



**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**

April 17, 2019
2:32-3:52 pm

Lupine Conference Room, Durango CCI Office

Present: Sarah Kahn, Chairperson; Jim Denier, Vice-Chair; Janice Moen, Treasurer; Anne Kernan, Secretary; Alexandra Rodriguez, Board Member; Richard Siegele, Board Member; Bob Conrad, Board Member; Kristen Searfus, Board Member

Absent: Cynthia Sadler, Board Member

Present from CCI: Tara Kiene, President/CEO; Shannon Kreuser, CFO; Shawnda Gallup, Case Management Executive Assistant

1. Call to order

- Sarah Kahn, Chairperson, called the meeting to order at 14:32 and presided. Shawnda Gallup, Case Management Executive Assistant recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

2. Introduction of guests and public comment

- No Guests
- Sarah Khan, Chairperson, passed around an example elevator speech for the committee to review.

3. Approval of Minutes

- A motion was made by Sarah Kahn, Chairperson, to approve minutes from March's meeting with no edits.

The motion carried by the following vote Richard Siegele, Member, and 2nd by Alexandra Rodriguez, Member, and passed by all.

4. Finance Committee

- Monthly Financials

- o Janice Moen, Treasurer, provided an update on the financial status of CCI.

- **On the Summary of Revenue and Expenses**

- We ended March with an operating surplus of \$16,510. We anticipated an operating surplus of 11,411 so we came in better than budget.
- In March we recognized an unrealized gain on our investments of \$5,681.
- We have an overall surplus of \$22,191.

- Year to date, our operating revenue is \$142,184 less than budget. Year to date, our expenses are 188,649 less than budget. Year to date, we have an operating surplus of \$36,304 and anticipated to have an operating deficit of \$10,161. We have an overall surplus of \$137,852.



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- ***On the YTD comparison to prior fiscal year***
 - Comparing to the prior fiscal year, the revenue is down \$4,523 or -.1%.
 - Total labor expenses are up \$114,583 or 5.8%.
 - Professional Service – Host Homes is down 40,327, -3.3%
 - Our other operating expenses are up \$69,887 or 16.4%.
 - Total expenses are up \$134,582 or 3.6%.
- ***On the Statement of Financial Position (Balance Sheet)***
 - Looking at all the cash / CD balances, our cash has decreased \$67,800.
 - In March we paid off a mortgage with a balance of around \$119,000 for our Pine Street property.
 - Our investment account at LPL Financial has a balance of \$443,380. As of March 31st we have invested \$400,000.
- ***On the Summary of Revenue and Expenses by Program***
 - See report
- ***Board Comments***
 - Janice Moen, Treasurer spoke to the financial variances and clarified that the variances are not that far off from the previous Fiscal Year. Larger variances (specifically deficits) are being addressed by action plans.
 - One of the larger areas where budget variances occurred was in October/November, at which time there was a larger than average turn over in the organization (specifically the Case Management Department).
 - Bob Conrad, Member, asked how staffing levels were at this time, to which Tara Kiene, CEO, responded with positive news of the agency being at almost full staff with only a few DSP's needed in each location at this time.
 - Anne Kernan, Secretary, asked if these financial deficits in the Day Program area are a statewide issue. Answer from Tara, was that yes, this is and that some agencies are going away from offering Day Programs to reduce these losses.
 - On this same topic, Jim Denier, Co-Chair, asked how the Day Programs are funded. Answer is through Medicaid waiver services which are billed at 15 minute increments. Overall the rate does not cover normal operating costs, especially employee costs associated with wages and fringe (such as insurance, taxes, medical insurance, etc.).
 - Janice Moen, Treasurer, asked if this can be addressed at the state level to fix the rate issue. This has been presented to state multiple times and is still pending.



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- Bob Conrad, Member, asked how many clients currently attend Day Programs offered by CCI. Answer is currently 24-30 at each site (Durango and Cortez). Bob mentioned that this could really be a focus for fundraising efforts to find money to help supplement these programs.
- Janice Moen, Treasurer, asked "What happens if there is no Day Program offered". The answer is that the clients could be served in the community, outside of the physical Day Program sites, but there are challenges to this with weather, facilities that can be used periodically for addressing hygiene needs. If this was also not an option, many clients would be left to figure this out and many would probably just be at home.
- Overall the committee agreed that this should be a focus of discussion when talking to community members to raise the awareness of the programs offered and why funding is so important.

The motion was made to approve the March Financials by Bob Conrad, Member, and 2nd by Jim Denier, Vice-Chair, and passed by all.

