

# Meeting

Illinois Valley Watershed Council is inviting you to a scheduled Zoom meeting. You may also attend in person at 331 E Cottage Park Drive Suite 1B- Cave Junction

Topic: Illinois Valley Watershed Council Monthly Meeting

Time: February 2, 2023 6:00pm

Join Zoom Meeting

<https://us06web.zoom.us/j/4738236869?pwd=Z1ZxVlkyYUtWUkprMVVLL3BwdzdoZz09>

Meeting ID: 473 823 6869

Passcode: SaveFish

One tap mobile

+13462487799,,4738236869#,,,,\*76632288# US (Houston)

+16699006833,,4738236869#,,,,\*76632288# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 473 823 6869

Passcode: 76632288

Find your local number: <https://us06web.zoom.us/j/kq9K0ESEz>



**Illinois Valley Watershed Council**  
331 E Cottage Park Suite 1B - P.O. Box 352  
Cave Junction, OR 97523  
Phone: 541-592-3731

**Monthly Council Meeting Agenda**  
*February 2, 2022*                      *IVWC Office/ZOOM*

- I. 6:00 PM: Call to Order
  
- II. 6:05 PM: Acceptance of Minutes
  
- III. 6:15 PM: Old Business
  - a. Strategic planning update
  - b. Budget Committee Report  
Action
  - c. Water Quality Monitoring
  
- IV. 6:30 PM: New Business
  - a. Don Young re-appointment
  - b. Bank Signers- Umpqua  
Bank
  - c. Water league Update
  
- V. 6:40 PM: Council Updates & Staff Reports
  - a. Kevin report
  - b. Arlyse report
  
- VI. 6:50 PM: Public Comments (Relating to this agenda or IVWC Operations)
  
- VII. 7:00 PM: Adjournment

## Meeting Minutes

Meeting Called to Order January 5, 2022, by Katrina Poydack, Interim Chair at 6:05 pm

### ATTENDEES

### ZOOM ATTENDEES

### ABSENTEES

|                         |                        |              |
|-------------------------|------------------------|--------------|
| Katrina Poydack         | Marcy Sowa             | James Gurley |
| Don Young               | Gene Merrill           |              |
| Bob Schmidt             | Joy McEwen until @6:30 |              |
| Patricia Downing        |                        |              |
| Janice Denney           |                        |              |
| Carol Crawford          |                        |              |
|                         |                        |              |
| Kevin O'Brien (Staff)   |                        |              |
| Arlyse DeLoyola (Staff) |                        |              |
|                         |                        |              |
|                         |                        |              |
|                         |                        |              |

### SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the December ,2022 meeting were presented to the council for review.
  - **Bob Schmidt made a motion to approve the minutes as presented.**
  - **Don Young seconded that motion.**
  - **The motion carried without dissent.**
- **Financials:** The Financial Reports for December 2022 and July 1, 2022 – December31, 2022, were presented to the Council for review.
  - **Carol Crawford made a motion to accept the financial reports.**
  - **Patty Downing seconded that motion.**
  - **Discussion was held, and due to the fact that the reports were not available ahead of the meeting for review the motion was stricken.**
  - **Gene Merrill made a motion to table the financial reports to the February Meeting**
  - **Carol Crawford seconded the motion**
  - **The motion passed without dissent.**

### OLD BUSINESS

- **Strategic Planning Update**

Patty Downing presented a written report of the progress made by the Transition team of Gene Merrill, Patty Downing, Katrina Poydack, Kevin O'Brien and John Bellville. Kevin is working on the Ford family Foundation grant currently. The team will create a work plan for structural work and service work for the next few years. Gene suggested creating a Google Doc so that members could review and make suggestions as needed. Marcy asked about how we will know when we have completed the process.

-

- **Payroll Services Update**
  - Arlyse reported that the first pay-period in the ASO system is in process. So far the transition has been smooth. Cardinal has assigned a team leader and he has been in contact with her to assure everything is completed on time. Workers Compensation insurance has been secured and a BIN has been received from the State of Oregon.

