

## Disability Benefits Support Contract Committee

### Meeting Minutes

<b>Date and Time:</b>	January 10, 2014 from 2:00-3:30pm
<b>Location:</b>	1300 Broadway St. Denver, CO, Room 1F
<b>Attendance:</b>	<b>In person:</b> Marty Zimmerman, Clif Croan, and Donovan O'Dell, Hali Nurnberg (guest), Mark Simon, Julie Farrar (Arrived 2:35pm) <b>Phone:</b> Kristin Lupfer (Departed 3:00pm), Darla Stuart, Mellisa Umphenour (guest), Donna Downing, Josh Winkler
<b>Excused:</b>	David Henninger, Kelly Perez, Cindy Corwin
<b>Absent:</b>	Ryan Carson, Hope Krause, Mary Colecchi, John Weber

#### Notes:

- Meeting was called to order at 2:10pm when quorum was reached.
- Motion that the December 6, 2013 minutes are accepted (Mark and Donovan).  
**Corrections: Typos. Motion passed with 1 abstention (Josh).**
- Clif provided a Grants Committee update.
- The committee reviewed the statutory criteria:
  - (2) To be eligible for funding pursuant to this section, a project or program must:(a) (i) Demonstrate a capability to be self-sustaining or otherwise be able to develop long-term independent funding; and (ii) Have a governing body or board that is composed of persons with a demonstrated commitment to improving the lives of persons with disabilities and have a majority be persons with disabilities or family members of persons with disabilities;
  - The consensus was that there are a minimum of three people on a board.
  - If a board is comprised of family members a separate oversight committee of at least 6 people is required.
  - The consensus was that the business structure does not matter with two caveats:
    - DBSCC will not fund any sole proprietorships
    - If a company is a Sub S Corporation, they must also have a separate oversight committee of at least 6 people.
  - The consensus was that DBSCC can support new start ups if they have a fiscal agent or a fiscal sponsor.
  - A start-up is defined as any organization with less than three years of operations.
  - DBSCC will consider reducing the time with a fiscal agent based on success.
  - The consensus was that all applicants are required to show sustainability and accountability.
  - For sustainability:
    - They must provide a business/sustainability plan that clearly shows how they will make their ideas actionable and implemented.
    - We will create guidelines for a sustainability plan, we want them to create the actual plan.
  - For accountability the must follow the following schedule:

- After months one and two, four, and five – They will submit a 2 part review (each month). The first part will be a brief status report. The second part will be a high level financial update.
  - After months three, six, nine, and twelve – They will submit a more detailed review with the same two parts but in more details.
  - After month twelve – They are required to submit an independent evaluation of their program (also known as a program audit) to determine status, success and outcomes.
  - In any additional years, only quarterly reporting and the annual program audit will be required.
  - Two signatures from the chair of oversight group and the program implementer are required on each report.
- The consensus was that DBSCC would create a resource sheet that they would share with people who applied, not matter the outcome.
- Mark clarified that a fiscal sponsor is a third party entity that oversees the money and makes sure that someone handles their money appropriately. He also explained that it can take up to a year to get non-profit status from the IRS. Some will also operate under the sponsor's 501 C3 while theirs is pending.
- Donovan wanted to know if we need to further define fiscal sponsor. Marty will add it to the draft of the application.
  - Clif volunteers to lead the effort to create the list which would be categorized and refer people to larger organizations that provide resources.
    - Examples include: Colorado Bar Association for legal assistance; Arapahoe County Library System for business plan classes; the Small Business Association's mentor program; Chambers of Commerce, the Non-Profit Development Center, etc.
    - Clif agreed to create a vetting process to ensure that the resources are valid, helpful and relevant.
    - Clif also asked everyone to send him ideas categorized by functions and he will also ask the DBSCC as a whole.
    - Marty agreed to send Clif information on the Denver Foundation's Technical Assistance program to use as a resource.
- **If committee members have more resources to add to the list, send them to Marty by January 20.**
  - The consensus was that we will require other contributing funding sources but that we will not keep this as a hard and fast rule. For start-ups we will not be as stringent as we will be for recurring programs.
  - Mark explained:
    - We have about \$800,000 in the fund right now and \$30,000 will be flowing into the fund annually.
    - The longer we take to give the money away, the more issues it will cause.
  - At the previous meeting the committee had decided to give out loans in addition to grants. The consensus from the discussion was that for loans DBSCC will charge 4% interest on the loan.

- The question arose as to how to handle a company that wants to give shares instead of pay back the loan or the loan interest. The committee decided to approach this situation after further thought and at another meeting.
- Other decisions made:
  - The committee decided that electronic submissions are preferred, but not required.
  - The DBSCC coordinator will make alterations to the applications (enlarge font, larger copies, etc.) to ensure that reviewers with specific disabilities can participant as equal members.
- Re mission statement: Kristin suggested that we make the mission statement more specific with the focus of DBSCC.
- Julie provided the AG's Office Update: The person who is the AG office liaison (John L) finally approved the bylaws and the concept of the loan (that Josh wrote). Marty wrote up the MOU and sent it to Kelly at the Governor's office. We will be able to start getting that money flowing to LPAG.
- Marty provided the Administrative Update: When it comes to the grants we need to develop the process for how to give out the grants and loans. We need to identify who we are sending the RFP to and how will we disseminate it. Committee members should create a list of places to invite for grants/loans. Either send to Marty or add to the list in Dropbox. We want a broad reach. Also think about list-servs that we could forward to it.
- Hali is going to be helping with some of the administrative stuff (meeting announcements, etc.) so that Marty is available for the more grant specific stuff as it gets going.
- Marty works up to 40 hours per month. He shared the time he did spend. He will try to keep it under the 40. Wants to cover the work and he doesn't want to go overboard and wants to leave us with more money to give away. He'll try to keep it at a balance.
- Marty shared his time and miles log. The total is \$1,020.
- Marty and Hali stepped out of the room for the vote.
- **Motion to reimburse Marty for work spent 11/30/13 – 12/31/13. No abstentions. No opposed. Motion carried.**
- Marty presented the Operating Expenditure budget for 2014 for review.
- Donna asked about the \$500 listed for postage. It was clarified that the \$500 was the amount budgeted, but that it was not spent.
- Marty noted that we are a full month behind in reporting. Julie brought up that this will be a problem once the committee starts spending.
- Julie questioned whether there was clarification on a previous question regarding the rollover of funds to the new year as we were previously told by conflicting information. Mark agreed to clarify with Steadman to ensure, in writing, that money stays in the fund and does not get transferred into the general fund at year's end. It was suggested that, if necessary, the Joint Budget Committee staff can write a letter supporting this. It was agreed that having this clarification in writing as soon as possible would be a good idea.

- Further investigation into the issue of funds revealed that the official language indicates that money remains in the fund. We need to make sure that the JBC understands that the fund is continuing and not annual appropriation.
  - Donna had a question regarding the deadline of funding allocation indicated on the expense budget and whether the June deadline referred to a commitment of funding or an actual disbursement. It was agreed that it meant disbursement, but that not all the money had to be given away at that point.
  - Marty asked if there was any remaining business.
  - Darla had a question regarding committee work and by-law policies. It was agreed that we need to look back through the past meeting minutes to clarify.
  - Next Grants Sub-Committee meeting is Thursday, January 23rd, 1:30 – 3:00 pm via conference call.
  - Next meeting is February 7, 2014 at 2:00-3:30pm at 1300 Broadway, room 1F.
  - **Meeting Adjourned at 3:11pm.**
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**Minutes were approved on 2/7/14.**