

Family Promise of Colorado Springs
Minutes of the Board of Trustees Meeting
March 19, 2024

Hybrid Meeting: First United Methodist Church and via Zoom

In Attendance:

Board Members in person: Rev. Judith (Judy) M. Owsley, President, Dorothy Horton, Sandra Kirby, Rev. Carrie West, Stephani Niblock, Tom Crago, Carl Stecker, Grace Banks and Kim Monjesky

Board Member present via Zoom: Jerry White

Employees in person: Jennifer Phillips, Executive Director

Employees via Zoom: Brandon Plunket, Family Services Program Manager

The meeting was called to order by President Judy Owsley at 5:31 p.m. A warm and enthusiastic welcome by President Owsley was extended to Kim Monjesky who has applied to join the board.

The agenda was approved by consensus.

Minutes: Minutes will be approved at the April Board Meeting.

REPORTS:

Finance Committee: Trustee Tom Crago provided an overview of the financial reports that were previously emailed to the Board members. He reported that the budget is being revised alongside with Jennifer and the Accounting Firm but is not ready to be presented to the Board at this meeting.

A motion to receive the financial report was made by Carl Stecker and seconded by Carrie West. The motion was passed unanimously.

The Finance Committee recommends that the Family Promise Board authorize splitting Family Promise cash funds between three banks to more efficiently utilize \$250,000 insurance limits through the FDIC/NCUA.

The Committee further recommends that the parties identified as account signatories should attempt to keep no more than two months of cash in the checking accounts and that all other funds be kept in money market accounts with FDIC/NCUA insured institutions until needed in the checking accounts.

Tom Crago suggested US Bank since they have been a prior donor to Family Promise. Jerry White suggests that the Finance Committee research and choose the FDIC/NUIC financial institutions.

- Operating (Checking & Savings)
- Reserve (Savings)
- Restricted (Checking & Savings)

Sandra Kirby moved that the Board authorize Jennifer Phillips, Executive Director Tom Crago, Treasurer and Judy Owsley, President to allow Family Promise to open accounts at three separate FDIC/NUIC-insured financial institutions. If a lead person is required by the financial institution Tom Crago, Treasurer, will assume responsibility on behalf of the board. Motion seconded by Carrie West. The motion was passed unanimously.

Tom Crago reported that the 2023 Audit is in draft form and there are no significant findings or deficiencies.

Tom Crago also reported an update on The Edge Parking Lot as noted in the Finance Committee meeting minutes.

Carl Stecker requested clarification on how income is categorized and other items on the financial reports. Jennifer Phillips stated that she and Tom are working with the Accounting Firm on the financial reporting and are revising the reports so that they are easier to understand what is operating vs. restricted funds.

Executive Director Report: Jennifer Phillips, Executive Director, provided status updates on Operations and Administration. Family Promise is actively pursuing multiple grants for operations and one large grant for a prevention program with grant writer's support.

Staff is working to update brochures. Jennifer has also joined several networking events.

Volunteer coverage for the Day Center has been difficult. Interns are leaving in June and Jennifer met with an individual who could potentially work part-time for oversight in the Day Center. This wage falls within the budget.

Plans for The Edge were re-submitted today after being rejected. Hope to have plans by next Friday

Jennifer asked Board to consider goals for 2025 for the annual meeting in December.

A new family, mother of three, will be entering the program later this week.

Jennifer noted that Brandon has been doing a great job updating forms from a trauma-informed perspective. The application is now also digital online to allow for easier access. Brandon is also working through policies and procedures.

Carl asked if the forms being updated makes it easier to utilize the Homeless Management Information System (HMIS). Brandon responded and said the HMIS system is not part of the intake process but is more a monitoring and informational system. However, there is about a 50% crossover in the information.

Jennifer updated that one of the families is moving out of the program. Brandon has been working with this guest on building a support system and due to that support this guest reconnected with family out of state and has been welcomed back to family and will be leaving this week.

Zach is doing a great job with the Volunteer Program and has been focused on understanding the program. He is now working to expand the program and is

helping to manage social media and get more of an online presence. Zach is also putting together a volunteer training event at the end of April.

Jennifer asked if the Board would be interested in being more active in legislative settings such as local hearings, etc. The Board voiced support.

COMMITTEE REPORTS:

Executive Committee: There were no questions relating to the written report previously provided to the Board.

Development Committee: There were no questions relating to the written report previously provided to the Board.

Events Committee: There were no questions relating to the written report previously provided to the Board.

Congregational Care Committee: There were no questions relating to the written report previously provided to the Board.

Policy and Personnel Committee: There were no questions relating to the written report previously provided to the Board.

CURRENT BUSINESS:

Legal Marijuana Policy - Brandon Plunkett discussed the background of the policy and his proposal of the Marijuana Policy that would allow Family Promise to consider acceptance of those families that have recommended use of THC by health care professionals.

Sandra Kirby asked about the Colorado Residency requirement and age limit. Tom Crago suggested that we remove the age limit. The board supported that the policy state that there must be doctor's written consent and abide by Colorado Law.

Carl noted that hosting congregations should have training regarding marijuana. Jennifer noted that Family Promise can not disclose any medical information

under the Colorado Privacy Act and can not disclose if a guest is using any type of prescribed substance.

Jerry and Tom feel that congregations should have a chance to weigh in on the policy change before it is enacted due to our no-tolerance policy in the past.

Carrie disagrees because Family Promise's commitment is to families first.

Judy suggested that personal phone calls go to leaders of the host congregations and give them background and reason to the policy change.

Carl would like to know if there are other Family Promise organizations in Denver, or in other states, that marijuana that we could use as basis for our policy.

Four families could not be considered since January due to red cards.

Brandon will look into other Family Promise policies on the matter and bring the policy back to the next regular meeting.

Dorothy asked if there were also families that could not be considered due to pets. Brandon and Grace noted that most families are able to find places but Jennifer mentioned that she would like to expand in the future to find foster families that could be on call for pets that are not able to find a place for their pets.

Development Strategic Plan: Jennifer Phillips, Executive Director, brought the Development Plan, previously provided to the Board, forward for questions and approval.

Sandra asked about tracking volunteer hours and Jennifer will meet with Zach on better tracking. Sandra also requested a review of the current list and look at the accuracy of the information and a way to keep it updated.

Sandra noted that it would be good to use Medicaid therapists when possible so that they can continue provider service after leaving the program.

Carl mentioned that he has an associate who has completed a web page regarding the Colorado Credit. Jennifer has assigned staff to create something about the tax credit that could be included with mailings.

The Development Committee moved to accept the Plan as provided. Carrie West seconded the motion. The motion was passed unanimously.

Estate Bequest: Tom Crago gave an update regarding the Finance Committee meeting as noted in the minutes. Jennifer said that she will no longer need an extra staff member for the Prevention Program and all of the funds would go to the program.

The program would roll out slowly so that we can keep the program high quality.

Dorothy asked how the fund would be replenished and Jennifer said that she has applied for grants and also hopes to use this as an opportunity to solicit more donations.

There is a strict criteria for the program so that there is accountability and learning opportunities for the families.

Tom Crago moved to use the funds for the program as brought forward by Jennifer. Grace seconded the motion. The motion was passed unanimously.

Acceptance of Kim's Monjesky Application- The Executive Committee moved to bring Kim onto the Board of Trustees. Grace seconded the motion. The motion was passed unanimously.

Adjournment: The meeting was adjourned at 7:44 p.m.

Next Board of Trustees Meeting: The next regularly scheduled meeting will be on Tuesday, April 16, at 5:30 p.m.

Respectfully Submitted By: Sandra Kirby