## **NEW BUSINESS**

---

- **Cost of Living Adjustment Review**
  - As suggested at the June meeting, it is now time for the budget committee to meet and review salaries and cost of living. The meeting was set for Monday, January 23 at 10:00am in the office. Arlyse will contact Bob Webb.
- **Health Insurance changes:**
  - Arlyse and Kevin explained that Kevin’s health insurance cost with our provider were increasing significantly this year. An option to have Kevin search out his own plan on the Marketplace was determined to be best for the organization and Kevin as well. Arlyse asked if the board would consider giving Kevin an annual bonus instead of providing “group” coverage. This option would be about half the cost of what was paid last year.
  - **Patty Downing made a motion to grant Kevin O’Brien a \$3600 bonus in lieu of health coverage.**
  - **The motion was seconded by Bob Schmidt**
  - **The motion passed without dissent.**
- **Internal Controls Committee**
  - Kevin stated that he thought we needed a committee to review policies and procedures as part of the transition. He asked for volunteers to serve.
  - **A motion was made by Patty Downing to form an Internal Controls Committee including Janice Denney, herself, Katrina Poydack and Kevin O’Brien**
  - **The motion was seconded by Bob Schmidt**
  - **The motion passed without dissent.**
  - Kevin will gather the documents for review.
- **Appointment of a new “check the checks” person**
  - Katrina is needed to become a check signer, so a new “Check the Checks” person will be necessary for reviewing the Council’s monthly bank statements. Patty Downing volunteered to do this job.
  - **A motion was made by Janice Denney to make Patty Downing the ‘Check the Checks’ person for the Council**
  - **Bob Schmidt seconded the motion.**
  - **The motion passed without dissent.**
- **Bank Signatories**
  - **A motion was made by Marcy Sowa to assign to following Council members as signatories on the Umpqua Bank accounts: Marcy Sowa, Jim Gurley, Carol Crawford, Don Young, Katrina Poydack, Gene Merrill, Joy McEwen, and Janice Denney and remove the following associate members as signers: Robert Webb, Bill Reid and Rhett Nelsen.**
  - **Janice Denney seconded the motion**
  - **The motion passed without dissent.**

A representative from Umpqua bank plans to attend the February meeting to collect the signature forms. All signers should be present and prepared for this. Arlyse will email the forms to those who attended this meeting via ZOOM.

## **CONTINUING**

---

- **Staff and partnering agency reports were presented to the board:**
    - Kevin reviewed his report.
    - He noted that he did not get the Crooks Creek grant application completed in time and will be looking to other sources of funding.
    - Dasher Meadow final monitoring visit is completed and reports will be going in.
    - The Ford Foundation Grant is being written now.
    - He will be working with the Basin Team on some of the ideas that were presented at the December SWCD meeting by Randy White.
  - Arlyse reviewed her report emphasizing that the Council received a payroll tax refund recently that was an excellent boost to the unrestricted fund.
- 

## **NEXT MEETING**

---

The next meeting is to be held at 6:00 pm on February 2, 2023 at the office and via ZOOM. Details will be in your packets.

## **ADJOURNMENT**

---

Meeting Adjourned by Katrina Poydack, Interim Chair, at 7:45 PM.

APPROVED MINUTES: \_\_\_\_\_

DATE: \_\_\_\_\_

## Illinois Valley Watershed Council

## Balance Sheet

As of December 31, 2022

---

|                                       | <u>Dec 31, 22</u>        |
|---------------------------------------|--------------------------|
| <b>ASSETS</b>                         |                          |
| Current Assets                        |                          |
| Checking/Savings                      |                          |
| Checking Account                      | 102,787.83               |
| IVWC PayPal                           | 574.64                   |
| Total Checking/Savings                | <u>103,362.47</u>        |
| Total Current Assets                  | <u>103,362.47</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>103,362.47</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                          |
| Equity                                |                          |
| Unrestricted Net Assets               | 136,295.86               |
| Net Income                            | <u>-32,933.39</u>        |
| Total Equity                          | <u>103,362.47</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>103,362.47</u></b> |

