

IL-NET

IL-NET National Training and Technical Assistance Center for Independent Living

How Executive Directors get their CLIL in trouble

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Executive Director Peer Call

Facilitator:

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IL-NET Partners

Today's presentation is brought to you by the Administration for Community Living at the US Department of Health and Human Services in conjunction with the IL-NET. The IL-NET is operated by ILRU and collaborates with NCIL, APRIL, the University of Montana, and a consultant network of subject-matter experts. The IL-NET T&TA Center provides training and technical assistance to centers for independent living, statewide independent living councils, and designated state entities.



Image Descriptions: Logos of Independent Living Research Utilization, Association of Programs for Rural Independent Living, National Council on Independent Living, and University of Montana.

What You Will Discuss Today

- The increased review by ACL and how it is impacting CILs
- Actions of EDs that are being questioned or cited in these reviews

Elements of increased review

- Every PPR is being thoroughly reviewed by your Program Officer. Every. Single. One.
- The IRS 990 is of interest to your funders and is sometimes being reviewed.
- The SF-425 is being reviewed for financial red flags, looking both at the draws and at the indirect costs.
- Complaints are being responded to with reviews.

PPR review – what does it show

The PPR is designed to track your performance or required elements from the Rehabilitation Act

Make sure your PPR is current. The review has shown that some CILs aren't really paying attention to their content, are leaving sections the same as in the past, or are leaving sections blank. This is no longer going to work for you.

You must provide every core service, even core services that the old document doesn't ask you for (youth transition which is not the same definition of youth services because it is post-secondary).

Advocacy and peer counseling can be tracked even when there is not an attached goal. (New guidance.)

Your annual IRS 990 – what does it show

- Often your auditor will complete it on your behalf, but make sure. Failure to submit can cause you to lose your 501(c)3 status, which in turn can cost you the Title VII funds.
- Pay attention to what your auditor is reporting – it matters.
- This form shows if you've received contributions – and you are required to conduct resource development.
- It includes the gross income from fund-raising events – This must be self-sustaining because you can't use federal funds for fund-raising.
- It includes a list of board members and the ED or other key employees, with compensation and benefits. A board member should not receive either.
- It asks about loans to or from board and staff. Neither is good practice.
- It asks about lobbying.

SF 425

- You are required to complete this form related to your grant draw-downs
- It records how much you drew down and how much you spent.
- It also indicates your indirect rate and how it was calculated.
- This simple information can raise red flags.

What about complaints?

- If someone complains to ACL/OILP, guess what their first question is? They want to know if the person first attempted to complain according to your internal complaint process.
- Do you have an internal complaint policy and procedure?
- Does it include levels of review?
- Who does a complaint about the Executive Director go to?

How strong and active is your board?

- There is a balance between having a board that knows how to let the ED do the job and having a board that doesn't get involved at all.
- Do you provide training to your board? We have training on our website for board members that they can review on their own, or you can provide snippets at your board meetings. Help them know what their job is.
- A good board provides oversight. If you don't let them do that you don't have the protections in place for your organization.

Your budget is only meaningful if it is current and accurate

- As executive director you need to make timely decisions to spend all your grant money but not more than you have!
- Your board always needs to be aware of your financial status – it's their job!
- If your financial statements aren't ready for the next meeting, why not?

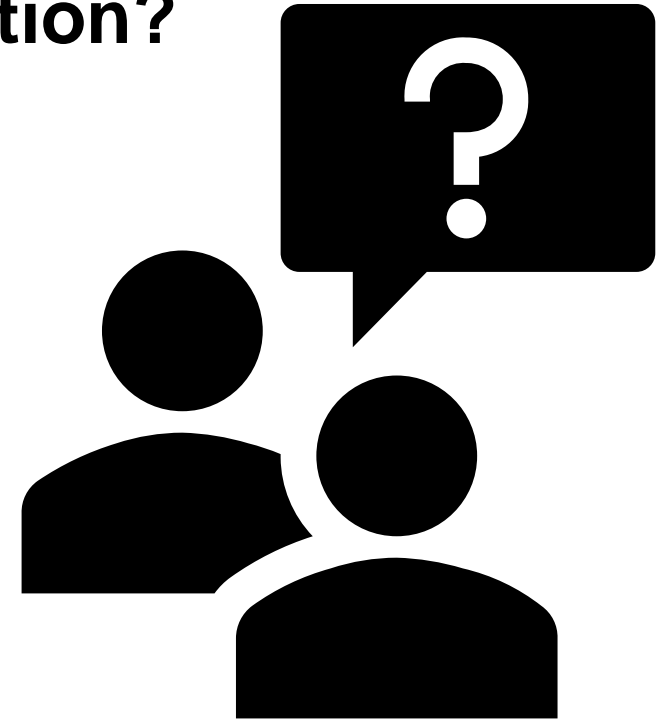
Board decisions that EDs sometimes make

- Selection of a firm to conduct the annual independent financial audit
- Risk management including insurance coverage
- When funds may or may not be borrowed (Beware the line of credit!)
- Any decision regarding their own wages and benefits (even if the board has approved for everyone else)

Questions & Discussion

What else are you curious about?

What needs clarification or more explanation?



Contact Information

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Evaluation Survey

Your feedback on this peer call is important to us. At the end of the call, you will have the opportunity to complete a brief evaluation survey.

Evaluation Link: https://uthtmc.az1.qualtrics.com/jfe/form/SV_eV5kkZgbceKCr2e



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