



EMPLOYEE PERFORMANCE REVIEW

PO Box 2308 • 249 Warren Ave • Silverthorne, CO 80498 • 970-468-0295 •
 Fax 970-468-1208 • www.nwccog.org

EMPLOYEE INFORMATION	
Name:	Date:
Job Title:	Department:
Supervisor:	Review Period: _____ to _____

LIST ANY RECENT SUCCESS BENCHMARKS. IS RECENT WORK ON TRACK WITH PERSONAL, PROGRAM OR ORGANIZATION GOALS & EXPECTATIONS? DO ANY SHORT-TERM GOALS OR EXPECTATIONS NEED TO BE CLARIFIED? IF SO, EXPLAIN.

1 = Unsatisfactory	2 = Needs Improvement	3 = Meets job requirements	4 = Exceeds job requirements	5 = Outstanding

IS EMPLOYEE MEETING THE EXPECTATIONS ESTABLISHED IN THE JOB DESCRIPTION? EXPLAIN IF NOT, OR HOW CURRENT FOCUS OF WORK IS NARROWER OR BROADER THAN JOB DESCRIPTION. PLEASE NOTE IF JOB DESCRIPTION NEEDS UPDATING.

1 = Unsatisfactory	2 = Needs Improvement	3 = Meets job requirements	4 = Exceeds job requirements	5 = Outstanding

IS THE EMPLOYEES RECENT BEHAVIOR IN ALIGNMENT WITH THE EMPLOYEE HANDBOOK, POLICIES & PROCEDURES AND SAFETY EXPECTATIONS OF NWCCOG?

1 = Unsatisfactory	2 = Needs Improvement	3 = Meets job requirements	4 = Exceeds job requirements	5 = Outstanding

WHAT NOTEWORTHY FEEDBACK, COACHING OR DISCUSSIONS HAVE OCCURRED RECENTLY WITH THE EMPLOYEE?

1 = Unsatisfactory 2 = Needs Improvement 3 = Meets job requirements 4 = Exceeds job requirements 5 = Outstanding

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WHAT TRAINING, COACHING OR EXPERIENCE DOES THE EMPLOYEE NEED OR IS SCHEDULED TO ATTEND, WHAT HAS EMPLOYEE RECENTLY DONE TO IMPROVE PERFORMANCE OR COMPETENCY?

1 = Unsatisfactory 2 = Needs Improvement 3 = Meets job requirements 4 = Exceeds job requirements 5 = Outstanding

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OTHER COMMENTS

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VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this performance review with your Supervisor and relayed any necessary comments to your Supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature:	Date:
Supervisor Signature:	Date:

Any Pertinent Paperwork Attached



NWCCOG FOUNDATION

Northwest Colorado Council of Governments Foundation Meeting
BGV Community Center & South Branch Library,
Hopeful Room, Breckenridge, CO
December 7, 2017

Foundation Members Present:

Thomas Clark, Town of Kremmling
Jeff Shroll, Town of Gypsum
Karn Stiegelmeier, Summit County

Council Members Present:

Carolyn Skowyra, Town of Dillon
Jeanne McQueeney, Eagle County
Mark Campbell, Town of Kremmling
Patti Clapper, Pitkin County
Watkins Fulk-Gray, Town of Basalt (via phone)

NWCCOG Staff:

Elaina Wiegand
Erin Fisher
Jon Stavney
Mike Kurth
Nate Walowitz
Rachel Lunney

Others Present:

Chris Romer, Vail Valley Partnership
Corry Mihm, Small Independent Business Alliance
Diane Butler, EDD Grand County
Jessica Valand, Colorado Rural Workforce Consortium
Susan Fairweather, Kaiser Permanente

Call to Order:

Karn Stiegelmeier, Chair, called the NWCCOG Foundation Board meeting to order at 9:55 a.m. Roundtable introductions were completed, and a quorum was present for the group.

Approval of December 8, 2016 NWCCOG Foundation Board Minutes:

M/S/P Thomas Clark/Patti Clapper to approve the December 8, 2016 NWCCOG Foundation Board Meeting minutes as presented.

NWCCOG 2017 Foundation Financials:

M/S/P Thomas Clark/Patti Clapper to approve the 2017 Foundation financials as presented.

Presentation: Overview of 2017 activity and expected activity for 2018, Jon Stavney

NWCCOG may utilize the Foundation for Project THOR depending on where monies come from for the project.

A group of fire chiefs in the Mid-Grand valley (NWCCOG member, Glenwood Springs, approached us) are asking to utilize the Foundation for a Homeland Security related equipment purchase.