Illinois Valley Watershed Council  
**Profit & Loss**  
December 2022

---

|                              | <u>Dec 22</u>            |
|------------------------------|--------------------------|
| Ordinary Income/Expense      |                          |
| Income                       |                          |
| Contributions Received       |                          |
| Contributions - Unrestricted | 225.00                   |
| Total Contributions Received | 225.00                   |
| Employee HB Cont             | 59.17                    |
| Total Income                 | 284.17                   |
| Gross Profit                 | 284.17                   |
| Expense                      |                          |
| Contracted Services          | 2,840.00                 |
| Insurance                    |                          |
| Workers Comp Insurance       | 225.36                   |
| Total Insurance              | 225.36                   |
| Other                        |                          |
| Copier Lease                 | 79.41                    |
| Internet Services            | 21.25                    |
| Payroll Fees                 | 266.43                   |
| PO Box Rent                  | 106.00                   |
| Rent Expense                 | 520.00                   |
| Telephone                    | 84.10                    |
| Total Other                  | 1,077.19                 |
| Salaries & Wages             |                          |
| 401K Automatic Contribution  | 300.03                   |
| Employer Matching Funds 401K | 69.03                    |
| Salaries & Wages - Other     | 6,585.25                 |
| Total Salaries & Wages       | 6,954.31                 |
| Total Expense                | 11,096.86                |
| Net Ordinary Income          | -10,812.69               |
| Net Income                   | <u><u>-10,812.69</u></u> |

## Illinois Valley Watershed Council

## Profit &amp; Loss

July through December 2022

|   | <u>Jul - Dec 22</u> |
|---|---------------------|
| <b>Ordinary Income/Expense</b>              |                     |
| <b>Income</b>                               |                     |
| <b>Contributions Received</b>               |                     |
| Contributions - Unrestricted                | 350.00              |
| Contributions Received - Other              | 91.51               |
| <b>Total Contributions Received</b>         | <u>441.51</u>       |
| Employee HB Cont                            | 59.17               |
| <b>Grants Received</b>                      |                     |
| Government Grants                           | 38,982.00           |
| <b>Total Grants Received</b>                | <u>38,982.00</u>    |
| <b>Total Income</b>                         | <u>39,482.68</u>    |
| <b>Gross Profit</b>                         | 39,482.68           |
| <b>Expense</b>                              |                     |
| <b>Contracted Services</b>                  |                     |
| Accounting Fees                             | 990.00              |
| Contracted Services - Other                 | 24,745.00           |
| <b>Total Contracted Services</b>            | <u>25,735.00</u>    |
| <b>Insurance</b>                            |                     |
| General Liability Insurance                 | 829.00              |
| Workers Comp Insurance                      | 225.36              |
| <b>Total Insurance</b>                      | <u>1,054.36</u>     |
| <b>Other</b>                                |                     |
| Bank Fees                                   | 29.84               |
| Copier Lease                                | 436.52              |
| Dues & Subscriptions                        | 250.00              |
| Internet Services                           | 190.00              |
| Payroll Fees                                | 798.03              |
| PO Box Rent                                 | 106.00              |
| Rent Expense                                | 3,370.00            |
| Telephone                                   | 508.55              |
| <b>Total Other</b>                          | <u>5,688.94</u>     |
| <b>Project Expenses</b>                     |                     |
| Contract Labor                              | 3,520.00            |
| Materials & Supplies                        | 5.00                |
| Travel - Mileage                            | -524.46             |
| <b>Total Project Expenses</b>               | <u>3,000.54</u>     |
| <b>Salaries &amp; Wages</b>                 |                     |
| 401K Automatic Contribution                 | 351.26              |
| Employer Matching Funds 401K                | 96.26               |
| Medical Insurance                           | 486.68              |
| Salaries & Wages - Other                    | 19,226.31           |
| <b>Total Salaries &amp; Wages</b>           | <u>20,160.51</u>    |
| <b>Supplies &amp; Materials</b>             |                     |
| Postage, Mailing Service                    | 184.39              |
| Supplies & Materials - Other                | 14,520.09           |
| <b>Total Supplies &amp; Materials</b>       | <u>14,704.48</u>    |
| <b>Taxes</b>                                | 164.00              |
| <b>Training and Associated Travel</b>       |                     |
| Lodging                                     | 928.10              |
| Mileage                                     | 595.26              |
| Training and Associated Travel - Other      | 384.88              |
| <b>Total Training and Associated Travel</b> | <u>1,908.24</u>     |



