



**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  
Main office phone: 970.259.2464  
Main office fax: 970.259.2618  
[cci@cci-colorado.org](mailto:cci@cci-colorado.org)

**Community Connections, Inc.**

**Board of Directors Meeting**

September 25, 2019

2:33-4:36 pm

Lupine Conference Room, Durango CCI Office

**Present:** Jim Denier, Vice-Chair; Janice Moen, Treasurer; Alexandra Rodriguez, Board Member; Richard Siegele, Board Member; Cynthia Sadler, Board Member; Kiki Searfus, Board Member

**Absent:** Sarah Kahn, Chairperson  
Bob Conrad, Board Member

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

**Guests:** Jessica Wanless, Direct Support Professional

1. **Call to order**

- Jim Denier called the meeting to order at 2:33 pm and presided. Courtney Gray, Human Resources Assistant recorded the minutes. A Quorum of directors being present, the meeting proceeded with business.

2. **Introduction of guests and public comment**

- Jessica is a DSP from the Durango community

3. **View From Field**

- Jessica Wanless, Direct Support Professional; Gave thanks to Tara and the Board of directors for the invite. Jessica explained, she is a Mathematician but chose to be a DSP come to be of service to her clients and to work towards their goals, she spoke of what the job description implies vs what the actual role means to her. She said it was not just meeting the basic needs of the client but to be of service, to provide tool for them to be successful at meeting their personalized goals and carrying out ideas for community inclusion

4. **Approval of Minutes**

- A motion was made by Cynthia Sadler, Board Member, to approve minutes from August's meeting. The motion was 2<sup>nd</sup> by Richard Siegele, Board Member and passed by all.

5. **CEO Report**

- Tara Kiene, President/CEO provided an update on the Alliance meeting. She stated the representative from HCPF said the highlight was meeting Richard Siegele, Board Member, who provided a tour of Holly House.
- Tara gave some updates on conflict free case management, we are waiting to find the new rate structure.
- Kicki Searfus, Member, expressed concerns over the waiting list and why we have people on the waiting list in our area? Tara explained, there are other people on the waiting list ahead of clients in our area that may reside in other areas in that state need to be placed before our vacancies can be filled. This is the way it has been federally mandated.

## 6. Finance Committee

- Monthly Financials
- Janice Moen, Treasurer, provided an update on the financial status of CCI.
- Audit of the field work is in process and will be available at the next board meeting.
  - o **On the Summary of Revenue and Expenses**
    - We ended August with an operating surplus of \$29,498. We anticipated an operating deficit of 4,437 so we came in better than budget.
    - We ended August with an overall surplus of \$30,915
    - Year to date the operating revenue is \$27,319 more than budget. Year to date the operating expenses are \$45,862 less than budget.
  - o **On the YTD comparison to prior fiscal year**
    - Comparing to the prior fiscal year, the revenue is up \$62,807 or 7.1%.
    - Total labor expenses are up \$13,865 or 2.9%.
    - Professional Service – Host Homes is down 15,873 -5.4%
    - Our other operating expenses are down \$12,174 or -9.3%.
    - Total expenses are down \$15,914 or -1.8%.
  - o **On the Statement of Financial Position (Balance Sheet)**
    - Looking at all the cash / CD balances, our cash has decreased by \$5,120 since the beginning of the fiscal year.
    - Our investment account at LPL Financial has a balance of \$458,442. As of August 31st, we have invested \$400,000.
  - o **On the Summary of Revenue and Expenses by Program**
    - We are starting the year off great. We are ahead of what we budgeted for Case Management and Day Habilitation.
- Labor is lower and closer to target.
- Host home is 15% less than last year because of the loss of clients. Currently there are over 20 people on the Residential waiting list.





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- Receivables and long term contributions change slightly because lease expenses recognized.
- Day program deficit of 18k a month
- Fundraising below budget which is expected because we are gearing up for fundraising coming up in the fall and winter seasons.
- EI funding change which is not a true reimbursement of all cost as it should be.

