



**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 Meeting Minutes**  
September 23, 2020  
2:32-4:15 pm  
Microsoft Teams Virtual Meeting

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

**Absent:** Alexandra Rodriguez, Board Member; Richard Siegele, Board Member

**Present from CCI:** Tara Kiene, President/CEO; Laura Alsum, Executive Assistant CEO/President; Ellen Stein, VP of Marketing and Development; Shannon Kreuser, Chief Financial Officer; Judy Schrenkenbach, VP of Human Resources; Lorna Morris, DSP; Lana Burns, Director of SEP

**1. Call to order**

- Sarah Kahn, Chairperson, called the meeting to order at 2:32 pm 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. Introduction of guests and public comment**

- The Board of Directors (BOD) touches based with one another and gave a Rose (highlight), a Bud (something to look forward to) and a Thorn (a challenge you've faced).

**3. Report: Voices from the field**

- Lorna Morris, a DSP in Cortez, spoke about what a day in the life of a DSP looks like during COVID. She spoke about challenges for finding activities and dealing with the mental health of the individuals they serve.
  - Cynthia and Sarah offered words of encouragement
  - Sarah offered to speak with Lorna and brainstorm ideas
  - Janice asked if individuals have access to ZOOM, online activities, etc? They do and Day Program has created some virtual classes and activities.

**4. Action Item: Approval of Minutes:**

- George Glass asked for clarification on a Finance piece, which Shannon provided.
- George stated that a sentence in the Elections section was missing a word.
- **A motion was made by George Glass, Board Member, to approve minutes with the wording change for August's meeting. The motion was 2nd by Cathy Sykes, Member, and passed by all**

**5. CEO Report**

- Tara Kiene, CEO, shared some updates to the CEO Report
  - Pine Street is scheduled to open Monday with COVID precautions set up for the space. 12 people will be provided services in the space with stringent check in and check out policies. The hope is that Holly House is not far behind in opening

also. Some participants are super excited to start up programing again and some have concerns that are being addressed.

#### 6. Finance Committee

- Janice Moen provided an update on the audit. The field work is completed and was all done remotely. It has been difficult due to it being the 1<sup>st</sup> year and having to collect a lot of information that will not be needed in the next years.
  - They did a check list of internal controls that Janice did not agree with the method they had Shannon document.
- **Action Item: Monthly Financials**
  - Janice Moen, Treasurer, presented the August Financials
    - On the Statement of Financial Position (Balance Sheet)
      - Looking at all the cash / CD balances, our cash has decreased by \$188,925 since July 1, 2020. Accounts Payable has decreased by 124,496.
    - On the Summary of Revenue and Expenses
      - We ended August with an Operating Deficit of \$28,961. We budgeted an operating deficit of \$41,705. We ended August with an overall deficit of \$18,296 with our unrealized gain on investments.
      - Year to date, the operating revenue is \$45,613 less than budget, mainly found in State revenue. Year to date the operating expenses are \$75,111 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 up \$115,650 found in Medicaid revenue.
      - Total labor expenses are up by \$12,477.
      - Professional Service – Host Homes is up \$7,925.
      - Our other operating expenses are down \$25,144.
      - Total expenses are down \$3,871.
    - On the Summary of Revenue and Expenses by Program
      - Most departments are exceeding budget except for Case Management, FSSP, and Fundraising.
      - The departments with a deficit are less than what was budgeted
- Management Planning Tool
  - The BOD approved the budget but had asked management to come up with a planning tool and look at different scenarios. Everything is changing so quickly and the BOD would like to make sure that they are agile and adjust to changes quicker. Management came up with a planning tool that was reviewed and



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approved by the Finance Committee. The scenario plan was not in the Board packet but will be emailed at the end of the meeting.

- **A motion was made to approve the Monthly Financials by Cynthia Sadler, Secretary, and 2nd by Jim Denier, Vice Chair, and approved by all.**

#### **7. Fund Development Committee Report**

- Ellen Stein asked for questions on her FDC report and there were none.
- Sarah provided an update about FDC outreach and FOT. The committee is coming up with ways to create engagement and connections with the community beyond FOT. Looking for more people to join the committee
- Ellen provided more information on the last FDC meeting. She is pleased with the conversation and the participation of members. The committee is looking at other longer term fund development opportunities.
- Ellen provided an update FY21 goal dash board and the FY21 development plan
  - Tara asked if we want the dash board to reflect promised contributions or received contributions? Ellen stated promised makes her more comfortable and she will make sure that is stated in the FDC report
- Ellen asked for the BOD to fill out the Mountain Sage Consulting Development forms and get back to Sarah and her. The form lists out what each BOD member is willing to commit to doing, whether it is time or monetary giving. Sarah will send out an email with the form and she will need it back by October 1<sup>st</sup> from each BOD member.

#### **8. Report: Board policy manual**

- Sarah stated that she will send out an email to the HR policies committee and get their corrections and input on the policies they were given.

#### **9. Report: Mission and Vision Committee**

- Sarah reminded the BOD that the members will not revise the Mission and Vision statements, but come up with an activity to review the statements. Current members are Ellen Stien, Kicki Searfus, and Sarah Kahn are on the committee. They will have ideas for the next BOD meeting.

#### **10. Introduction of Guest**

- Tara introduced Lana Burns, the new Director of SEP. Lana shared a little about herself.

#### **11. Report: Nominating Committee**

- Jim provided an update on the committees conversations. They would like to nominate Sarah Kahn to remain as Board Chair and George Glass has offered to be Vice Chair.
  - Sarah stated she was more than happy to continue as the Board Chair and continue to support CCI.
- **A motion was made to approve Sarah Kahn as Board Chair and George Glass as Vice Chair by Janice Moen, Treasurer, and 2nd by Jim Denier, Vice Chair, and approved by all.**

#### **12. Paycheck Protection Program**



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- Janice provided an update that management has expended it all. She provided information on what we are able to spend it on and what we are not able to spend it on.
- Tara suggested that at an upcoming BOD meeting management will share a breakdown of our requested forgiveness and how they came up with those numbers.

### 13. Adjourn

Regular session adjourned at 4 pm

Respectfully submitted,  
Laura Alsum, CEO/President Executive Assistant

Board of Directors Secretary Approval:

X   
Cynthia W Sadler (Oct 29, 2020 07:41 MDT)

Secretary






# 2020-09-23 Approved BOD Meeting Minutes

Final Audit Report

2020-10-29

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