



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

[www.CommunityConnectionsCO.org](http://www.CommunityConnectionsCO.org)  
281 Sawyer Dr., Ste. 200, Durango, CO 81303  
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**Community Connections, Inc.**  
**Board of Directors Special Meeting**  
January 06, 2021  
3:30-4:25pm  
Microsoft Teams Virtual Meeting

**Present:** Sarah Kahn, Chairperson; Jim Denier, Vice-Chair; Cynthia Sadler, Secretary; Kicki Searfus, Board Member; George Glass, Board Member; Janice Moen, Treasurer; Richard Siegele, Board Member; Alexandra Rodriguez, Board Member; Bob Conrad, Board Member

**Absent:** Cathy Sykes, Board Member

**Present from CCI:** Tara Kiene, President/CEO; Shannon Kreuser, Chief Financial Officer; Laura Alsum, Executive Assistant to the CEO/President

**Guests:** None

**1. Call to order**

- Sarah Kahn, Chairperson, called the meeting to order at 3:35pm and presided. Laura Alsum, Executive Assistant to the CEO/President recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

**2. Finance Committee**

- **Action Items: Monthly Financials – Janice provided a breakdown report of the last 5 months of the financials**
  - On the Statement of Financial Position (Balance Sheet)
    - Looking at all the cash / CD balances, our cash has decreased by \$99,000 and our Accounts Payable has decreased by \$70,000. Accounts receivable is up by \$102,000.
  - On the Summary of Revenue and Expenses
    - Operating revenue is \$106,040 less than budget, mainly found in State revenue. Year to date the operating expenses are \$208,116 less than budget, mainly explained in Labor and Other Operating expenses.
  - On the YTD comparison to prior fiscal year
    - Comparing to the prior fiscal year, the revenue is down \$367,000
  - On the Summary of Revenue and Expenses by Program
    - Most departments are exceeding budget except for Case Management and SEP.
  - Provider Relief funding of \$102,557 is included in the new budget. Currently it is sitting in deferred revenue. We received this amount in Provider Relief funding as part of the CARES act on 10/27/20. We have 90 days to attest to receipt of the funds and will need board approval to do so. We can use the funding for increased expenses for dealing with the pandemic such as PPE, sanitation, telecommuting expenses, and other increase in operating costs and/or it can be



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used as the result of a decrease in revenue because of the pandemic. We have a large decrease in Medicaid revenue compare to prior fiscal years. The Provider Relief funding can be used on a decrease in revenue due to COVID.

- **Action Item: Budget Revision**

- Janice went through changes to the Budget and why there might be a change. The changes can be attributed to loss of client, loss of services, or changing to be more on track with actuals
  - Board approved Capital expenditures and they are staying the same
  - Revenue
    - Medicaid
      - Decreasing \$38,000 because of a loss of an individual in services
    - State
      - Decreasing \$193,000 to be more on track to our actuals
    - Room & Board
      - Decreasing \$26,000 due to clients leaving and being a little off on our projections
    - Other
      - Increased because of fundraising and contributions. We did great during Festival of Trees.
  - Expenses
    - Labor
      - Decreasing \$290,000 based on vacant positions that have not been filled and will not fill due to decrease in services
    - HHP
      - Decreasing \$41,000 due to an individual leaving services
    - Other
      - Decreasing \$72,000 due to travel, mileage, and other areas that we have decreased.
- Sarah asked for any questions or comments concerning revised Budget and returning Provider Relief Funding
  - Tara recommended a budget amendment to temporarily increase the Host Home Providers contract rates. She stated she is concerned with the amount of pressure placed on our HHPs for the last 10 due to COVID-19 and the decrease of Day Habilitation services. The percentage of the rate we give is below the market percentage rate that many other provider agencies pay to their HHPs. If



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we could increase the contract rates to 70% of the billing rate per support level, this would get us at or above the market rate during these difficult times. The Board discussed considering a temporary increase to the HHPs using the Provider Relief Fund instead of returning that Fund.

- The Board overwhelmingly supported the amendment and asked management to ensure that HHPs understand that it is temporary due to the loss of Day Habilitation and respite services. This temporary increase would go a long way to help HHPs feel appreciated.
- The Finance recommends that management apply for forgiveness for the PPE loan before the end of June so it falls in this Fiscal Year.
- **Sarah Kahn, Chairperson, asked if anyone opposes the approval of the revised budget for the remainder of the fiscal year and adding the \$203,000 to Host Home Provider line item. No opposition raised. Revised Budget, with Host Home line item approved.**
- **Sarah Kahn, Chairperson, asked if anyone opposes the November financials and no opposition raised. Financials approved.**

Regular session adjourned at 4:25pm

Respectfully submitted,  
Laura Alsum, CEO/President Executive Assistant

Board of Directors Secretary Approval:

  
Cynthia W Sadler (Feb 2, 2021 15:32 MST)

Cynthia Sadler






# January Special BOD meeting minutes

Final Audit Report

2021-02-02

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