**Illinois Valley Watershed Council**  
**Profit & Loss**  
July through December 2022

---

|                     | <u>Jul - Dec 22</u>      |
|---------------------|--------------------------|
| Total Expense       | <u>72,416.07</u>         |
| Net Ordinary Income | <u>-32,933.39</u>        |
| Net Income          | <u><u>-32,933.39</u></u> |

|                            |   |               |                    |                   |  |
|----------------------------|---|---------------|--------------------|-------------------|--|
| EXPENSES:                  | <b>OWEB Capacity Grant 21-23 (ending 6/30/23)</b> |               |                    |                   |  |
| <i>Category</i>            | <i>Total Budgeted</i>                             | <i>Actual</i> | <i>Remaining</i>   | <i>%remaining</i> |  |
| Wages/Salaries             | \$111,641.00                                      | \$50,497.83   | \$61,143.17        | 55%               |  |
| Contracted Services        | \$8,100.00  | \$5,390.00    | \$2,710.00         | 33%               |  |
| Travel                     | \$2,000.00  | \$1,491.04    | \$508.96           | 25%               |  |
| Supplies/Materials         | \$2,000.00  | \$2,316.98    | -\$316.98          | -16%              |  |
| Other(rent/phones/copie    | \$24,724.00                                       | \$19,419.66   | \$5,304.34         | 21%               |  |
| Total                      | \$148,465.00                                      | \$79,115.51   | \$69,349.49        | 47%               |  |
| Time remaining- 8.5 months |   |               |                    |                   |  |
|                            | <i>Actual Cash on hand 1/23</i>                   |               | <i>\$46,116.49</i> |                   |  |

|                     |                                 |               |                   |                   |  |
|---------------------|---------------------------------|---------------|-------------------|-------------------|--|
| EXPENSES:           | <b>Old Forest Service Agmt</b>  |               |                   |                   |  |
| <i>Category</i>     | <i>Total Budgeted</i>           | <i>Actual</i> | <i>Remaining</i>  | <i>%remaining</i> |  |
| Wages/Salaries      | \$45,789.75                     | \$88,362.82   | -\$42,573.07      | -93%              |  |
| Contracted Services | \$253,998.24                    | \$206,198.76  | \$47,799.48       | 19%               |  |
| Supplies/Materials  | \$2,272.70                      | \$5,306.78    | -\$3,034.08       | -134%             |  |
| Travel              | \$1,439.31                      | \$3,464.66    | -\$2,025.35       | -141%             |  |
| Total               | \$303,500.00                    | \$303,333.02  | \$166.98          | 0%                |  |
|                     | <i>Actual Cash on hand 1/23</i> |               | <i>\$2,166.98</i> |                   |  |

|                      |                                       |               |                    |                   |  |
|----------------------|---------------------------------------|---------------|--------------------|-------------------|--|
|                      | <b>Forest Service Page/Dunn Creek</b> |               |                    |                   |  |
| <i>Category</i>      | <i>Total Budgeted</i>                 | <i>Actual</i> | <i>Remaining</i>   | <i>%remaining</i> |  |
| Wages/Salaries       | \$4,672.00                            | \$1,030.61    | \$3,641.39         | 78%               |  |
| Contracted Services  | \$46,328.00                           | \$19,130.00   | \$27,198.00        | 59%               |  |
| Supplies & Materials | \$9,000.00                            | \$9,000.00    | \$0.00             | 0%                |  |
| Total                | \$90,000.00                           | \$29,160.61   | \$60,839.39        | 68%               |  |
|                      | <i>Actual Cash on hand 1/23</i>       |               | <i>\$14,511.39</i> |                   |  |

|                     |                                   |               |                   |                   |  |
|---------------------|-----------------------------------|---------------|-------------------|-------------------|--|
| EXPENSES:           | <b>OWEB Page Creek Complexity</b> |               | <b>12/31/2022</b> |                   |  |
| <i>Category</i>     | <i>Total Budgeted</i>             | <i>Actual</i> | <i>Remaining</i>  | <i>%remaining</i> |  |
| Wages/Salaries      | \$10,240.00                       | \$10,878.49   | -\$638.49         | -6%               |  |
| Contracted Services | \$55,620.00                       | \$41,210.00   | \$14,410.00       | 26%               |  |
| Supplies/Materials  | \$15,330.00                       | \$21,941.18   | -\$6,611.18       | -43%              |  |
| Travel              | \$752.00                          | \$30.65       | \$721.35          | 96%               |  |
| Indirect            | \$8,195.00                        | \$7,406.73    | \$788.27          | 10%               |  |
| Post Grant          | \$3,060.00                        | \$0.00        | \$3,060.00        | 100%              |  |
| Total               | \$93,197.00                       | \$81,467.05   | \$11,729.95       | 13%               |  |
|                     | <i>Actual Cash on hand 1/23</i>   |               | <i>\$7,400.00</i> |                   |  |

|                    |                                 |  |
|--------------------|---------------------------------|--|
| EXPENSES:          | <b>Unrestricted Funds</b>       |  |
| <i>Category</i>    | <i>Actual cash on hand 1/23</i> |  |
| Bottledrop Account | <b>\$1,071.01</b>               |  |
| Paypal Acct        | \$572.22                        |  |
| Unrestricted       | \$33,414.34                     |  |
| Total              | \$35,057.57                     |  |
|                    | <i>Actual cash on hand 1/23</i> |  |

