



**There is more to me
than my disability.**
Community Connections

www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
Main office phone: 970.259.2464
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Community Connections, Inc.
Board of Directors Meeting Minutes
2:30—4:30 p.m., Wednesday, June 27, 2018
Lupine Conference Room, CCI Durango

Jim Denier, Chairperson, Bob Conrad, Vice - Chair, Alexandra Rodriguez, Cynthia Sadler, Sarah Shedd, Anne Kernan, Board Secretary, Janice Moen, Board Treasurer, Richard Siegele, Ellen Stein, VP of Marketing & Development, Tara Kiene, CEO/President, Erin Devlin, Shannon Kreuser, CFO

1. Call to order by Jim Denier Board Chair
2. Consent Agenda Board Chair 5 minutes
 X Minutes – Motion to Approve both April and May 2018 – 1st Richard Siegele– 2nd by Sarah Shedd
3. Introduction of guests and public comment Board Chair 5 minutes
 - Introduction of Ellen Stein, VP of Marketing & Development
4. Financials – Review of Financial Report Board Treasurer 10 minutes
 - On the Summary of Revenue and Expenses -
 - We ended May with a surplus of \$7,577.
 - We have a year to date surplus of \$229,376.
 - On the YTD comparison to prior fiscal year-
 - Comparing to the prior fiscal year, the revenue is down \$174,470 or 3.5%.
 - Total labor expenses are down \$309,969 or 11.4%.
 - Professional Service – Host Homes are up \$209,315 or 16.2%
 - Our operating expenses are down \$90,227 or 14.5%.
 - Total expenses are down \$232,750 or 4.8%
 - On the Statement of Financial Position (Balance Sheet) –
 - From July 1, 2017 Operating cash (including Board Operating Reserves) has increased \$236,819. .
 - Our investment account at LPL Financial has a balance of \$281,846. As of May we have invested \$250,000.
 - Medicaid funds are down \$156,995
 - Labor is down \$441,877

Motion to approve: Bob Conrad, Vice-Chair and Cynthia Sadler, Janice Moen, Board Treasurer 2nd

5. FYE 2019 Budget Treasurer and CFO 20 Minutes
 - Review of 2019 Budget
 - Capital Asset Budget: approval of \$50,000 in capital expenditures will be approved when the budget is approved as a whole.

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- Revenue: FY 18 projections is 3.9m and we are budgeting 4.16m – provider fee increases
 - Labor – 2.6m in 2018 and 2.9 for 2019 to show increase in staff and includes cost of living 2% raise across the board.
 - Increase in state rev – Projected \$689,025 and budget for 2018 \$753,704; we have increased our rates; people are utilizing services and people are on the waitlist
 - Operating expenses: \$1,635,390 in projected for 2018; budgeted \$1,660,820
 - IT expenses and rent, building maintenance, meetings; onboarding have gone up
 - \$30,000 more is budgeted this year than last
 - Surplus of \$27840 – if revenue does not come through we have room
 - Loss from Medicaid SLS – page 7-8-9, holly house and pine st
 - We do have programs now that pay for the losses – need to come up with solutions to back this up if programs fall through
 - Budget at this time is not supporting strategic plan – fundraising
 - Development – no revenue, but there are expenses – it will take Ellen Stein, VP of Marketing & Development at least a year to start bringing in growth/revenue.
 - Board reserves calculation – review two months operating reserve
 - Move to approve – Bob Conrad, Vice-Chair Anne Kernan, Board Secretary 2nd – approval by all
5. Review of Insurance CFO and CEO 10 Minutes
- Renewal is in process with current agent in Denver with the same carriers – main through Hanover; Cyber through Beasley
 - Received recommendations for a new agency that provides insurance for several CCBs; new agent received proposals from several carriers – Philadelphia is our new carrier; new agent will do a presentation possibly at next board meeting over policies. Total policies: about \$30,000 a year for umbrella and cyber and board should review every year – request quotes 3 months ahead
6. CEO Report CEO 15 minutes
- HCPF Audit happening in July; FTE will be shifted from being a CM to being a Quality Improvement position – this is why CM is budgeting more
 - July meeting will be held in Cortez at the Harrison Street Office
 - Moniker grant received for \$10,000 for HR – project is being implemented regarding job competencies – this is what was proposed in the grant, so this is what we need to stick to – Tara Kiene, CEO met with individual for HR Consultant
7. FYE 2019 Board calendar plans CEO and Board chair 10 minutes
- Review of calendar: retreat – still be decided
 - Board Agenda template reviewed for year – strategic plan update is new item for updates every month. – any suggestions will be reviewed next month

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8. Board Awards minutes Bob Conrad, Vice Chair 10
- This will be reviewed in July in more detail with Ellen Stein, VP of Marketing & Development
9. Strategic Planning update CEO 20 minutes
- Action plan review: Board involvement for community activities: engagement of clients in our community, and how can we help our client's feel they are giving back as well; what organizations should we be pursuing for fundraising?; need more people on the community outreach committee; need 2-3 more board members; research clubs, volunteer work, etc in the community; board could possibly come up with a list of things to do in the community to help with resource guide; Ellen Stein, VP of Marketing & Development, will coordinate
- Strategic priorities – each group is working on action plans and developing their plan; send most updated action plan for each group before July meeting for review
- Fundraising – Case for support – Ellen Stein, VP of Marketing & Development and Tara Kiene, CEO - in process

Meeting adjourned – 4:07pm

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