

## **Denver College Success Corporation Board Meeting**

**8-10 am.**

### **Denver Preschool Program Offices**

**305 Park Ave W B, Denver, Colorado 80204 June 5, 2019**

#### **Attendees**

**Board Members:** Steve Kurtz, Angela Cobian, Chris Herndon, Mark Goodman, Akasha Absher

**Attorney:** Trey Rodgers

**City Representatives:** Dionne Williams

**Public:** No attendees

**Call to Order:** SK called the meeting to order

#### **Overview - SK**

##### Questions/Thoughts to for the Board to consider:

- Is DCSC an educational organization? Or is it just a funder and capacity builder for people/organizations to get scholarship funding.
- DCSC is dispersing money from the city to nonprofit scholarship organizations and may or may not provide them with better tools and systems to deploy those scholarships depending on what the Board decides
- It is the Board's responsibility to create a clear vision for the next 8 -10 years, establish goals and decide whether the organization wants to capacity build

- As far as outcomes, the Board should think about outcomes such as improving the lives of people that would not have had an opportunity? As well as potentially improving the workforce in Denver?
- These goals and vision for outcomes will help the Board determine how it is going to operate, and what type of staff the organization will need in the long-term?
- July 10th meeting will be the vision meeting led by Angela
- This meeting will focus on the immediate needs of DCSC such as:
- Hire an attorney
- Move the contract forward
- Establish goals for the next few weeks

### **Executive Director Discussion – AC, AA**

- The Sub Committee of the Board (Theresa, Akasha and Angela) met and did some research on search firms and created an executive director job description. The question arose that the Sub Committee opened for discussion:
- Does the Board want to find an Interim Executive Director or interim operations person instead of hiring a more permanent ED?
- SK: an interim operations person is a good option, thinks a search is expensive and after the vision and mission is set by the Board
- MG: wanted some clarification on operations person, needs some higher level thinking
- AA: clarified that the Committee was think more of a COO.
- SK: a COO is a good option can be boots on the ground and also handle some of the community issues
- MG: highlighted SK's comments earlier- what we end up becoming over time, at the moment the spirit and intent from the voters is that DCSC is a clearinghouse, and therefore may not need a visionary Executive Director, there is the possibility of just needing a COO for the next 1 year or 2 year.
- MG: A loaned Executive is still a possibility, and admin process (pro bono)

- Board Consensus is to hire a COO/Operations type person in the interim, timeline to be defined (start with at least 9 mos).
- Action Items (Sub Committee)
- Create a job description
- Email to Board to send resumes
- Put the word out to other organizations that we are pursuing – design a email to send the organizations
- TP let know the search firms we are postponing the search indefinitely
- Sub Committee will vet resumes and bring 3 candidates to the Board

### **Law Firm Recommendation – MG**

- MG recommends Trey Rogers
- Experienced attorney with 22 years in law
- experience in nonprofits
- Trey has worked with the interim Board and began the initial drafting of the contract with the City
- He has relationships with City Attorney's office
- Trey has a passion for this work he believes education has been historically a public good and Tabor has hurt the states' ability to fund higher education
- History with DCSC – TR
- Involvement started a year and half ago, worked with DMCC and Lorii Rabinowitz to take the 2015 initiative and make changes to help it get approve. Worked throughout the campaign
- after passage, in early Dec had a meeting with City Attorney's office to move this forward, a lot of work needed to get done in a year to get things started in 2020 and the interested parties didn't want to wait till the mayor appointed the Board so an interim Board was selected to:
  - crafting articles and bylaws
  - drafting an initial contract with the city
  - put together timeline to help the appointed Board
  - SK opened for questions about hiring Trey Rogers
  - AC asked about any conflicts?

- Trey Rogers disclosed he and his firm does some work for DSF but it should not be a conflict since it is not part of the decision-making for scholarships
- Contract Details: monthly retainer legal fee, ideally a 12mos contract
- MG: motion to engage Trey as legal counsel, AA second, no discussion, Motion Carried

### **Contract Update - DW**

- Controller Officers of the City is in possession of the contract (last piece), draft close to be done. City is in the process of budget which has slowed the process.

### **Accounting/Audit Firm Discussion- MG**

- Recommends Anton Collins and Mitchell
- The firm will provide start up accounting, record keeping, also offer payroll services, and can also help with financial modeling
- ACM currently works for the city and county of Denver (Auditor of the Zoo) so familiar with the Auditors office
- MG: Motion to hire ACM, SK: Second, Motion Carried

### **Insurance Firm Discussion - MG**

- Recommends Lockton (Jason Maples) as insurance provider
- The firm has worked with many nonprofits on many levels of insurance and benefits works
- SK recommends that MG bring back to the Board specific proposals on insurance services and the Board will review those proposals

### **Banking Relationship - MG**

- Recommends UMB Bank (Malcom Evans)
- The firm works with the city in a few different capacities
- Accounts - no fees, will provide line of credit, offered conference rooms for meetings.
- The firm will help to provide financial modeling as it relates to projecting sales tax revenue since they work with City and County of Denver.
- Malcom is Chairman of the Colorado Black Chamber of Commerce
- Motion MG, CH: Second, approved, Motion Carried

### **Sales Tax Collections Update - SK**

- SK met with Brendan Hanlon to discuss the discrepancy in the sales tax numbers \$14 vs \$12 million
- TR: In the first draft of the ordinance, there was a different definition of sales tax (same sales tax base of DPP), the difference is that excludes food beverage and auto rental
- In addition, the city has seen a softening in sales tax revenue
- Brendan will update the forecast for 2019
- SK: If we \$12mn - \$1.2 is administrative, \$10.8 spend (scholarships and wrap around), it will be hard for DCSC to fund \$10mn of scholarships for 2019. This will allow the organization to start a reserve.

### **Technical support provider: SK**

- Reviewed part of Metrix IQ's proposal, met with the company and think the organization has a unique experience that the Board should consider
- Scope of Work - start to do a number of different operating models (detailed financial projections, stress test the budgets based on discussion with the City
- develop policies with regards to reimbursement
- Metrix IQ has proposed \$25,000 - not to exceed based on hourly rate for the project

- Question to consider are whether DCSC should keep the data of the scholarship recipients?
- Metro IQ - will bring recommendations for what systems we might need?
- MG: before I would support moving forward, we have a coordination of services with the bank, auditor, etc. and want to make sure the organization is not paying for things they already have in other providers
- Action Item: SK and MG will coordinate the services and tie it into the Metro IQ data

### **New Business:**

- Next Steps: Form 1023 filed and the 501c3 and finalize articles of incorporation and bylaws
- Action Item: Board needs to review the Bylaws

### **Future Meetings:**

- June 12, 2019 DDP Offices 8am
- July 10th Meeting Focus-Angela

**Public Comment** - None

**Executive Session** - None

**Adjourn**