2023 IVWC Budgeting Possible COLA This Biennium Through June 30 2023

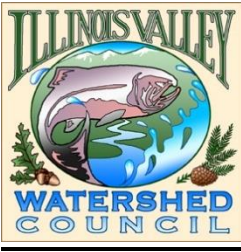
| Raise for both                           | Hourly  | Hourly | Max Retirement | Hourly rate | Est.  | Annual      | Insurance  | Payroll fees | Wkrs Comp | 6 month cost        | Capacity           | Other Grants | Unrestricted | Total       |
|--|---------|--------|----------------|-------------|-------|-------------|------------|--------------|-----------|---------------------|--------------------|--------------|--------------|-------------|
| Employee                                 | wage    | taxes  | Contribution   |             | Hours | Total       |            |              | Total     |                     | \$ remaining       | Remaining    | Available    | Available   |
| COLA based on CPI                        |         |        |                |             |       |             |            |              |           |                     |                    |              |              |             |
| Kevin                                    | \$31.86 | \$3.52 | \$3.19         | \$38.57     | 2080  | \$80,225.00 | \$3,600.00 | \$600.00     | \$112.68  | \$84,538.28         | \$43,347.71        |              |              |             |
| Arlyse                                   | \$23.36 | \$2.58 | \$2.34         | \$28.28     | 624   | \$17,646.72 |            | \$600.00     | \$112.68  | \$18,359.40         | \$9,519.98         |              |              |             |
|  |         |        |                |             |       |             |            |              |           | <b>\$102,897.68</b> | <b>\$52,867.69</b> | \$60,000.00  | \$4,096.00   | \$33,414.00 |
| Current wages                            |         |        |                |             |       |             |            |              |           |                     |                    |              |              |             |
| Kevin                                    | \$30.00 | \$3.42 | \$3.00         | \$36.42     | 2080  | \$75,753.60 | \$3,600.00 | \$600.00     | \$112.68  | \$80,066.28         | \$40,033.14        |              |              |             |
| Arlyse                                   | \$22.00 | \$2.51 | \$2.20         | \$26.71     | 624   | \$16,667.04 |            | \$600.00     | \$112.68  | \$17,379.72         | \$8,689.86         |              |              |             |
|  |         |        |                |             |       |             |            |              |           | <b>\$97,446.00</b>  | <b>\$48,723.00</b> | \$60,000.00  | \$4,096.00   | \$33,414.00 |
| Consumer Price Index increase 2022- 6.2% |         |        |                |             |       |             |            |              |           |                     |                    |              |              |             |

Comparables Not updated since June 22  
 Comp. Fed pay GS-  
 Kevin 11 step 9 or 10  
 Arlyse 8 step 3 or 4 (if full time)  
 Comp. State pay  
 Kevin Ntl Resource Spec. 3 (\$28.45-\$43.53)  
 Arlyse Office Specialist 2 (\$17.02-\$24.69)

| 2023 IVWC Budgeting Possible COLA Next Biennium- year 1 July 1 2023 through June 30 2024 |         |        |                |             |       |             |           |              |           |                     |
|--|---------|--------|----------------|-------------|-------|-------------|-----------|--------------|-----------|---------------------|
| Raise for both   | Hourly  | Hourly | Max Retirement | Hourly rate | Est.  | Annual      | Insurance | Payroll fees | Wkrs Comp |                     |
| Employee   | wage    | taxes  | Contribution   |             | Hours | Total       |           |              |           | Total               |
| Example 3 (CPI%)   |         |        |                |             |       |             |           |              |           |                     |
| Kevin  | \$31.86 | \$3.52 | \$3.19         | \$38.57     | 2080  | \$80,225.60 | 3,600.00  | \$600.00     | 112.68    | \$84,538.28         |
| Arlyse   | \$23.36 | \$2.58 | \$2.34         | \$28.28     | 624   | \$17,646.72 |           | \$600.00     | 112.68    | \$18,359.40         |
|  |         |        |                |             |       |             | Total     |              |           | <b>\$102,897.68</b> |
| Current wages  |         |        |                |             |       |             |           |              |           |                     |
| Kevin  | \$30.00 | \$3.42 | \$3.00         | \$36.42     | 2080  | \$75,753.60 | 3,600.00  | \$600.00     | \$112.68  | \$80,066.28         |
| Arlyse   | \$22.00 | \$2.51 | \$2.20         | \$26.71     | 624   | \$16,667.04 |           | \$600.00     | 112.68    | \$17,379.72         |
|  |         |        |                |             |       |             |           |              |           | <b>\$97,446.00</b>  |

