



Mission Statement: Living Independently for Today & Tomorrow, Inc. is committed to empowering persons with disabilities to live freely and equally in Southeastern Montana through the provision of independent living services which reduce societal barriers.

**Meeting Board Meeting
1201 Grand Avenue #1
Billings, MT 59102**

**January 7, 2020 (Thursday)
4:00pm -6:00pm
(406) 259-5181**

Agenda

This meeting will be held via ZOOM.

The invitation & link to the ZOOM meeting are found at the second page of this Agenda.

I. Call to order:

- Check In/Quorum Chair
- Approval previous meeting minutes Motion
- Reviewal and Approval of Agenda Motion
- Welcome new board members to LIFTT

II. Old Business:

- Discussion of old business

III. New Business:

- Executive Director (ED) Report Summary Carlos
- PPRs have been filed with the ACL via Grant Solutions Carlos
- Authorization for LIFTT to contract with the Western Security Bank – WSB, the **Paycheck Protection Plan 2 – PPP 2 Loan/Grant**, by including the following Language in the minutes of this meeting: Carlos

WHEREAS it is necessary to obtain financial relief for losses caused by the COVID-19 pandemic, be it:

RESOLVED, to apply for and obtain a loan through the Paycheck Protection Program 2 (PPP2) to cover the expenses authorized by law such as, not limited to, direct and indirect expenses with payroll including wages, salaries, payroll taxes, employee benefits such as PTO, Sick Leave, Retirement Contributions, Health Insurance, Life Insurance, as well as rent of its premises in Billings and Glendive, both in the state of Montana, utilities, including communications, etc.

RESOLVED, that the Chair of the Board of Directors, Andy Fox, along with either the Executive Director, Carlos Ramalho, or the Finance Director, Dianne Booth, are hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates, as such individual deems necessary or advisable, to carry out the purposes and intent of foregoing



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resolution.

RESOLVED FUTHER, that any actions taken by such individual prior to the date of the foregoing resolutions adopted hereby that are within the authority conferred thereby are hereby ratified, confirmed and approved as the acts and deeds of this corporation.

It is hereby certified by the undersigned that the foregoing resolution was duly passed by the Board of Directors of **LIFTT – LIVING INDEPENDENTLY FOR TODAY AND TOMORROW** on the 7TH Day of January 2021, in accordance with its By-Laws and Articles of Incorporation and the laws of the United States of America and State of Montana, and that the said resolution has been duly recorded in the Minutes and is in full force and effect.

➤ Amendment of LIFTT's Personnel Policy

Carlos

(a) Reduction of the probationary period from twelve (12) to six (6) months:

PROBATIONARY/REGULAR EMPLOYEE

A new employee must satisfactorily complete a probationary period. The length of the probationary period is at least **six (6) months**. Some positions may have a longer probationary period and if this applies, the employee, will be informed in writing. Employees are considered to have successfully completed probation when they have worked the required period.

(b) Benefits are available to employees working at least twenty (20) hours a week

EMPLOYEE BENEFITS

Benefits are dependent upon annual budget and the discretion of the ED and/or the Board of Directors. **Benefits are available to employees working at least twenty (20) hours a week.** Each employee is urged to read each benefit provided to determine whether they qualify.

(c) Make Simple IRA Retirement Fund Contributions Available to all Employees

Simple IRA Retirement Fund



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LIFTT has provided the opportunity for **any** employee to participate in deferred compensation retirement fund. LIFTT may contribute a percentage of your wages/salary into your fund up to 3% (three percent) of your gross wages/salary. You may also put into your fund any percentage of your salary, tax deferred, up to the limits established by federal regulations. The deposits in these accounts are fully vested to you and will go with you when you leave LIFTT.

(d) What is expected during a leave of absence?

a. Employees are prohibited from working while on any kind of leave of absence

LIFTT will provide reasonable accommodations to enable staff to perform the essential functions of their job, including medical leave of absence, however, employees are expressly prohibited from working while on any kind of leave (medical or non-medical).

b. Handling Communication, CSRs and Equipment prior to any kind of leave of absence

Prior to any kind of leave of absence, medical and/or non-medical, staff will:

- (a)** Communicate with management and provide LIFTT with a formal request and justification.
- (b)** Handle over their CSRs to their supervisor.
- (c)** Return any LIFTT owned equipment to LIFTT.

c. Disabling Email, CIL SUITE & Equipment during any kind of leave of absence

During any kind of leave of absence, medical and/or non-medical, Employees shall not work. LIFTT will temporarily disable staff's email account, CIL MANAGEMENT SUITE credentials, laptops, and electronic equipment.

d. Handling CSRs and Equipment during any kind of leave of absence



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During any kind of leave of absence, all CSRs, laptops, and electronic equipment in possession of or being used by staff must remain at LIFTT's premises or be returned to LIFTT prior to the leave of absence.

e. Authorization to Remove CSRs and Equipment from LIFTT's Premises

Staff is not authorized to take CSR's, laptops and electronic equipment home unless expressly authorized by their supervisor.

➤ Finance Director Summary/Finance Update Dianne

IV. Other business

V. Secretary/Treasurer's Report: Paula

VI. Public Comment: Public

VII. Next Meetings:

- Thursday, March 4, 2021, 4:00 pm
- Thursday, May 6, 2021, 4:00 pm
- Thursday July 1, 2021, 4:00 pm
- Thursday, September 9, 2021, 4:00 pm
- Thursday, November 4, 2021, 4:00 pm
- Thursday, January 6, 2022, 4:00 pm
- Thursday, March 3, 2022, 4:00 pm

VIII. Adjournment: Chair

Carlos Ramalho is inviting you to a scheduled Zoom meeting.

Topic: Meeting of the Board of Directors

Time: Jan 7, 2021 04:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84544342801?pwd=US83S2d2ZS9RT0RmamdwUZYektndz09>

Meeting ID: 845 4434 2801

Passcode: 254105

One tap mobile



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+16699006833,,84544342801# US (San Jose)

+12532158782,,84544342801# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

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+1 312 626 6799 US (Chicago)

Meeting ID: 845 4434 2801

Find your local number: <https://us02web.zoom.us/j/84544342801>