



## **Board Meeting Minutes**

February 15, 2023

Via Zoom

**Board Members Participating:** Billy Hix, Wayne Fawbush, Donna Kay Yeargan, Debby Warren, Max Sprinkle, Salomon Torres.

**Staff Members Participating:** Elaine Crutchfield, Kim Griffey, Ines Polonius

**External Participants:** Danielle Martin, WIPFLI

**Call to Order** at 1:30 p.m.

### **Review of 2022 Financial Statements with auditor, Danielle Martin, WIPFLI**

Ms Martin discussed the audit process with the board. She confirmed that CU has unmodified opinion for FY 2022. There are no deficiencies in internal controls. There are no issues of compliance. The auditors tested 5 programs and had no findings. There were no difficulties with the audit.

The auditors then reviewed the financial statements noting that loan fund expenses doubled from FY 2021. Management and General expenses are at 16.9% but should be 15%.

Looking forward, the auditor instructed that leases longer than a year, will need to go on balance sheet.

She confirmed that Communities Unlimited is a low risk auditee with 2 year look back and testing of 20% of expenditures instead of 40%.

Acceptance of FY 2022 Audit: Billy Hix moved to accept the audit as presented. Wayne Fawbush seconded the audit. The audit was approved unanimously.

### **Review of 2022 Form 990 with CFO, Kim Griffey**

The CFO reviewed the Form 990 with the board in detailed.

Approve Form 990 for FY2022: Wayne Fawbush moved to approve Form 990. Salomon Torres seconded the motion. The Form 990 was approved unanimously. It was signed and submitted by the CEO on the same day.

### **Update on 2023 budget – Kim Griffey**

The CFO Informed the board that the SLT revised the budget due to significant additional grants that were approved after the budget had been approved by the board. The board agreed that they do not need to approve the updated budget.

**Annual Review of Limited English Proficiency Accommodation Plan – Elaine Crutchfield**

The board conducted its annual monitoring of LEP Plan. There is no known need to make any changes or updates. Salomon Torres moved to authorize the Secretary to sign the monitoring form. Donna Kay Yeargan seconded the motion. The authorization was approved unanimously.

**Conflict of Interest Disclosure** – Debby Warren disclosed to the board that she has been asked by the RCAP national office to facilitate a retreat for the RCAP Board Community Economic Development subcommittee. Communities Unlimited is represented on the committee by its CEO.

Meeting adjourned at 2:35 p.m.

---

Date

A handwritten signature in black ink that reads "Billy Hix". The signature is written in a cursive, flowing style.

---

Billy Hix  
Board Secretary/Treasurer