

**APPROVED**

Minutes  
SoCoCAA BOARD  
Via ZOOM  
February 04, 2021  
12:00 P.M.

**PRESENT:** *Karla Baird; Edward Box III, Kathleen Sitton; Carol Thompson*  
**EXCUSED:** *Leila Baker; Deanna Frost; Doug Little*  
**ABSENT:**  
**GUESTS:**  
**STAFF:** *Lori Niewold; Chloe Jackson; Nita Emerson; Dawn Farrington; Lisa Ruybal; William Rhodes*

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- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:38 p.m. due to not having the quorum at the start of the meeting at 12:18 p.m.
- II. **Roll Call:** All board members as noted above were in attendance.
- III. **Agenda:** Carol Thompson moved to approve the agenda; her motion was seconded by (E.B.) all in favor; motion carried.
- IV. **Board Minutes & Committee Reports:**
  - a. **\*\*Board of Directors January 07, 2021** – The excused and absent board members from January’s meeting need to be documented. Carol Thompson moved to approve the board minutes with these additions; her motion was seconded by (E.B.); all in favor; motion carried.
- V. **Old Business:**
  - a. There was no old business.
- VI. **New Business:**
  - a. **\*\*Resignation of Board member:** Kathleen Lorenzini submitted her resignation via electronic mail on January 22, 2021 via email to Executive Director, Lori Niewold and Administrative Assistant, Nita Emerson. The board was provided a copy of the email. Carol Thompson moved to approve Ms. Lorenzini’s resignation; her motion was seconded by (E.B.); all in favor; motion carried.
  - b. **\*\*Hiring of Family Member (IELP Division) (verbal):** Due to IELP not having enough applicants for their Substitute Teacher position, IELP has requested to hire a family member temporarily until they are able to get enough applicants. IELP’s temporary applicant is Mrs. Lisa Ruybal’s daughter. Melanie Brunson will be the direct supervisor. Carol Thompson moved to approve the Temporary hire of Mrs. Lisa Ruybal’s daughter; her motion was seconded by (K.B.); all in favor; motion carried.

- c. **\*\*Safe Deposit Box Authorization (verbal):** Chloe Jackson verbally informed the board that Mrs. Eileen Wasserbach was still listed on the Safety Deposit Box Authorization list. Mrs. Wasserbach needs to be removed and Mrs. Lori Niewold will need to be listed in place of Mrs. Wasserbach. Karla Baird moved to move to remove Eileen Wasserbach and list Lori Niewold on the Safe Deposit Box Authorization; her motion was seconded by (C.T.); all in favor; motion carried.
- d. **\*\*2021 Wage Scale (verbal):** The 2021 Wage Scale was provided to the full board for board approval. The grades from one thru five have been changed to reflect the new Colorado minimum wages. Carol Thompson moved to approve the 2021 Wage Scale; her motion was seconded by (E.B.); all in favor; motion carried.

## VII. Staff Financial Reports

- a. **Cash Flow/Financial Projections Report:** The end of December we have total cash of \$1,303,188.53. Bank Deposits of \$509,276.81; Accounts Payable (\$97,717.87); All Payroll (\$173,523.89).
- b. **Indirect Cost Report:** Indirect Revenue to date is \$316,406.63; Carry Forward is \$0; Total available is \$316,406.63 and the IDC expense to date is \$296,495.10. The Total Revenue over expenses is \$19,912 which will be carried to be spent into 2021 with \$38.95 adjustment that need to make small recons that may change the expenses with slight adjustments to the numbers but not by much.
- c. **Grant Termination Report:** The grant year has us at 100% of budgets. Central Admin is at 116.07% IELP is at 71.57%. Youth Services is at 66.72%. YS CHC is at 116.42%. Senior Center is at 100.34%. Peaceful Spirit is at 91.95% of budget. RRT is at 99.84%. TTA is at 83.69%. Grand total expenses to date are \$3,699,392 which is 92.41%.
- d. **Financial Ratios:** Board reviewed and accepted as information.
- e. **Credit Card Transactions:** Board reviewed report and accepted as information.
- f. **Grant Tracking 2020:** Accepted as information.

## VIII. Program Director Reports/Announcements/Miscellaneous Information:

Division and Department reports were provided and accepted as information.

Edward Box III moved to adjourn; his motion was seconded by (K.B.); all in favor; motion carried.

Meeting adjourned at 12:59 p.m.



Karla Baird, Secretary/Treasurer  
SoCoCAA Board of Director