Jon brought attention to page 30 of the NWCCOG Budget (available on [website](#)) highlighting how the Foundation owes indirect \$16,000 for admin fees that never got transferred over. We decided to leave those admin fees in the Foundation.

New Business:

None.

Adjournment:

M/S/P Patti Clapper/Thomas Clark to adjourn the NWCCOG Foundation Board meeting at 10:02 am.

Karn Stiegelmeier, NWCCOG Foundation Chair

Date



MEMORANDUM

PO Box 2308 • 249 Warren Ave • Silverthorne, CO 80498 • 970-468-0295 •
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To: NWCCOG Foundation Board (NWCCOG Executive Committee)
From: Jon Stavney
Date: 22 January 2019
Re: Updated Financials

Thank you for your patience on this. We did not have a quorum of the Executive Committee at the December NWCCOG meeting and were therefore unable to pass the Foundation financials (through October) or approve the 2019 Foundation Budget. We scheduled a conference call on January 10th which had a quorum, but I was unable to answer questions regarding why numbers didn't align from the Budget to the P&L and the Balance Sheet. Attached are updated documents through end of year 2018, and additional P & L documents showing some of the Foundation Sub-Accounting which were not shown in the Budget before (so they would not appear as new revenue). I believe the additional documents will bring the Foundation numbers into focus.

Specifically:

Budget p.1: Beginning and Ending Fund balance now reflect ALL funds

P&L All p.2: Net Income equals all activity in 2018, (Net R over E = difference EFB 2017-2018)
Unused pass through funds show as expenditure to "balance" showing revenues that are not actually new to 2018

Balance p.3: Total Equity equals 2018 Ending Fund Balance

P&L pp 4-5: These are the total P&L for each sub-account in the foundation from their origin in time through Dec 31, 2018—"Net Income"—remaining fund balance. Previous Foundation budget only showed Administration account.

P&L p 6: This is total P&L showing all sub accounts to current. Note that Net Income is equal to Ending Fund Balance in 2018 shown on the Budget

If you have more detailed questions, feel free to ask me ahead of the meeting since Mike will not be in attendance. Thanks.



NWCCOG FOUNDATION INC.

2019 BUDGET NARRATIVE PROGRAM SUMMARY 9

Program Established:	1996
Program Director:	Jon Stavney (NWCCOG Executive Director)

Recent Program Highlights:

In 2018 the NWCCOG Foundation was not utilized.

Budget Notes:

The NWCCOG Foundation is a separate entity from NWCCOG. It is “included” in this NWCCOG budget only for the convenience of the Council. The Foundation “owes” Indirect an additional \$16,300 which had been collected in Admin Fees. Staff recommends transferring this to Indirect in 2019 since it is effectively the fund balance. This would reduce the “hit” to other programs for the increase in Indirect in 2019.

General Program Description:

The NWCCOG Foundation Inc. is a federal tax exempt public charity under section 501© (3) of the Internal Revenue Code. The mission of the NWCCOG Foundation, Inc. is to provide a financial mechanism for the member jurisdictions of the Northwest Colorado Council of Governments to work collaboratively with not-for-profit organizations, citizen based groups and individuals on projects of mutual interest and benefit for the region. The board members of the NWCCOG Foundation Inc. are the officers of the NWCCOG Council. NWCCOG staff provides administration, and the cost of administration is customarily 5% of actively accounts, though this is negotiable based on the estimated time involved in administering any specific project.

