

Operations & Finance Department

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- Full forgiveness of \$274K PPP loan 2!
- Completed the screening, interviewing and onboarding of Winter Fellow, two Cartographic Technicians, AmeriCorps Greenhouse Intern, Boreal Toad Project Leader, two Field Coordinators, full time year-round Warehouse Worker and a Warehouse Manager, gearing up for a great 2022 season.

Recent Accomplishments and Current Activities:

- Operations
 - Projects & Aid Highlights:
 - Assist RMNP SAR with the acquisitions of a new emergency response vehicle, ranger park medic and avalanche safety training sessions, and various critical search and rescue gear and equipment items.
 - Assist Grand Mesa Visitor Center with procurement of new geology, wildlife, moose ecology, and wildflower museum quality exhibits including a visitor touch screen 3D map exploration component.
 - Grant property:
 - Completed soils bore testing with Landmark Engineering.
 - Submitted site plan application to Larimer County. Awaiting their comments in order to draft revised submission if needed.
 - Successfully submitted all year-end reports and fund reimbursements for 6 NPS/USDAFS task agreements.
 - Renegotiated new money saving multi-year contracts with internet/telephony providers.
- Finances
 - 2021 financials have been updated through December. Final reconciliations and adjustments are in process.
 - 2022 budget has been prepared and reviewed by the OPS/Finance committee.
 - Have completed PCI compliance with credit card merchants, continue to review for potential cost saving opportunities.
 - Working on 2021 401K audit documentation.
- Human Resources
 - Revised and added policy content to RMC Employee Manual for 2022. Approval obtained from Employers Council in January 2022. Expected rollout to staff by March 2022 pending Executive Committee approval in February.
 - Successfully created and rolled out RMC Covid-19 Vaccination Policy and have 100% of employees in compliance.

- Reinstated and rolled out RMC's Employee Wellness Incentive Program, encouraging employees to lead a more active and healthier lifestyle.
- Started a bi-weekly 30-minute virtual staff "Coffee Chat" to foster much needed connection and informal team building among our employees.

Upcoming Activities and Projects

- Preparing for 2021 audit beginning on March 14th.
- Workman's Comp audit expected to begin in March 2022.
- Building new reports in financial software to provide ease and clarity for reporting to RMNP.
- Finalize Salary Surveys/Wage Comp Analysis on RMC salaried positions against industry standards.
- Screen, interview and onboard 50+ AmeriCorps members for the upcoming 2022 season.
- Screen, interview and onboard a Donor Services Manager and Retail Manager.
- Complete and finalize revision and overhaul of the New Hire Orientation PowerPoint to incorporate newly implemented policies in handbook, clarification and detail expansion on verbiage surrounding existing benefits, time off, medical insurance, holidays and other policies.
- Submit NPS/USDAFS revised budgets and funding requests for all RMC employees working under 2022 task agreements.
- Project planning for IT asset replacements including a server, multiple workstations, and firewalls.

Challenges and Opportunities

- Collaborating with Facilities Committee to create Grant Workforce Housing financial proformas, funding recommendations, and create a master project portfolio for the full board.
- In the current economic climate, procuring vehicles has been a challenge. We anticipate the delivery of a '22 Toyota Sienna hybrid, retail fleet vehicle, in late February. Waitlisted on two Toyota RAV4 hybrids.
- Research and reinstate Driving Program to ensure compliancy moving forward. Work with Pinnacol to obtain directive and understand program initiative and compliancy.
- Continue working on banking and investment account user authorizations and access portal setup. Also, reviewing cash positions for potential opportunities and risk reductions.

Program Financials

- Departmental expense management, including payroll, very good (at or below budget)
- In 2021 administrative gains are up due to the forgiveness of both PPP loans.
- PPP Loan 1 was forgiven in June 2021 and PPP Loan 2 was forgiven in November 2021. This has been recorded in administration revenue.
- In Q1 2021, there was an increase in administrative expenses due to the write-off of the buildings on the Grant property totaling \$185K.