



Board of Directors Meeting Minutes

February 19, 2025

2:30 PM – 4:00 PM

Minutes

Present: Patrick Mayne, Sherry Leach, Sara Boylan, Stacy Larrabee, Ian Engle, Dotti Longobardi, Brian Rome, JoAnn Ross

Absent: Kris Durso

Staff: Barb Wilkins-Crowder, Kathryn Arbour, Erin Garcia

The Board President, Patrick Mayne, called the meeting to order at 2:34 after ascertaining there was a quorum of Directors present.

No guests attended the meeting.

A motion was made by Brian Rome and seconded by Dotti Longobardi to hold an executive session at the adjournment of the regularly scheduled meeting for the purpose of discussing strategy. The motion carried unanimously.

Approval of the 12/18/24 minutes: Sherry Leach made a motion to approve the minutes. Stacey Larrabee seconded, and minutes were approved unanimously.

Reports presented:

Financial reports from October and November were presented. Brian made the motion to accept the financials as presented, Stacey seconded, all voted unanimously in agreement.

CEO Report: Kathryn and Barb submitted a written report and used a few minutes to discuss the recent uptick in turnover, the audits that are in progress, and building usage. The Board affirmed that space cannot be donated or rented for routine provider programming.

Patrick adjourned the meeting at 3:10 pm.

The next meeting is scheduled for March 19 at 2:30 - 4:00pm. All Board meetings are held via Teams given that several of its members live out of town.

Respectfully submitted,
Kris Durso, Secretary

A&I Avenues
Income Statement - Actuals vs. Budget
As of December 31, 2024
As of Date:

12/31/2024

	Month Ending 12/31/2024			Year To Date 12/31/2024		
	Actual	Budget Amount	Amount over Budget	YTD Amount	YTD Budget	YTD Variance
Revenue						
State Income						
4001 - State Case Mgmt	8,123	22,273	(14,150)	100,847	133,638	(32,791)
4002 - State SLS Mgmt	1,081	1,667	(586)	8,560	10,000	(1,440)
4003 - State EI Mgmt	126,456	98,925	27,531	436,654	593,554	(156,900)
4005 - State Basic EI	372,573	372,487	86	2,456,743	2,234,917	221,826
4010 - State Family & Children	260,090	90,019	170,071	563,653	540,117	23,535
4020 - State Uncollectable	0	0	0	0	0	0
4040 - State SLS	5,099	0	5,099	29,549	0	29,550
4201 - Eligibility Determination	8,049	15,388	(7,338)	50,370	92,325	(41,955)
Total State Income	781,471	600,759	180,713	3,646,376	3,604,551	41,825
Medicaid Revenue						
4300 - Medicaid Admin	112,213	111,756	456	743,065	670,539	72,525
4301 - Medicaid Case Mgmt	475,475	479,524	(4,049)	3,034,868	2,877,142	157,727
4330 - CES Services	5,915	0	5,915	61,347	0	61,347
4404 - Transportation	10,026	0	10,026	65,822	0	65,822
4406 - Dental	0	0	0	0	0	0
4407 - Spec Med Supplies	3,237	0	3,237	17,004	0	17,004
4409 - Vision	8,092	0	8,092	44,664	0	44,664
4420 - Uncollectible Medicaid	0	(417)	417	0	(2,500)	2,500
4441 - Medicaid State plan	0	1,000	(1,000)	0	6,000	(6,000)
4460 - Medicaid SLS Services	12,343	0	12,343	81,508	0	81,508
Total Medicaid Revenue	627,301	591,863	35,437	4,048,278	3,551,181	497,097
City and County						
4600 - Boulder Cnty Revenue	472,397	291,722	180,674	1,968,595	1,750,335	218,260
4601 - Broomfield Cnty Revenue	0	25,332	(25,331)	100	151,986	(151,887)
Total City and County	472,397	317,054	155,343	1,968,695	1,902,321	66,373
Other Government						
4250 - Section 8 Housing	20,752	9,166	11,586	40,686	55,000	(14,314)
4260 - Other Govt Grants	0	0	0	0	0	0
4630 - Other Government Income	10,000	1,667	8,334	10,025	10,000	25
Total Other Government	30,752	10,833	19,920	50,711	65,000	(14,289)
Other Revenue						
4730 - Realized Investment Earnings	0	0	0	0	0	0
4731 - Unrealized Investment Earnings	0	0	0	0	0	0
4735 - Interest Income	1	0	0	3,460	0	3,461
4740 - Private Pay	0	1,250	(1,250)	1,024	7,500	(6,476)
4741 - Uncollectible Private Pay	0	0	0	0	0	0
4745 - TRUST FUND REVENUE	13,617	6,833	6,784	101,472	41,000	60,472
4750 - Other Revenue	527,346	36,459	490,888	639,786	218,750	421,036
Total Other Revenue	540,964	44,542	496,422	745,742	267,250	478,493
Donations						
4775 - Misc Grants	0	1,083	(1,083)	0	6,500	(6,500)
Total Donations	0	1,083	(1,083)	0	6,500	(6,500)
Total Operating Revenue	2,452,885	1,566,134	886,752	10,459,802	9,396,803	1,062,999