NWCCOG Foundation

①

	BEGINNING FUND BALANCE	29,518	71,087	33,318	33,318	35,263
		2016	2017	2018	2018	2019
ACCT #	ACCOUNT NAME	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
4003	FUNDRAISING INCOME					
4200	STATE GRANT INCOME	80,230	-	-	-	-
4250	DONATIONS	7,300	-	-	-	-
4300	LOCAL FUNDING / MATCH	-	-	-	-	-
4400	FOUNDATION & TRUSTS	45,052	34,711	-	34,049	-
4800	PROGRAM FEES	387	6,659	-	75	-
4900	MISCELLANEOUS INCOME	5,038	-	-	-	-
7010	INTEREST EARNINGS	3	5	-	44	-
	TOTAL REVENUES	138,011	41,376	-	34,168	-
6050	CONTRACT LABOR	68,617	-	-		
6100	ADVERTISING & PROMOTION	40	-	-	-	
6120	DUES & SUBSCRIPTIONS	-	70	-	10	
6141	FISCAL					4,043
6210	FRINGE BENEFITS					1,069
6155	BANK SERVICE CHARGES	148	40	-	-	
6180	OFFICE SUPPLIES	44	-	-	-	
6181	MISCELLANEOUS	-	25	-	-	
6195	POSTAGE	25	6	-	0	
6230	TELEPHONE	419	-	-	-	
6240	INTERNET/WEBSITE	60	-	-	-	
6250	TRAVEL & MEETINGS	5,660	-	-	-	
6260	LICENSE & PERMITS	10	-	-	-	
6270	PROFESSIONAL FEES	18,822	39,815	-	3,162	
6500	PROGRAM ADMIN FEE	-	6,659	-	25	5,000
6520	OUTSIDE CONTRACT	-	6,997	-	-	
6650	PRINTING	-	-	-	-	
6655	CONSULTING	-	-	-	-	
6660	ADVERTISING	-	-	-	-	
6690	COPIER CHARGES	-	-	-	-	
6770	SUPPLIES	1,108	-	-	-	
6800	PRINTING & REPRODUCTION	-	-	-	-	
6810	OUTREACH	-	-	-	-	
7320	PASS THROUGH FUNDS	444	25,532	-	29,025	
7910	INDIRECT COST ALLOCATION					606
8010	OTHER EXPENSES	1,043	-	-	-	-
	TOTAL EXPENSES	96,442	79,145	-	32,222	10,718
	REVENUES OVER EXPENDITURES	41,569	(37,769)	-	1,945	(10,718)
	ENDING FUND BALANCE	71,087	33,318	33,318	35,263	24,545

2

NWCCOG Foundation Inc.
Profit & Loss - All
December 2018

01/16/19

	Dec 18	Jan - Dec 18	
Ordinary Income/Expense			
Income			
4110 · Grants			
4400 · Foundations & Trusts	0.00	34,049.00	
Total 4110 · Grants	0.00	34,049.00	
4800 · Program Income	24.84	74.84	
Total Income	24.84	34,123.84	
Expense			
6120 · Dues and Subscriptions	10.00	10.00	
6195 · Postage and Delivery	0.47	0.47	
6270 · Professional Fees			
6650 · Accounting	1,200.00	1,200.00	
6655 · Consulting	0.00	1,961.83	
Total 6270 · Professional Fees	1,200.00	3,161.83	
6500 · Program Admin Charge	24.84	24.84	
7320 · Pass Through Funds	0.00	29,025.16	— 7320
Total Expense	1,235.31	32,222.30	- Total Expenses
Net Ordinary Income	-1,210.47	1,901.54	
Other Income/Expense			
Other Income			
7010 · Interest Income	0.00	43.76	
Total Other Income	0.00	43.76	
Net Other Income	0.00	43.76	
Net Income	-1,210.47	1,945.30	

2018
Difference
Ending Fund Balance
2017 to
EFB 2018

NWCCOG Foundation Inc.
Balance Sheet
As of December 31, 2018

3

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1006 - 1st Bank - Checking	36,473.75
Total Checking/Savings	36,473.75
Total Current Assets	36,473.75
TOTAL ASSETS	<u>36,473.75</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	1,210.47
Total Accounts Payable	1,210.47
Total Current Liabilities	1,210.47
Total Liabilities	1,210.47
Equity	
3900 - Retained Earnings	33,317.98
Net Income	1,945.30
Total Equity	35,263.28
TOTAL LIABILITIES & EQUITY	<u>36,473.75</u>

— 2018 Ending FY Balance

NWCCOG Foundation Inc.
Profit & Loss by Class
 As of December 31, 2018

(4)

	New Venture Foundation	RTCC
Ordinary Income/Expense		
Income		
4110 · Grants		
4400 · Foundations & Trusts	26,000.00	15,963.54
Total 4110 · Grants	26,000.00	15,963.54
4250 · Reimbursed Expenses	0.00	0.00
4800 · Program Income	0.00	0.00
4900 · Miscellaneous Income	0.00	0.00
Total Income	26,000.00	15,963.54
Expense		
6040 · Payroll via NWCCoG		
Payroll Taxes & Benefits	0.00	0.00
Salary & Wages	0.00	0.00
Total 6040 · Payroll via NWCCoG	0.00	0.00
6050 · Contract Labor	0.00	0.00
6120 · Dues and Subscriptions	0.00	0.00
6155 · Bank Service Charges	0.00	0.00
6157 · Credit Card fees	0.00	0.00
6180 · Office Supplies	0.00	0.00
6181 · Miscellaneous	0.00	0.00
6195 · Postage and Delivery	0.00	0.00
6240 · Internet/Website Expense	0.00	0.00
6250 · Travel & Meeting Expense		
Travel	0.00	0.00
6250 · Travel & Meeting Expense - Other	0.00	0.00
Total 6250 · Travel & Meeting Expense	0.00	0.00
6260 · Licenses and Permits	0.00	0.00
6270 · Professional Fees		
6650 · Accounting	0.00	0.00
6655 · Consulting	0.00	0.00
Total 6270 · Professional Fees	0.00	0.00
6500 · Program Admin Charge	0.00	0.00
6800 · Printing and Reproduction	0.00	0.00
7320 · Pass Through Funds	21,000.00	15,444.45
Total Expense	21,000.00	15,444.45
Net Ordinary Income	5,000.00	519.09
Other Income/Expense		
Other Income		
7010 · Interest Income	0.00	0.00
Total Other Income	0.00	0.00
Net Other Income	0.00	0.00
Net Income	5,000.00	519.09

