

Board Meeting Minutes

NorthWest Colorado Center for Independence

Board attends via Zoom

Phone 970-871-4838 Fax 971-871-4841

Wednesday, March 25nd, 2020 @ 1:30pm

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

Members Absent:

Staff Present: Ian Engle, Executive Director (Via Zoom)

1:40 PM – Meeting is called to order by NWCCI Board President, Craig Kennedy. The meeting is being held via a Zoom conference call.

1:43 PM – Craig motions to approve board minutes with changes, Bruce seconds, Board approves.

1:44 PM – Craig and Ian review recent fundraising meeting notes, and fundraising updates.

1:50 PM – Ian reviews Financial Reports with the Board. Ian and Dan review the ~ \$10,000 loss showing for February. However there is a cash flow delay with income that should be coming in March. The NWCCI will see a significant decrease in fee-for-service revenue for March and April and potentially beyond, because of COVID-19 precautions preventing us from seeing customers in person in nursing homes and schools. We're currently at 61% of our fee for service revenue, and it's not looking like we'll make that up before the end of the FY, and will have to make that up with grant money over the course of the rest of the FY.

1:57 PM – Craig and Bruce ask for clarification on staffing and who is working full time remotely vs who is getting furloughed. The SOROCO contract is still paying Collette to work with students there. Board discusses potential for serving people differently and still bill fee-for-service. Board brings up concerns with continuing providing our services to customers, but not getting reimbursed for those service. Ian asks the board to allow the NWCCI time to apply for COVID-19 Response

Fund before making decisions about cutting more staff hours and services provided. Ian would like to look at the budget with the Finance Committee before making any cuts. Board members on the Finance Committee agree to meet Friday March 27th at 2pm to plan out the budget for the rest of the fiscal year, and come up with a sustainability plan under current conditions.

2:20 PM – Zoom cuts out and all Board Members call back in.

2:24 PM – Board wraps up the administrative and Financial review by looking over CDLE Financial System Audit and the Financial Report.

2:29 PM - Board reviews the COVID-19 announcements that the NWCCI is sharing on the website and with its employees. Bruce and Ian make a plan to meet to discuss an employee to take on the web-editing responsibilities. Ian and Mike plan to document, flag, and capture how much time and services have been attributed to the COVID-19 outbreak, to report to the State. Ian will send the board a COVID-19 Staff Protocol for working with clients, for review.

2:40 PM – Ian reviews Programs and Personnel. Transportation program is currently suspended, but transportation just short of an “emergency” situation may be approved. Board discusses PPE for staff that perhaps will “have to” work with clients in person.

2:45 PM – Craig asks for Board to chime in on any topics for discussion. Board does not have any more topics to discuss.

2:50 PM – Board schedules next meeting for 1:30 on April 29th.

3:42 PM – Craig motions to adjourn, Susan seconds, motion passes. Board meeting is adjourned.