoing funding for the Youth Leadership Forum and related activities through the state legislature.

2:35 PM – Ian discussed our Program Revenue and Fee-for-Service – NWCCI was recognized nationally at this year's Association of Programs for Rural Independent Living (APRIL) for excelling in development of fee-for-service program revenue (nursing home transition, youth transition, employment, transportation and so on. Ian explained the recently developed and implemented NWCCI Fee for Service model is now being showcased across the state and the country as a successful approach to leveraging unrestricted financial resources. Last year we had over \$100,000 in Fee for Service revenue, more by a good margin than any other Center for Independent Living in the state, including some much larger organizations. Next target for continuing strategic development of fee-for-service program revenue is a program providing benefits application assistance, work incentive counseling and employment benefits navigation. This program will generate revenue from three sources of fee-for-service funding currently being cultivated and secured –

1. SEEKS – Federal Administration for Community Living grant awarded to the CO Dept. of Labor and Employment and designated for CILs,
2. SB 1240 – law passed sending \$1.4 million of CO State General Funds to County government agencies to provide Social Security Benefits application assistance (NWCCI is in position with trained staff and proven successful results to contract with the 5 Counties in our catchment area), and
3. The Division of Vocational Rehabilitation fee schedule recently added \$100/hr to the services for which NWCCI can be paid as a vendor serving DVR clients. Ian explained NWCCI has already developed a good start on the program infrastructure with trained and certified Independent Living Coordinators already in place providing this service.

2:42 PM – Ian reviewed old business: Program Approved Service Agency (PASA) – Craig and Ian meeting with local families to develop a coordinated action plan. Also, the Association of Colorado Centers for Independent Living (ACCIL) met with and is reporting to the Joint Budget Committee lead legislative staff member on progress and developments over the past 3 years (since we started receiving funding through SB 240). This interaction and presentation of information and materials was coordinated and directed by Ian as chair of the ACCIL.

2:45 PM – Ian will communicate with the NWCCI Board to schedule the next meeting either 12/4/2019 or 12/18/2019 contingent on member availability, which will be a combined November/December board meeting.

2:48 PM - Michael motions to adjourn, Bruce seconds, motion passes.