Projected Income Sources for salaries:

|                                       | Est avail.  | % coverage |                                   |           |             |
|---------------------------------------|-------------|------------|-----------------------------------|-----------|-------------|
|                                       |             | Current    | Example 1                         | Example 2 | Example 3   |
| OWEB Capacity                         | \$52,820.50 | 54%        | 48%                               | 46%       | 51%         |
| District grants                       | \$4,400.00  | 5%         | 4%                                | 4%        | 4%          |
| USFS grants                           | \$16,678.29 | 17%        | 15%                               | 15%       | 16%         |
| Total SWB available before new grants | \$73,898.79 |            |                                   |           |             |
| Future needed                         |             |            | Available unrestricted if unused: |           | \$33,414.00 |
| Current                               | \$23,547.21 |            |                                   |           |             |
| Example 1                             | \$36,628.83 |            |                                   |           |             |
| Example 2                             | \$40,661.45 |            |                                   |           |             |
| Example 3 (CPI%)                      | \$28,998.89 |            |                                   |           |             |



## **February, 2023 Staff Report of the IVWC Watershed Coordinator**

(1/26/2023)

**Crooks Creek Project:** Hibernating til spring. 😊 Ready to build.

**Strategic Planning Project:** Phone conference with Rob Hambleton on Sunday, 1/22/23 to revisit schedules and timeframe. All good with Rob for availability through spring. He's planning to do a lot of the work on weekends. Ford application started now and likely submitted to them by our meeting next week.

**Restoration Partnership with Josephine County:** Preliminary planning stage... a lot of gathering information and making contacts/lining folks up. This is likely to grow over time, so I am doing my best to plan for and lay a solid and adequate foundation. More at the meeting.

**Water Quality Monitoring Program:** We continue to work with IVSWCD implementing the ODA capacity grant that will cover sampling through June, 2023. John is planning to submit another monitoring application through ODA when the next offering (?!?) comes available, and I'm planning to submit one to OWEB during their spring open solicitation for monitoring programs. John and I met with Bill Joerger this week to talk about potential modifications/improvements to our program going forward, including consideration of additional sampling to cover potential pollution events. More at the meeting about the discussion with Bill as a representative of the Water League Board of Directors.

**501(k) program:** Effective with the current pay period, I'm contributing 5% pre-tax and the WC matches that with 10%. Thank you!

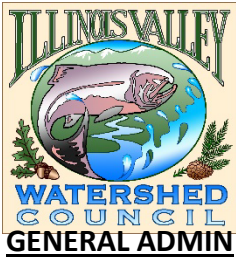
**Health Insurance:** I enrolled for coverage through the market. Thank you for the bonus!

**Tidbits to touch on at the meeting:**

- Fish Passage Workgroup
- Small Grant Review Team
- Stream Cleanups
- Finishing SWCD stuff with John

Respectfully submitted,

Kevin O'Brien, Watershed Coordinator



**Arlyse DeLoyola**  
*Office Manager*  
Staff Report February 2023

- Payroll submitted
- Payroll accrual tracked.
- Grant specific expense tracking in QuickBooks and Excel.
- Preparations for board meeting (pre-meeting packet assembly, QB reporting, coordinating agenda, minutes).
- Kept up with partnering agencies' newsletters and memos.
- Reconciled QB account for January. (before meeting)
- Voicemails, email and phone calls.

I am placing December's financials in the emailed/mailed version of your meeting packets and the January information will be available at the meeting.

This meeting snuck up on me since it's the first just a week after the District Meeting, so this report will be brief!

I have input the first two pay periods into QuickBooks, but not without some advice-seeking and analysis as it is VERY different than co-employment! There may even be changes made later as needed, but I think I have a handle on it.

We had a productive budget meeting Monday and Kevin and I are continuing to prepare for the upcoming Capacity Grant application.

Happy Groundhog's day!!

