

**Silver Key Senior Services  
Board of Directors Meeting  
December 12, 2017**

**Board attendance**

Steve Baron, Mary Ellen McNally, Carla Hartsell, Arlene Stein, Cheryl Solze, Julie Boswell, David Lord, Becky Hurley, Preston Briggs, Jan Martin, Amy Silva-Smith, Steve Hunsinger and Lynne Jones; Mike Rowe, Dick Wilhelm, and Steve Mulliken Foundation Board members.

**Guests**

Doris Rolston, Executive Director -Colorado Springs Osteopathic Foundation; JD Schlip, Gazette sponsor for Empty Stocking Fund; Biggs Kofford Auditors Greg Papineau & Josephus LeRoux; Stratagem CPA firm Tom Swart and Greg Livin

**Staff attendance**

Pat Ellis, Lorri Orwig, Robyn Handy, and Paula Humber

The meeting was called to order at approximately 4:05 pm by Chair, Steve Baron and introductions were made around the room.

Doris Rolston presented Pat Ellis with a grant check in the amount of \$11,500 for Silver Key Case Management services. Doris gave commendation to Silver Key for their services to seniors in the community.

JD Schlip of the Gazette gave an overview and history of the Empty Stocking Fund. Silver Key is one of 20 other organization that will receive a percentage of the monies raised through this fund. The Empty Stocking Funds runs from November 23, 2017 through January 19, 2018. Closing reception is scheduled for Saturday, February 3<sup>rd</sup> at the Penrose House at 5:30pm. Silver Key is expected to receive \$62,500 if the goal of \$1million is raised.

**Audit presentation**

Greg Papineau specified that the 18-month audit period went very well and had no adjustments. An audit draft was distributed to all. The A133 audit of the federal funds awarded also had no findings of adjustments, very clean audit. There were no issues from an internal control prospective. After review and discussion of some highlighted items in the draft, Arlene Stein moved to approve the audit as presented by Biggs Kofford and Strategem. Becky Hurley seconded the motion and the motion was unanimously approved.

**Consent Agenda**

Steve Baron requested a motion to approve the consent agenda which includes the minutes from the October 9, 2017 meeting and the CEO Report. Lynne Jones moved to approve the consent agenda and it was seconded by Amy Silva-Smith. The motion was unanimously approved.

**Financial Update**

The October Financials were included in the packets. Robyn Handy informed the board that the November & December financials would be available for the January board meeting. Please feel free to contact her if you are interested in reviewing them before January.

- Operating Reserve Policy – formal policy included in the packet. Robyn gave a brief overview of the purpose of said policy. Preston Briggs moved to approve the policy as presented. Amy Silva-Smith seconded the motion. The motion was unanimously approved.
- Revised Budget – included in the packet. After a review of the first four months in the new fiscal year, there were some line items that needed to be adjusted which include new hires, a marketing budget, and an increase to the minimum wage just to name a few. The revised

budget was approved and agreed to by the Finance Committee. Jan Martin moved to approve the fiscal year 2017-2018 revised budget as presented. Carla Hartsell seconded the motion. The motion was passed unanimously.

- Received word on a trust that will be terminating and Silver Key is expected to receive approximately \$175,000.

#### **Committee Updates:**

##### **Building Committee**

- Case management build out is expected to be complete mid-January; waiting on light fixtures;
- Waiting for flooring to complete the repairs from the water damage;
- Leases – Allied Associates is moving out; Steve Hunsinger offered assistance through Olive Realty to help find a replacement tenant;
- Goodwill – considering using the only unleased space available 1641 for their adult day care program
- Land – drawings have been provided by HB&A for temporary use as a community garden

##### **Capital Campaign**

- \$879K left to raise as reported by Lorri Orwig

##### **Marketing Committee**

- Preston Briggs remarked that the committee will meet in January to establish strategies going forward.

##### **Nominating Committee**

- Arlene Stein requested a motion to approve the 2018 slate of officers; list included in the packet. Lynne Jones moved to approve the officers as listed and Steve Hunsinger seconded the motion. The motion was unanimously approved.
- Arlene requested a motion to amend the Bylaws whereby the number of voting directors shall not be less than twelve or more than twenty five. Preston Briggs moved to approve the amendment and Becky Hurley seconded the motion. The motion was unanimously approved.

#### **Old Business**

- **Board Retreat**
  - A final report of the list of goals from the 2017 retreat will be available at the January Board meeting for discussion.
- **Joint Dispatch Call Center**
  - Reservationists will be returning to Silver Key this week;
  - City will be contracting the function of the One-Ride

#### **New Business**

- Department of Justice complaint letter
  - A diner and volunteer at a Golden Circle meal site submitted an ADA (Americans with Disabilities Act) discrimination complaint to the U.S. Department of Justice against Silver Key. In our preliminary investigation of the complaint, we found that the other diners at the apartment complex had complained about the individual's service dog and his handling of the dog while serving meals. We have been in contact with a mediation firm out of Washington, D.C. that this case was referred to; we have agreed to mediation with the complainant and are awaiting contact from the local mediator. In the meantime, the diner continues to participate in the lunch program at the facility 2-3 times per week but is no longer volunteering for Silver Key.

- Lorri Orwig shared a thank you letter written by one of our transportation clients.
- Pat Ellis presented Julie Boswell with a gift for her 24 years serving on the Board of Directors; also recognized was Steve Baron as outgoing Chair.

Meeting was adjourned at 5:20 p.m.

Respectfully submitted,

/s/ Amy Silva-Smith  
Amy Silva-Smith, Secretary

/s/ Paula Humber  
Paula Humber, Recorder