5

NWCCOG Foundation Inc.
Profit & Loss by Class
As of December 31, 2018

	Administration	Western Conservation Grant
Ordinary Income/Expense		
Income		
4110 · Grants		
4400 · Foundations & Trusts	0.00	226,875.00
Total 4110 · Grants	0.00	226,875.00
4250 · Reimbursed Expenses	0.00	4,110.63
4800 · Program Income	53,958.50	0.00
4900 · Miscellaneous Income	1,368.62	0.00
Total Income	55,327.12	230,985.63
Expense		
6040 · Payroll via NWCCoG		
Payroll Taxes & Benefits	5,086.06	0.00
Salary & Wages	11,859.50	0.00
Total 6040 · Payroll via NWCCoG	16,945.56	0.00
6050 · Contract Labor	2,001.00	127,253.35
6120 · Dues and Subscriptions	301.99	0.00
6155 · Bank Service Charges	1,444.72	0.00
6157 · Credit Card fees	25.00	0.00
6180 · Office Supplies	1,263.05	0.00
6181 · Miscellaneous	-7.18	0.00
6195 · Postage and Delivery	3,418.48	85.78
6240 · Internet/Website Expense	347.02	0.00
6250 · Travel & Meeting Expense		
Travel	256.84	0.00
6250 · Travel & Meeting Expense - Other	-109.30	0.00
Total 6250 · Travel & Meeting Expense	147.54	0.00
6260 · Licenses and Permits	35.00	0.00
6270 · Professional Fees		
6650 · Accounting	13,862.50	0.00
6655 · Consulting	3,775.50	67,095.33
Total 6270 · Professional Fees	17,638.00	67,095.33
6500 · Program Admin Charge	0.00	1,425.00
6800 · Printing and Reproduction	1,204.74	0.00
7320 · Pass Through Funds	6,669.31	18,500.00
Total Expense	51,434.23	214,359.46
Net Ordinary Income	3,892.89	16,626.17
Other Income/Expense		
Other Income		
7010 · Interest Income	9,225.13	0.00
Total Other Income	9,225.13	0.00
Net Other Income	9,225.13	0.00
Net Income	13,118.02	16,626.17

NWCCOG Foundation Inc.
Profit & Loss by Class
As of December 31, 2018

6

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4110 · Grants	
4400 · Foundations & Trusts	268,838.54
Total 4110 · Grants	268,838.54
4250 · Reimbursed Expenses	4,110.63
4800 · Program Income	53,958.50
4900 · Miscellaneous Income	1,368.62
Total Income	328,276.29
Expense	
6040 · Payroll via NWCCoG	
Payroll Taxes & Benefits	5,086.06
Salary & Wages	11,859.50
Total 6040 · Payroll via NWCCoG	16,945.56
6050 · Contract Labor	129,254.35
6120 · Dues and Subscriptions	301.99
6155 · Bank Service Charges	1,444.72
6157 · Credit Card fees	25.00
6180 · Office Supplies	1,263.05
6181 · Miscellaneous	-7.18
6195 · Postage and Delivery	3,504.26
6240 · Internet/Website Expense	347.02
6250 · Travel & Meeting Expense	
Travel	256.84
6250 · Travel & Meeting Expense - Other	-109.30
Total 6250 · Travel & Meeting Expense	147.54
6260 · Licenses and Permits	35.00
6270 · Professional Fees	
6650 · Accounting	13,862.50
6655 · Consulting	70,870.83
Total 6270 · Professional Fees	84,733.33
6500 · Program Admin Charge	1,425.00
6800 · Printing and Reproduction	1,204.74
7320 · Pass Through Funds	61,613.76
Total Expense	302,238.14
Net Ordinary Income	26,038.15
Other Income/Expense	
Other Income	
7010 · Interest Income	9,225.13
Total Other Income	9,225.13
Net Other Income	9,225.13
Net Income	<u>35,263.28</u>