5. CEO Report and Strategic Plan Update

- All members indicated having received the current CEO report with no questions.
- Tara Kiene, CEO/President of CCI, discussed the below items outside of the CEO Report.
 - o CCI was granted two awards through Subaru Share the Love, totaling \$10,875
 - Subaru of America - \$8,375
 - Morehart Murphy Subaru - \$2,500
 - o Tara recently attended a meeting with other Rural CCB's about how they are all working through financial issues.
 - CCI is probably in a better position than others because of previous choices in services being provided.
 - Other CCB's are being creative about how they supplement funding such as:
 - a. Offering other waiver services
 - b. One has opened an auto shop, where clients are trained in vehicle maintenance. They are currently conducting maintenance on their own, and employee vehicles while training, and plan to transition to offering the services for payment to the community for an income source.
 - c. Others are discontinuing to offer Day Program and SLS Waiver Services and focusing on Residential Services and others that pay for themselves.
 - If CCI went away from offering Personal Care and Homemaker it would reduce the out of pocket costs that are not being recuperated sufficiently to keep them in the black.



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- The larger Urban CCB's manage to do well because of their success in getting mill levy's to supplement the income.
- Janice Moen, Treasurer, commented that she really likes the statistics that were included in the recent CEO report and would like to see more of that type of information.
 - Tara shared that CCI has set KPI's that are reviewed by the ART team quarterly and could be formatted to be shared with the Board when available. Tara will meet with Shawnda to discuss how to best present this information.

6. Board Committees Reports

- Finance – Janice Moen already spoke to the finance committee items in the finance section.
- "Our Story" – Anne Kernan spoke to her project of compiling the history of IDD and CCI.
 - Initial information has been shared with the board which focuses on the older data (pre-mid 90's). Newer data is proving more difficult for her to compile, and information provided tends to lead to more questions.
 - Bob Conrad offered to review the write-up as did Jim Denier.
 - Sarah Kahn suggested interview information be included in stories.
 - Suggestion to have more photos added and possibly turn it into a book.
 - Tara Kiene has information sheets with pictures that could be incorporated.
 - Anne Kernan really wants to highlight Donors in the final version.

7. Governance Items

- Board Policies

- Operational Policies were shared and reviewed by the Committee.
 - Janice Moen, Treasurer, indicated that she was really pleased that they do in fact look like policy rather than procedures. Work still needs to be done to the Board Policies, and the status of the Operational Policies will be of great assistance in that process.
 - Tara Kiene, CEO, offered to load the current available Board Policies to a shared Google Drive for the team to review. Janice Moen offered to compile those into a standardized format to identify holes. Then executive committee to review.
 - Janice Moen feels that it is important to document the approved Operational Policies by including them in the Board Policy Manual with an approval note.
 - Tara Kiene suggested creating a plan to approve chunks of the Policies as there are over 130 pages at this time.

8. Old Business

- Schedule Board Retreat

- Sarah Kahn requested to pick a date for the retreat. Decision by board to hold it May 29th from 9:00-2:00pm at a location to be determined.



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- Focus of meeting will be on: Policies, Board Strengths and Weaknesses Review, Strategic Planning. Ellen Stein, VP of Marketing, will provide a short training on presenting information about CCI in the community.

- **Board Recruiting**

- Sarah Kahn offered up some great opportunities to talk CCI to the community:
 - Durango Wine Experience
 - Taste of Durango
 - Iron Horse Bike Classic
- Janice Moen offered up that she had been attending Chamber events and has made contact with three potential board recruits; one lawyer, one CFO and the other a CPA.

9. New Business

- Tara Kiene, CEO, presented the current Board Crisis Communication Plan which was written in 2015 but has been reviewed annually for applicability.
 - All of the organizations Emergency plans are out for review by a contact at SJBPH as part of the Equity in Emergencies program and will be updated based on input.
 - The point of the Board Communications plan is to help us manage the operation in all types of incidents.
 - Sarah Kahn, Chairperson, suggested that media be more clearly defined to include such things as Facebook and Twitter as the term Media can mean different things to different people. This was noted and will be handled as part of the final review and revision process.

7. Action Plan for next meeting

- Next meeting will be combined with the Board Retreat on May 29th, cancelling the regularly scheduled May 22nd Meeting.

Regular session adjourned @ 1522

Respectfully submitted,
Shawnda Gallup, Case Management Executive Assistant

Board of Director's Secretary Approval:

X Anne K

Secretary

