CCI Board Minutes

281 Sawyer Dr, Ste 200 Durango

December 6th, 2017

3:30 p.m.

**BOD Members present:** Jim Denier, Alexandra Rodriquez, Richard Siegele, Bob Conrad, James Jones, Anne Kernan, Janice Moen, Joe Motsch

**CCI Staff present:** Laura Alsum, Tara Kiene, Shannon Kreuser

**Meeting called to order by the Board Chair.**

**New Board member application:**

1. The BOD has looked over Janice Moen’s Board application
   1. Motion to accept – Anne
   2. 2nd – Bob
   3. Motion carried unanimously

**Consent Agenda: Minutes**

1. Motion to accept – Bob
   1. 2nd – Anne
   2. Motion carried unanimously

**Financials:**

1. Shannon presented October 2017 Financials
   1. On the Statement of Revenue and Expenses -
      1. We are three months in the fiscal year. Our actuals compared to the budget should be at 33.33%.
      2. We ended October with a surplus of $32,804.
      3. TCM revenue is higher than expected as some catch up TCM billing took place.
      4. I made a correction to a transaction in July so the year to date expenses are $4560 lower than previously reported. The correction was reversing a FY17 labor expense that was accrued last fiscal year.
   2. On the Balance Sheet -
      1. Operating cash (including Board Operating Reserves) increased by $19,198 from September 30th to $1,453,442. Medicaid began recouping the duplicate payments in October and into November. This process has been very difficult to follow. I am the process of developing a reconciliation of the duplicate and recoupments to ensure the amounts are accurate.
      2. Our investment account at LPL Financial has a balance of $279,854. As of October, we have invested $250,000.
   3. On the YTD comparison to prior year-
      1. Comparing to the prior fiscal year, the revenue is down $57,206 or 3.11%. As already stated, the largest revenue item decreased in Residential PCA, however residential services is slightly up because Residential Host Homes has increased
      2. Some other large revenue decreases are in the Behavioral line item since we have another PASA provide this service.
      3. Our operating expenses are down $19,630 or 1.13%. In alignment to the above revenue changes, Professional Services-Behavioral has decreased and Professional Services-Host Home is up. Also, total labor expenses are down $56,457 or 5.72%.
   4. 990 and Audit-
      1. Draft of the 990. The 990 from the auditor was sent to the Board for review. Significant edits were still needed and sent to the auditor for revision. We have an extension for filing till February. A guidance was provided on what readers can gain from looking at a nonprofit’s 990.
      2. The final version of the audited financial statement has been submitted. The audit was approved at the October meeting.
2. Motion to accept October Financials – Janice
   1. 2nd – James
   2. Motion carried unanimously

**CEO Report:**

1. Tara had some updates to her report
   1. Festival of Trees is almost over and we feel attendance was better than last year.
      1. Tara and Laura feel that the event lead could be adjusted and improved on
   2. There are some open management positions and Tara feels that this is a good time to restructure and see what is needed
   3. CCI Executive team is looking into hiring a development Director
   4. The strategic team has met and came up with a 10 year goal
      1. See attachment

**By-laws discussion and review:**

1. Bob presented the CCI by-laws changes
   1. Article IV
      1. Section A
         1. Add “strive to” have a person from each county to
      2. Section B
         1. Change max # from 11 to 15
      3. Section F
         1. Add “or special”
      4. Section K
         1. Changed annual meeting from July to September to give more time after fiscal Year
      5. Section L
         1. Add “and will be discussed in Executive Session
   2. Article VIII
      1. Section D
         1. Change to an annual review instead of time to time
   3. Janice recommends changes to Article VII
      1. Make it more clear voting rights
      2. Clarify action without meeting, whether it is acceptable to vote via email and how to document consent.

**Board awards:**

1. See CCI Board Awards attachment
   1. Discussion
      1. Annual becomes more of an obligation. Just as BOD and staff see fit of people supporting CCI
      2. Gets in the newspaper. Gets our name and the other businesses the businesses
      3. Not a “participation” award
      4. A lot in the paper so try and find a time of the year
      5. Would this fit into our greater strategy of Community outreach that Janice is working on?
         1. Bob has agreed to work with Janice on this

**Election of Officers:**

1. Looking to fill Treasurer and Secretary
   1. Jim recommends combining Secretary/Treasurer
      1. Executive session needs a secretary
      2. Looks good to have 4 as the executive committee
   2. Motion to have Janice as the Treasurer and Anne as Secretary – James
      1. 2nd – Joe
      2. Motion carried unanimously
   3. Motion to keep President and Vice President the same – James
      1. 2nd - Joe
      2. Motion carried unanimously

**Adjourn:** 5:30pm