A&I Avenues

Income Statement - Actuals vs. Budget

As of January 31, 2025

As of Date:

01/31/2025

	Month Ending 01/31/2025			Year To Date 01/31/2025		
	Actual	Budget Amount	Amount over Budget	YTD Amount	YTD Budget	YTD Variance
Revenue						
State Income						
4001 - State Case Mgmt	7,121	22,273	(15,152)	107,968	155,911	(47,943)
4002 - State SLS Mgmt	1,447	1,667	(220)	10,007	11,667	(1,660)
4003 - State EI Mgmt	73,783	98,925	(25,142)	510,437	692,479	(182,042)
4005 - State Basic EI	477,386	372,487	104,899	2,934,129	2,607,404	326,725
4010 - State Family & Children	39,197	90,019	(50,822)	602,850	630,137	(27,286)
4020 - State Uncollectable	0	0	0	0	0	0
4040 - State SLS	6,649	0	6,649	36,199	0	36,198
4201 - Eligibility Determination	10,617	15,388	(4,771)	60,986	107,712	(46,726)
Total State Income	616,200	600,759	15,441	4,262,576	4,205,310	57,266
Medicaid Revenue						
4300 - Medicaid Admin	182,017	111,756	70,261	925,082	782,296	142,787
4301 - Medicaid Case Mgmt	537,836	479,524	58,313	3,572,704	3,356,665	216,038
4330 - CES Services	6,744	0	6,744	68,091	0	68,091
4404 - Transportation	10,944	0	10,944	76,766	0	76,766
4406 - Dental	0	0	0	0	0	0
4407 - Spec Med Supplies	2,304	0	2,304	19,308	0	19,308
4409 - Vision	8,163	0	8,163	52,827	0	52,827
4420 - Uncollectible Medicaid	0	(417)	416	0	(2,917)	2,917
4441 - Medicaid State plan	0	1,000	(1,000)	0	7,000	(7,000)
4460 - Medicaid SLS Services	12,408	0	12,408	93,916	0	93,916
Total Medicaid Revenue	760,416	591,863	168,553	4,808,694	4,143,044	665,650
City and County						
4600 - Boulder Cnty Revenue	203,663	291,722	(88,060)	2,172,258	2,042,057	130,200
4601 - Broomfield Cnty Revenue	0	25,332	(25,331)	100	177,318	(177,217)
Total City and County	203,663	317,054	(113,391)	2,172,358	2,219,375	(47,017)
Other Government						
4250 - Section 8 Housing	10,149	9,166	982	50,834	64,167	(13,332)
4260 - Other Govt Grants	0	0	0	0	0	0
4630 - Other Government Income	2,550	1,667	884	12,575	11,666	908
Total Other Government	12,699	10,833	1,866	63,409	75,833	(12,424)
Other Revenue						
4730 - Realized Investment Earnings	0	0	0	0	0	0
4731 - Unrealized Investment Earnings	0	0	0	0	0	0
4735 - Interest Income	0	0	0	3,899	0	3,899
4740 - Private Pay	0	1,250	(1,250)	1,024	8,750	(7,726)
4741 - Uncollectible Private Pay	0	0	0	0	0	0
4745 - TRUST FUND REVENUE	23,000	6,833	16,166	124,472	47,834	76,639
4750 - Other Revenue	2,745	36,459	(33,713)	642,531	255,208	387,322
Total Other Revenue	25,745	44,542	(18,797)	771,926	311,792	460,134
Donations						
4775 - Misc Grants	0	1,083	(1,083)	0	7,583	(7,583)
Total Donations	0	1,083	(1,083)	0	7,583	(7,583)
Total Operating Revenue	1,618,723	1,566,134	52,589	12,078,963	10,962,937	1,116,026
Expenses						
Salaries						
5000 - Staff Wages	623,222	755,934	132,712	4,915,755	5,207,546	291,791
5001 - Staff Wages Overtime	1,019	7,342	6,323	11,964	50,579	38,615
5002 - Staff Wages Phone	5,995	5,977	(18)	39,470	41,174	1,704
Total Salaries	630,236	769,253	139,017	4,967,189	5,299,299	332,110
Payroll Taxes						
5005 - Payroll Taxes	61,057	61,231	174	441,090	421,811	(19,279)
5010 - Worker's Comp	2,964	6,262	3,299	24,419	43,141	18,722
Total Payroll Taxes	64,021	67,493	3,473	465,509	464,952	(557)
Benefits						
5015 - Employee Insurance	124,342	97,489	(26,854)	742,629	671,591	(71,038)
5022 - 403(b) Match Expense	0	16,280	16,280	8,590	112,146	103,556
5024 - 5024	0	0	0	0	0	0
5025 - Unemployment Benefits	0	129	129	0	895	894
5030 - Other Employee Benefits	6,760	34,342	27,582	97,754	236,574	138,821
5042 - Leave Accrual	0	0	0	0	0	0

