

## **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, February 26nd, 2020 @ 1:30pm

Members Present: Craig Kennedy, Board President  
Michael Toothaker, Board Vice President  
Ruth Armbruster, Board Secretary (Via Zoom)  
Susan Waldron, Board Member (Via Zoom)  
Bruce Roemmich, Board Member (Via Zoom)  
Dan Bonner, Board Treasurer

Members Absent: Chris Ebert, Board Member

Staff Present: Ian Engle, Executive Director and Chris Catterson,

1:38 PM – Meeting is called to order by NWCCI Board President, Craig Kennedy. The meeting is being held at Mountain Valley Bank in Steamboat Springs, CO.

1:43 PM – Craig motions to approve board minutes with changes, Michael seconds, Board approves. Craig abstains because he was not at the meeting last month.

1:45 PM – Ian reviews notes on most recent fundraising meeting. Vic Walker of the Steamboat Springs Chamber of Commerce will be coming to the NWCCI to do a profile on the organization for community dissemination.

1:53 PM – Ian reviews Financial Reports with the Board. Board reviews current vehicle fleet, how the acquisition of new vehicles affects how our profit and loss, balance sheet, and budget vs actual statements. Board also reviews vehicle acquisitions, and selling excess vehicles.

2:06 PM – Ian points out that CDOT Operating is a new row in the Budget vs Actuals sheet, where the NWCCI can budget use of the CDOT Operating Funds.

2:10 PM - Bruce notes that Payroll Taxes are already at 85% of budgeted amount, vs Payroll is at 60% of budget amount. Ian and finance committee will review that discrepancy.

2:24 PM – Board reviews CDLE Draft Financial Systems and Internal Controls Audit: Findings and Observations.

2:25 PM - Board discusses Finding 2, where the auditor flagged the NWCCI for drawing down SILS funding before the end of the Fiscal Year 2019. The NWCCI likes to spend down SILS before spending other funds at the end of the year, and the auditor found that to be uncomfortable enough to be a Finding. Kara did respond to the auditor with an explanation as to why the NWCCI did that and will continue to do that at the end of every fiscal year.

2:28 PM – Ian presents information on a potential 403 retirement plan through Mutual of America, for the board to review and consider buying into for NWCCI Employees. We could get this through membership with the Colorado Association of Non-Profit Associations which costs about \$600 to join and comes with other benefits as well. Board will not make a decision about joining CANPA at this meeting.

2:32 PM – Board and Ian review Programs and Personnel.

2:34 PM - Board discusses the Transportation program, and Ian will pull a transportation program budget to present to the Board at the next meeting.

2:36 PM – Grand Jackson and Rio Blanco are now going to pay the NWCCI to do Benefits application assistance for their residents. Routt and Moffat Counties will also begin doing this on June 1<sup>st</sup>.

2:37 PM – Board reviews Old Business.

2:39 PM – Board discusses how we have already reviewed and approved Conference Request forms Purchase Request forms, and Training/Conference requests.

2:42 PM – Bruce wants to see more discussion in the fundraising committee from staff and clients in other counties. Ian agrees that we will discuss this in the future fundraising committee meetings.

2:46 PM – Craig asks for some clarity on the Going Concern that was noted in the 2019-20 Catterson audit. Dan clarifies that the NWCCI still has a going concern right now, but he expects that that will be lifted by the end of this next 2020-21 fiscal year.

2:50 PM – Board tentatively schedule next meeting for 1:30 on March 25<sup>th</sup>.

3:42 PM – Dan motions to adjourn, Michael seconds, motion passes.