

Minutes
SoCoCAA BOARD
Via ZOOM
April 01, 2021
12:00 P.M.

APPROVED

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

EXCUSED: *Doug Little; Leila Baker*

ABSENT:

GUESTS:

STAFF: *Lori Niewold; Chloe Jackson; Nita Emerson; Dawn Farrington, Hannah Nusz; Gary Cook*

-
- I. **Call to order:** Chairperson Kathleen Sitton called the meeting to order at 12:07 p.m.
 - II. **Roll Call:** All board members as noted above were in attendance.
 - III. **Term of Board Members:** Carol and Edward both have accepted another term as SoCoCAA Board of Directors. Their term was accepted by the board in attendance.
 - IV. **Agenda:** Items III Board member's term for 2021 was added before the board can vote on agenda items that need full board approval. Carol Thompson moved to approve the agenda; her motion was seconded by (K.B.) all in favor; motion carried.
 - V. **Board Minutes & Committee Reports:**
 - a. ***Board of Directors March 4, 2021 – Item VII c. Grant Termination Report grant year percentage needs to be changed to 8.33%. Edward Box III moved to approve the board minutes with the change noted; his motion was seconded by (D.F.); all in favor; motion carried.*
 - b. *Finance Committee March 04, 2021 – Changes to II PS Financial Statements shall be noted as "in revenue" rather than "to expenditures"; IV IELP Financial Statements shall read "IELP Income and CPP covered carried forward expenses" and not "IELP Income covered the total revenue." Report is accepted as information once corrections are completed.*
 - c. *Finance Committee March 25, 2021 – Item II. Exit Audit Review verbiage for Internal controls needs to be reversed and should read Determine any insufficiencies in internal controls. Name correction for item IV. Bonus Policy should read Kathleen and not Katherine. Report is accepted as information once corrections are completed.*

VI. Old Business:

- a. 2021 Audit Review (verbal) – CJ provided an overview of the 2021 Audit Review and we will have the final exit meeting with Mike Webber at the May's board meeting.
- b. 2021 Board Donations (verbal) – as of April 01, 2021, SoCo Board Donation is at 100%.
- c. 2021 Conflict of Interest Forms – The board was reminded that these forms need to be signed, completed and returned to Nita. These forms will be completed once the vendor list is released.
- d. **2021 Vendor List – This is still in the process and will be sent out via email to be voted on and approved by the full board.

VII. New Business:

- a. ****Independent Contractor Contract:** This will be moved to May's board meeting for full board approval.
- b. ****SoCo Imporper Payments Policy & Procedures:** A draft of this policy was provided to board. This policy has been discussed with the Finance committee and the WipFli auditor Mike. This policy was recommended by the review of CDLE.
- c. ****SoCo Bonuses Policy & Procedures:** This agenda item has been tabled.

VIII. Staff Financial Reports

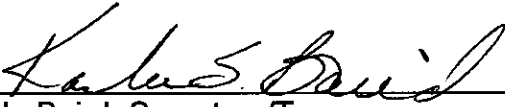
- a. **Cash Flow/Financial Projections Report.** The end of February we have total cash of \$1,066,935.96. Bank Deposits of \$110,529.12; Accounts Payable (\$120,639.80); All Payroll (\$186,416.08).
- b. **Indirect Cost Report.** Indirect Revenue to date is \$58,415.02; Carry Forward is \$0; Total available is \$(8,029) and the IDC expense to date is \$66,444.24. The Total Revenue over expenses is \$(13.41) will adjust with credits that were posted after the closing of the month.
- c. **Grant Termination Report.** The grant year has us at 16.67% of budgets. Central Admin is at 18.21% IELP is at 14.99%. Youth Services is at 11.97%. YS CHC is at 14.17%. Senior Center is at 16.46%. Peaceful Spirit is at 18.39% of budget. RRT is at 15.60%. TTA is at 17.30%. Grand total expenses to date are \$660,654 which is 16.13%.
- 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.

IX. 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 12:56 p.m.

A handwritten signature in cursive script, appearing to read "Karla Baird", written over a horizontal line.

Karla Baird, Secretary/Treasurer
SoCoCAA Board of Director