Total Benefits	131,102	148,240	17,137	848,973	1,021,206	172,233
Professional Services						
5100 - Professional Services	49,060	42,165	(6,896)	733,431	295,154	(438,277)
5101 - Professional Services Client Care	0	0	0	0	0	0
5102 - Contract Labor	0	0	0	0	0	0
5105 - Prof Medical Services	0	0	0	0	0	0
5106 - Prof Other Med Services	254,289	190,416	(63,872)	1,644,463	1,332,917	(311,547)
5107 - Prof Dental	2,042	0	(2,042)	3,293	0	(3,293)
5108 - P of S - Env Eng	1,952	0	(1,951)	24,849	0	(24,849)
5109 - P of S - Transportation	22,002	0	(22,002)	146,874	0	(146,874)
5110 - Audit Expense	0	2,084	2,083	0	14,583	14,583
5111 - Legal	0	1,000	1,000	0	7,000	7,000
5112 - EI Interpreter Payroll	0	0	0	0	0	0
5114 - Prof Vision	11,123	1,333	(9,790)	83,350	9,333	(74,016)
5115 - Prof Behavior	5,913	30,167	24,254	98,965	211,167	112,202
5120 - Consultants	0	0	0	0	0	0
Total Professional Services	346,381	267,165	(79,216)	2,735,225	1,870,154	(865,071)
Staff Mileage & Travel						
5180 - Mileage Reimbursement	2,752	9,393	6,641	22,526	65,756	43,230
5190 - Travel/Entertainment	0	525	525	2,502	3,675	1,174
Total Staff Mileage & Travel	2,752	9,918	7,166	25,028	69,431	44,404
Staff Development						
5150 - Employee Education	0	3,097	3,097	4,625	21,678	17,052
5160 - Employee Events	196	1,684	1,488	12,087	11,783	(304)
5170 - Board Of Directors Events	0	166	167	0	1,167	1,167
Total Staff Development	196	4,947	4,752	16,712	34,628	17,915
Vehicle						
5200 - Fuel and Oil	0	0	0	0	0	0
Total Vehicle	0	0	0	0	0	0
Occupancy						
5300 - Rent	0	0	0	32,229	0	(32,229)
5301 - Occupancy Lease Expense	0	0	0	0	0	0
5310 - Building Maintenance	5,947	1,875	(4,072)	42,873	13,125	(29,748)
5320 - Electric	1,335	2,459	1,122	13,952	17,208	3,256
5321 - Water	64	461	399	702	3,232	2,529
5322 - Gas	1,570	1,125	(445)	5,150	7,875	2,726
5323 - Sewer	212	229	16	1,170	1,604	435
5324 - Trash	194	334	139	1,199	2,333	1,133
5325 - Cable	0	0	0	0	0	0
5330 - Janitorial/Supplies	2,154	1,333	(819)	12,419	9,335	(3,084)
Total Occupancy	11,476	7,816	(3,660)	109,694	54,712	(54,982)
Equipment						
5350 - Equipment Maintenance	0	1	0	180	6	(174)
5370 - Equipment Lease	1,117	1,381	264	12,092	9,665	(2,427)
Total Equipment	1,117	1,382	264	12,272	9,671	(2,601)
Supplies						
5400 - Office Expense	245	1,845	1,600	7,154	12,918	5,763
5401 - Printing/Copier Expense	0	175	175	0	1,223	1,223
5402 - Postage Expense	3,201	4,713	1,512	14,429	32,990	18,562
5410 - Medical/Client Supplies	2,284	0	(2,284)	17,845	0	(17,845)
5411 - Spec Med Equip	1,561	0	(1,561)	13,944	0	(13,944)
5420 - Other Supplies	264	15,055	14,790	45,504	105,384	59,881
5425 - Equip/Furn Over \$100	0	4,692	4,693	23,597	32,848	9,250
Total Supplies	7,555	26,480	18,925	122,473	185,363	62,890
Food						
Total Food	0	0	0	0	0	0
Telephone						
5450 - Telephone	0	2,250	2,250	564	15,750	15,186
5455 - T1/Computer Lines	1,244	1,240	(3)	10,534	8,680	(1,854)
Total Telephone	1,244	3,490	2,247	11,098	24,430	13,332
Dues & Fees						
5460 - Dues and Fees	6,191	1,369	(4,823)	33,101	9,578	(23,523)
5470 - Pubs and Subs	139	2,507	2,368	5,139	17,549	12,410
Total Dues & Fees	6,330	3,876	(2,455)	38,240	27,127	(11,113)
Interdepartment						
5689 - Interdept Exp Other	0	0	0	0	0	0
5699 - Int Rev General	0	0	0	0	0	0
Total Interdepartment	0	0	0	0	0	0
Insurance						
5700 - Liability Insurance	1,522	1,522	0	10,152	10,655	503
5710 - Property Insurance	1,262	1,262	0	8,834	8,834	0

