

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

APPROVED

PRESENT: *Karla Baird, Leila Baker; Edward Box III, Deanna Frost; Kathleen Sitton; Carol Thompson*

EXCUSED: *Doug Little*

ABSENT:

GUESTS:

STAFF: *Lori Niewold; Chloe Jackson; Nita Emerson; Dawn Farrington, William Rhodes, Hugo Vega*

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- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:11 p.m.
 - II. **Roll Call:** All board members as noted above were in attendance.
 - III. **Agenda:** Items V. C. **2021 Vendor List has been tabled to be approved via email and correction to VI. F. should state Grant Tracking 2020 to Grant Tracking 2021. Karla Baird moved to approve the agenda; her motion was seconded by (C.T.) all in favor; motion carried.
 - IV. **Board Minutes & Committee Reports:**
 - a. ****Board of Directors February 4, 2021** – There were no changes. 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. 2021 Audit (verbal) – the 2021 Audit is on track and documents will be provided to the auditor electronically and the audit week is starting 3/15/21. The Finance Committee meeting will be scheduled for the Exit Audit Review for the information to be brought to the board.
 - b. 2021 Board Donations (verbal) – as of March 4, 2021, SoCo Board Donation is currently at 86% currently leaving one board member to donate to be at 100% of board donation.
 - VI. **New Business:**
 - a. ****Public Transit Title VI Civil Rights Plan:** SoCoCAA/RRT will have submit T6 assurances as part of any applications for funding to the FTA or CDOT; no person shall be denied service or subjected to any form of discriminatory treatment affecting the level of and or quality of transportation services on the basis of race, color, religion, national origin, sexual

orientation or gender expression; compile, maintain and submit in a timely manner; make these policies known to the public that any person or persons alleging discrimination may file a complaint with the FTA and or CDOT. Karla Baird moved to approve the updated Public Transit T6 Civil Rights Plan; her motion was seconded by (E.B.); all in favor; motion carried.

- b. **2021 Conflict of Interest Form:** Per the board policy, the Conflict-of-Interest Form needs to be updated annually, therefore the board was provided with a blank form for their completion. The original signed form needs to be returned to Nita.
- c. ****2021 Vendor List:** This agenda item has been tabled.

VII. Staff Financial Reports

- a. **Cash Flow/Financial Projections Report:** The end of January we have total cash of \$1,263,462.72. Bank Deposits of \$293,681.30; Accounts Payable (\$150,511.16); All Payroll (\$182,895.95).
- b. **Indirect Cost Report:** Indirect Revenue to date is \$27,790.09; Carry Forward is \$0; Total available is \$(9,718) and the IDC expense to date is \$27,795.73. 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 8.33% of budgets. Central Admin is at 10.51% IELP is at 7.36%. Youth Services is at 5.86%. YS CHC is at 7.38%. SP OSP was moved to CHC. Senior Center is at 8.50%. Peaceful Spirit is at 8.58% of budget. RRT is at 7.99%. TTA is at 6.98%. Grand total expenses to date are \$3,305 which is 7.82%.
- d. **Financial Ratios:** Board reviewed and accepted as information.
- e. **Credit Card Transactions:** Board reviewed report and accepted as information.
- f. **Grant Tracking 2021:** Accepted as information.

VIII. Program Director Reports/Announcements/Miscellaneous Information:

Division and Department reports were provided and accepted as information.

Karla Baird moved to adjourn; her motion was seconded by (E.B.); all in favor; motion carried.

Meeting adjourned at 12:45 p.m.



Karla Baird, Secretary/Treasurer
SoCoCAA Board of Director