COLORADO
Division of Homeland Security & Emergency Management
Department of Public Safety

Meeting Notes

Purpose: Natural Disaster Mitigation Enterprise Board Meeting
Date: Thursday, January 9, 2025
Time: 1 – 2:30 p.m.
Location: Virtual

Notes

Welcome Remarks and Determination of a Quorum

- John Davidson, Board Chair, welcomed everyone
- Formal Roll Call of Voting Members
  - Attendees: John Davidson, Scott Bookman, Russ Shumacher, Lyn Elliott, Anne Miller, Mike Adams, Joel Minor, Alexis Kimbrough, Claire Skeen, Annareli Morales, Jeremy Koci
  - Quorum requirements were met
  - Other Attendees: Ilima Kane, Jennifer Johnson, Jim Burack, Dan Frazen
- Board Member introductions were made

Briefings and Presentations

- Ilima Kane provided an update on fee collections so far (see table below).

2023	
Collections Possible	$5,285,104
Amount Collected in 2023	$1,095,832
Amount Collected in 2024	$3,414,340
Amount Collected After Reminders Sent	$771,564
Amount Remaining to be Collected	$3,368

2024	
Collections Possible	$5,747,152
Amount Collected	$5,738,624
Amount Remaining to be Collected	$8,528

- Ilima Kane presented NDME expenses for the current state fiscal year (see table below).

NDME Expenditures - July 1, 2024 through January 7, 2025		Approved budget for 2024/2025	Remainder
Salary	$88,985.26	$100,720	$11,734.74
Benefits	$14,454.54	$35,199	$20,744.46
Board Payments	$600.00	$2,600	$2,000.00
Legal Costs	$ -	$20,000	$20,000.00
Finance Admin Costs	$ -	$10,000	$10,000.00
Printing & Postage	$14.60	$5,000	$4,985.40
Travel	$ -	$5,000	$5,000.00
Training	$15.00	$2,500	$2,485.00
Supplies and other software	$9.79	$10,000	$9,990.21
TOTAL	**$104,069.40**	$191,018	$86,948.60

Old Business

- No changes or edits were made to the previous meeting minutes. Lyn Elliott moved to approve the minutes, Mike Adams seconded the motion, and the motion passed unanimously.
- The grant application and scoring drafts were discussed. Minor typos were corrected in the grant application. A discussion was held regarding the scoring and ensuring the scoring system reflected the intent of the grant program and ensured board members could score applications appropriately. Points were adjusted accordingly. With those corrections, Scott Bookman moved to adopt the grant application and scoring documents, Alexis Kimbrough seconded the motion, and the motion passed unanimously.

New Business

- Ilima announced a new email distribution service for NDME. The system will provide announcements for the upcoming grant program and other important information regarding NDME. Ilima will post an option to add emails to the service on the NDME website next week. Ilima will also email the board and other stakeholders instructions and small blurbs to put in newsletters to allow interested parties to add their email addresses to the service.
- The timeline for the grants was discussed. A majority of the board agreed that two grant opportunities should be provided. The first opportunity will distribute funds collected in 2023 and the second opportunity will distribute funds collected in 2024. The first round of grants will be expedited to provide immediate opportunities for funding. Lessons will be learned and used to improve the second round of grants that will more closely match future grant timelines. Both timelines will be published on the NDME website no later than January 17, 2025. The board may modify the timeline as needed. Joel Minor moved to adopt the two grant timelines as discussed by the board, Annarelli Morales seconded the motion, and the motion passed unanimously.
- The future meeting schedule was discussed and most board members can attend the planned meetings.
  - Thursday, March 27, 2025 from 1-2:30pm (Grant Review Meeting)
  - Thursday, April 10, 2025 from 1-2:30pm (Quarterly Board Meeting)

- Thursday, July 10, 2025 from 1-2:30pm (Quarterly Board Meeting)
- Thursday, October 9, 2025 from 1-2:30 (Quarterly Board Meeting)

Administrative/ Public Comment Period

- No public comments were made.

Closing Remarks & Motion to Adjourn

- John Davidson thanked everyone for attending and participating. John Davidson moved to adjourn the meeting around 2:20 pm, Mike Adams seconded the motion, and the motion passed unanimously, ending the meeting.

Next Grant Review meeting March 27, 2025.
Next regular board meeting April 10, 2025. (Required Quarterly)