5755 - Interest Expense	0	0	0	0	0	0
Total Insurance	2,784	2,784	0	18,986	19,489	503
Grants						
5550 - State Grant	39,792	90,019	50,227	604,953	630,137	25,185
5551 - Boulder County Grant	68,117	136,531	68,414	1,194,284	955,716	(238,569)
5552 - Broomfield County Grant	4,824	13,072	8,248	95,006	91,500	(3,507)
5553 - Emergency State Grant	0	0	0	0	0	0
5554 - City of Boulder	0	1,666	1,666	6,866	11,666	4,802
5556 - City of Lafayette	0	0	0	5,302	0	(5,303)
Total Grants	112,733	241,288	128,555	1,906,411	1,689,019	(217,392)
Interest						
Total Interest	0	0	0	0	0	0
Other Expense						
5421 - Technology Supplies	373	0	(372)	715	0	(715)
5500 - Consumer Activities	203	1,917	1,713	310	13,417	13,107
5505 - Audit Refunds	0	0	0	0	0	0
5800 - Advertising	0	417	416	0	2,917	2,917
5810 - Bad Debt Expense	0	0	0	0	0	0
5820 - Fund Raising Expense	0	0	0	0	0	0
5840 - Other Expense	(165)	0	165	186	0	(186)
5850 - Bank/Payroll Charges	295	416	122	887	2,916	2,029
5900 - In-Kind Expense	0	0	0	0	0	0
6043 - volunteer/donor reception	0	0	0	0	0	0
6044 - extraordinary item, income clawback	0	0	0	0	0	0
6045 - Staff Recognition, Management	0	0	0	0	0	0
6046 - Taxes - Sales/Property, Manage	0	0	0	0	0	0
6047 - Finance Charges	0	0	0	0	0	0
6048 - Conferences & Cont Ed	0	0	0	0	0	0
6049 - Donations	0	0	0	0	0	0
Total Other Expense	706	2,750	2,044	2,098	19,250	17,152
Depreciation						
8000 - Deprec Office Equip	0	0	0	0	0	0
8010 - Deprec Vehicles	0	0	0	0	0	0
8015 - Dep Expense Leased Vehicles	0	0	0	0	0	0
8020 - Deprec LH Imp	0	0	0	0	0	0
8030 - Deprec Bldg	7,750	7,750	0	54,250	54,250	0
8040 - Deprec Furnishings	0	0	0	0	0	0
8045 - Depreciation - Right of Use Asset	0	0	0	0	0	0
8050 - Amortization Expense	0	0	0	0	0	0
8060 - Purchase Discounts	0	0	0	0	0	0
8070 - Penalties	0	0	0	0	0	0
Total Depreciation	7,750	7,750	0	54,250	54,250	0
Total Expenses	1,326,383	1,564,632	238,249	11,334,158	10,842,981	(491,177)
Operating Margin	292,340	1,502	290,838	744,805	119,956	624,849
Other Income and Expenses	0	0	0	0	0	0
Net Income	292,340	1,502	290,838	744,805	119,956	624,849