



**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**

October 30, 2019

2:34 - 4:17 pm

Lupine Conference Room, Durango CCI Office

Present: Sarah Kahn, Chairperson; Cynthia Sadler, Secretary; Richard Siegele, Board Member; Kicki Searfus, Board Member; Bob Conrad, Board Member.

Absent: Alexandra Rodriguez, Board Member; Jim Denier, Vice-Chair; Janice Moen, Treasurer

Present from CCI: Tara Kiene, President/CEO; Shannon Kreuser, CFO; Courtney Gray, Human Resources Assistant

Guests: Michelle Sanio, Fredrick, Zink & Assoc,

1. Call to order

- Sarah Kahn, Chairperson, called the meeting to order at 2:34 pm and presided. Courtney Gray, Human Resources Assistant recorded the minutes. The meeting proceeded with business.

2. Introduction of guests and public comment

- Michelle Sanio with Fredrick Zink and Associates

3. Finance Committee – Draft Audit Presentation and Review

- Michelle Sanio, FZA presented a draft audit for review by the BOD.
Changes to occur: Note 12 and 13 are the same, one will be removed.
Number of clients served, currently states 100, will be corrected.
- FZA is currently working on 990 with plan to be available for review by December 4, 2019 Board meeting.

A motion was made by Bob Conrad, Board Member to approve the audit with changes as described in meeting and 2nd by Richard Siegele, Board Member, and passed by all.

- Monthly Financials

Shannon Kreuser, CFO, provided an update on the financial status of CCI in Janice Moen's absence.



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On the Statement of Financial Position (Balance Sheet) -

- Looking at all the cash / CD balances, our cash has increased 49,292 since the beginning of the fiscal year.
- Our investment account at LPL Financial has a balance of \$459,786. As of September 30th, we have invested \$400,000.

On the Summary of Revenue and Expenses -

- We ended September with an operating surplus of \$14,979. We anticipated an operating deficit of -1,852 so we came in better than budget.
- We ended September with an overall surplus of \$17,295.
- Year to date, the operating revenue \$19,647 more than budget. Year to date the operating expenses \$72,277 less than budget. Effective 10/1, we will be implementing DSP compensation and HHP rate increases to utilize some of the additional funding from House Bill 1407. FYI- Shannon switched the YTD variance column so when the expenses are under budget, it will show as a positive variance.

On the YTD comparison to prior fiscal year-

- Comparing to the prior fiscal year, the revenue is up \$74,149 or 5.6%.
- Total labor expenses are up \$20,636 or 2.9%.
- Professional Service – Host Homes is down 11,533 or -2.9%
- Our other operating expenses are down \$26,455 or -13.8%.
- Total expenses are down \$17,471 or -1.3%.

On the Summary of Revenue and Expenses by Program –

- All programs are exceeding budget except for fundraising and EI. For the fundraising budget, some of annual revenue was spread across all twelve months. This isn't really how fundraising revenue comes in but the issue shall work itself out when the revenue starts coming in. The EI Budget will more than likely come in lower than expected for the remainder of the year.

The motion was made to approve the Budget by Richard Siegele, Member, 2nd by Cynthia Sadler, Secretary, and approved by all.

4. **Review Policies**

- Internal Controls and Billing and Receivables policy.



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- Reviewed by Board Members

The motion was made to approve Internal Control Policies by Kicki Searfus, Board Member and 2nd by Richard Siegele, Board Member and passed by all.

The motion was made to approve Billing and Receivables policy by Bob Conrad, Board Member and 2nd by Cynthia Sadler, Board Member and passed by all.

5. Approval of Minutes

- A motion was made by Bob Conrad, Board Member, to approve minutes from September's meeting. The motion was 2nd by Kicki Searfus, Board Member, and passed by all.

6. CEO Report

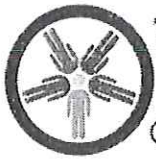
- Presented by Tara Kiene, CEO
- Cynthia asked for an update on Alliance and the "End the Wait List" bill. There will be a call to action on talking points for bill.
- A request for volunteers will be made for the upcoming Ability Summit soon.
- The pumpkin patch went well. Ridership was up, however, we sold just slightly less than last year. Next year we will come up with ideas to sell more beer!

7. Fundraising Committee

- Presented by Cynthia Sadler, Board Member
- Ellen Stein, VP of Marketing & Development provided an update on the current status of Festival of Trees. Many sponsors have signed up, deadline for signup is October 31st.
- A Sign-up sheet for Raffle ticket sales was passed around.
- A goal of 20 tickets sold by each board member was made and tickets were passed out.

8. Review Vision

- Tara reviewed the Vision with staff at a recent staff meeting and had a discussion on what the vision might look like from the view of three groups, families, staff, clients.
- Richard will have a similar discussion at Holly House. Kicki will compile information for next meeting.
- Kicki suggested training with Jeff Newman on Person Centered Training – How to talk to people and why it matters. Suggested a training all board members take an upcoming training.



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There will be no November meeting. Nov/Dec BOD meetings have been combined to occur on 12/4/2018 at 2:30pm.

Regular session adjourned @ 4:17 pm

Respectfully submitted,
Courtney Gray, Human Resources Assistant

Board of Director's Secretary Approval:

X *Cynthia W Suddler*

Secretary