*The motion was made to approve the Budget by Kicki Searfus, Member, 2nd by Richard Siegele, Member, and approved by all.*

#### **7. Investment Report**

- CDs with earnings over \$250 thousand will not be insured by the FDIC. There is just a small number of CDs with more than \$250 thousand and the amount is not significant. There are plans to move earnings to a new account in the future.
- With an expected recession in the next 18 months and the economy slowing there are plans to reevaluate moving more stocks into bonds while still keeping the portfolio diversified.
- Ross Douglass will give a quarterly report in January of 2020.

*The motion was made to approve the Investment Report made by Kicki Searfus, Member, 2nd by Cynthia Sadler, Member, and approved by all.*

- Review and Approve Check Signers
  - CFO to review and approve current check signers every year. Currently the check signers are Tara Kiene, President and CEO; Elizabeth Fabrey, Vice President of Case Management; Jim Denier, Vice-Chair.

*The motion was made to make no changes to check signers by Cynthia Sadler, Board Member, and 2nd by Alexandria Rodriguez, Board Member and passed by all.*

#### **Fundraising Committee**

- Cynthia Sadler, Board Member, presented Mission Statement and Scope of Work for CCI Fund Development Committee was presented and approved.
  - o The motion was made to approve the Mission Statement and Scope of work made by Richard Siegele, Member, 2nd by Alexandria Rodriguez, Member, and approved by all.
- Development plan and why we need funding – 76% of our revenue comes from federal and state sources. This does not cover our basic costs and only minimally cover strategic plan goal. The plan includes a \$3,000 goal to be made by the board members.
- Board Giving policy – The goal is for 100% of participation by the board, which is defined as “distinct and in addition” to volunteering time, attending special events etc. Members were



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asked to consider making a meaningful financial gift annually based on means to demonstrate a commitment to Community Connections.

- Call to Action for committee and Board Development - It was suggested that the board helps identify people in key sectors throughout our area as potential supporters and volunteers. As we identify interested parties we need to let Ellen know so she can assist and know who is connected to the contact.
- Festival of Trees- Takes place in December 6th – 8th and is the biggest event of the year. The committee is identifying ways to celebrate our biggest supporters.
  - o It is important to look through the sponsor package Ellen has put together to understand how we are working this out.
  - o We need to identify not only local businesses but businesses that service the four corners area. We need to market it as not only a charity event but also identify it as a marketing opportunity for businesses.

#### 8. Review Vision

- Many thoughts were made regarding the current vision and how to better create a new vision. Board members will work on a draft to be presented at next board meeting and will be then be presented to other stakeholders at staff meetings, day program services and Family Support Council for input.

#### 9. Review Policies

- Section 2 - No changes or questions were made regarding section 2.
  - o The motion was made to approve Section 2 by Cynthia Sadler, Board Member and 2nd by Richard Siegele, Board Member, and passed by all.
- Section 5 – The Disaster plan will be moved to another section.
  - o The motion was made to approve Section 5 Policies by Richard Siegele, Board Member and 2nd by Kicki Searfus, and passed by all.

#### 10. Officer elections and Term Renewals

- The motion was made to renew terms of Richard Siegele and Alexandria Rodriguez as Board Members Section by Kicki Searfus, Board Member and 2nd by Jim Denier, and passed by all.
- The motion was made to renew terms of Janice Moen as Treasurer by Jim Denier, Board Member and 2nd by Richard Siegele, and passed by all.
- The motion was made to elect Cynthia Sadler as Secretary by Janice Moen, Treasurer and 2nd by Jim Denier, and passed by all.



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11. **Board recruitment (review onboard Process)**

- Tara recommended the Board review the onboarding process for board members and make improvements as needed.
- Janice will contact Sarah to schedule an Executive meeting will be held for further discussion on Board recruitment.

*The motion was made to adjourn by Jim Denier, Board Member and 2nd by Janice Moen, Board Member, and passed by all.*

Regular session adjourned @ 4:36 pm

Respectfully submitted,  
Courtney Gray, Human Resources Assistant

Board of Directors Secretary Approval:

X Cynthia W. Sadler  
Secretary