



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

www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
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**Community Connections, Inc.
Board of Directors Meeting**

January 22, 2020

2:32 - 4:34 pm

Lupine Conference Room, Durango CCI Office

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

Absent: Bob Conrad, Board Member

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

Guests: Jessica Wanless, DSP; Prissilla Rippee; Cathy Sykes

1. Call to order

- Sarah Kahn, Chairperson, called the meeting to order at 2:32 pm and presided. Courtney Gray, Human Resources Assistant recorded the minutes. The meeting proceeded with business.

2. Introduction of guests and public comment

- Ross Douglas, Financial Advisor for Grenadier Financial presented on current state of investments and outlook for 2020 for CCI. Finance Committee will review and approve rebalance from fixed income.

3. Finance Committee

- **Monthly Financials – Janice Moen**
 - On the Statement of Financial Position (Balance Sheet) -
 - Looking at all the cash / CD balances, our cash has increased 55,109 since the beginning of the fiscal year.
 - Our investment account at LPL Financial has a balance of \$475,051. As of December 31st, we have invested \$400,000.
 -
 - On the Summary of Revenue and Expenses -
 - We ended December with an operating surplus of \$14,122. We anticipated an operating surplus of 15,520 so we came in lower than budget.
 - We ended December with an overall surplus of \$22,132.
- **On the YTD comparison to prior fiscal year-**



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- Year to date, the operating revenue is \$48,799 less than budget. Year to date the operating expenses are \$178,953 less than budget. Year to date, we have a surplus of \$129,033.
- Comparing to the prior fiscal year, the revenue is up \$108,129 or 4.1%.
- Total labor expenses are up \$34,753 or 2.5%.
- Professional Service – Host Homes is down 15,317 or -1.9%
- Our other operating expenses are down \$61,078 or -17.3%.
- Total expenses are down \$36,462 or -1.4%.
- **On the Summary of Revenue and Expenses by Program –**
 - All programs are exceeding budget except for fundraising and EI. For the fundraising budget, some of annual revenue was spread across all twelve months. This isn't really how fundraising revenue comes in but the issue shall work itself out when the revenue starts coming in. The EI Budget will more than likely come in lower than expected for the remainder of the year.

The motion was made to approve the Budget by Cynthia Sadler, Secretary, 2nd by Richard Siegele Member, and approved by all.

4. Review of Investments –

- Currently 40% of investment is in Stocks 60% is in bonds,
- YTD there has been a 15% increase in our investment. Our goal is 5-6%
- A rebalance of the portfolio was made in September. A recommendation was made to rebalance the portfolio again after last years gains.
- Ross expects to see more volatility this year because of the upcoming election.

5. Review of 990

- Janice Moen, Treasurer, provided an overview on the 990 and pointed out important parts of the 990
 - Page 6 & 7
 - Governing party and all Board of Directors members are on it.
 - Importance of policies and CCI having them.
 - Disclosure Section
 - Page 7 – Edit – Kicki Searfus' Name needs to be corrected.
 - Pages 9-12 and on should match audit.
 - Page 10 - Funders like to see ratio above 75% and we are at 86%.
 - Schedule C – Political Campaign and Lobbying Activities – Janice reminded members of the board that while nonprofits can engage in issue campaigns, we are forbidden from endorsing or campaigning for candidates. With the upcoming election, members are advised to avoid participating in campaign



activities if it could be construed that they are representing Community Connections.

A motion was made by Sarah, Kahn Chairperson, to approve the audit with changes as described in meeting.

The motion carried by the following vote: Richard Siegele, Member and 2nd by Kicki Searfus, Member, and passed by all.

6. Approval of Minutes

- ***A motion was made by Richard Siegele, Member, to approve minutes amended as follows:***
 - Correct the spelling of Alexandra's name from Alexandria to Alexandra
 - Correct the spelling of Sarah's name, from Sara to Sarah.

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

7. CEO Report

- Tara Kiene, CEO
- Rates for State SLS have been adjusted over the past year so that they now match our expenses. HCPF is investigating setting standardized State SLS rates, which will likely align back with Medicaid SLS to operate with rates lower than our expenses.
 - Class B License – Tara explained the need for the Class B License to be reviewed in the near future to discuss the impact it has not only on our clients but administratively as well.

8. Home Care Committee –

- Tara presented the Home Care Agency Organizational Chart to the board for review and approval.
- ***A motion was made by Richard Siegele, Member, to approve the organizational chart amended as follows***
 - Changing "clients" to "Home care peer/person receiving services"

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

9. Fundraising Committee

- Ellen Stein, Marketing
 - Board or Directors reached their goal of 100% giving by the Board which includes \$3650 this is over their goal.
 - Grants - \$6,000 of the \$15,000 goal has been raised in this category. There is \$20,000 in requests still being written so there is confidence that this goal will be met also.



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- Local Government – Archuleta, La Plata, and Montezuma Counties all came in with the requested amounts. The Cities of Cortez and Durango came in under, while the towns of Bayfield, Mancos and Ignacio all met or exceeded the requested amount.
- United Way - \$8,750 received to date in quarterly payments toward a total of \$17,500 for the year.

10. Review Vision

- Kicki Searfus, Member, presented a compiled vision to the board of Directors to review and edit. Sarah suggested revisions to be submitted by end of week, January 24th. Revised version will be presented to staff in February with a goal of approval in March.

11. Governance Items


- Board Membership
 - Richard Siegele, Board Member, moved to accept Cathy Sykes as a new Board Member. Seconded by Kicki Searfus, Board Member, and approved by all.

The motion was made to adjourn by Sarah Kahn , Chairperson and 2nd by Richard Siegele, Member and passed by all.

Regular session adjourned @ 4:34 pm

Respectfully submitted,
Courtney Gray, Human Resources Assistant

Board of Director's Secretary Approval:

X 
Secretary