



**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
Main office fax: 970.259.2618
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Community Connections, Inc.
Board of Directors Meeting
August 26, 2020
2:35-4:15pm
Microsoft Teams Virtual Meeting

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

Absent: Janice Moen, Treasurer

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

Guests: Steve Short

1. Call to order

- Sarah Kahn, Chairperson, called the meeting to order at 2:35pm 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. Introduction of guests and public comment

- The Board of Directors (BOD) introduced themselves and gave a synopsis of the amount of years they have been on the BOD and what they do in the Community
- Steve Short introduced himself. He is a Durango native and retired from First National Bank after 35 years. He has been on a number of Boards throughout the community for years. Steve is familiar with CCI through CCI banking with First National Bank.

3. Approval of Minutes:

- A motion was made by George Glass, Board Member, to approve minutes from July's meeting. The motion was 2nd by Alexandra Rodriguez, Member, and passed by all.

4. CEO Report

- Tara Kiene, CEO, was excited to share that she received her final certificate for the Strategic Leadership and Management course she had been participating in.
- Updates requested by the BOD
 - Bob Conrad asked for an update on the new Pagosa Springs office
 - CCI had an office years ago but the decision was made to close due to low enrollment and revenue reductions. After incorporating the SEP Program in July, the decision was made to open an office for their 90 plus clients. Used mostly for SEP but other Programs are able to use.
 - Sarah Kahn asked how the Pagosa Springs open house went
 - Tara stated that the Pagosa Springs Chamber Facebook Live event went fine. There was an issue with sound and participants not being miked so

it was hard to hear what was being said. It was good for the awareness and attention with the Chamber announcement that went out.

- **Action Item: SEP RFP (Single Entry Point) (Request for Proposal)**

● Discussion on whether or not CCI will submit for the SEP RFP

- Tara gave background for CCI incorporating SEP for 1 year and the need to decide if we would like to submit a contract in the Fall for a full 4 year contract.
- Tara stated that the RFP went out last week instead of in the Fall like was stated prior. CCI needs to determine whether or not to continue with the SEP contract. Tara recommends that submit a proposal. She has discussed with others in CCI, on the BOD, and other Community members who recommended that we continue with the SEP.
- Questions were raised about how long the commitment is and Tara stated that if we get the contract, we would not have to resubmit for 4 years. We are not tied to the contract and are not penalized for leaving contract early.

● **A motion was made to submit a SEP Proposal by Cathy Sykes, Board Member, and 2nd by Alexandra Rodriguez, Member, and approved by all**

5. **Finance Committee**

- **Action Item: Monthly Financials**

● Shannon Kreuser, CFO, presented the July Financials

- On the Statement of Financial Position (Balance Sheet)
 - Looking at all the cash / CD balances, our cash has decreased by \$105,993. Based on the DRAFT of the FY21 budget, the BOD Operating reserves will increase by \$48,070 because our FY21 operating expenses have increased due to taking over the SEP program.
 - A portion of the BOD operating reserves is in the CCI checking account and a portion in CD's
- On the Summary of Revenue and Expenses
 - Comparing the July actuals to the draft budget as it will be a better comparison than the FY20 budget.
 - We ended July with an operating deficit of \$24,360. We budgeted an operating deficit of \$41,114. Our COVID related retainer payments from HCPF ended Mid-July.
 - We ended July with an overall deficit of \$8,432 with our unrealized gain on investments.
 - Year to date, the operating revenue is \$24,109 less than budget, mainly found in State revenue. Year to date the operating

expenses are \$40,863 less than budget, mainly explained in Professional Service Other and Other Operating expenses.

- On the YTD comparison to prior fiscal year
 - Comparing to the prior fiscal year, the revenue is down by \$53,376, mainly found in Medicaid revenue.
 - Total labor expenses are up by \$2000.
 - Professional Service – Host Homes is up \$1568.
 - Our other operating expenses are down \$2675.
 - Total expenses are down \$1968.
 - Cynthia Sadler asked what the status of the retainer payments and if they might be approved to come back?
 - Tara stated that there is a lot of pressure on CMS to get them to reinstate the retainer payments. There is little confidence that it will happen. In lieu of that, HCPF is working on a couple of other options.
- On the Summary of Revenue and Expenses by Program
 - Most departments are exceeding budget except for Case Management, FSSP, and Fundraising. Case Management and I have been in the weeds learning the new payment and invoicing methods implemented by HCPF.
 - Bob asked if Tara if she sees any trends, positive or negative, coming in the next 3-4 months. Tara stated that Adult services is working hard to increase Day Program offerings. It will be dependent on COVID-19 and whether clients are willing to go out and about. Seeing the same with SLS and seeing an increase on individuals wanting services again. We saw a decrease in 3 residential clients but we are also anticipating 3 new enrollments.

● **A motion was made to approve the Monthly Financials by Bob Conrad, Board Member, and 2nd by Richard Siegele, Member, and approved by all**

- **Action Item: Budget**

- Shannon Kreuser, CFO, presented the FY21 Draft Budget
 - Shannon stated that this is the third draft of the budget and not the last. A draft was put out Mid-June to the Executive team only to learn that it had to immediately be scratched because the COVID-19 related retainer payments were going away. Shannon examined the service utilization for May-July and received feedback from program staff so she could get a better understanding on what services have been provided.
 - Page 2 outlines three capital asset projects of \$33,700. These projects do not impact our operating budget but will impact our cash.



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- Page 3 our Board reserves will go up to \$955,545 because of the new program. Our annual expenses have increased.
- It shows an operating deficit of \$591,021.
- Shannon advises to seek forgiveness of our PPP loan of \$560,400. This forgiveness will alleviate our overall deficit to be \$22,621.
- The departments that we are anticipating to end with a surplus are:
 - Admin because of the PPP loan forgiveness. For financial reporting, I imagine I will have to allocate the forgiveness to the actual department utilizing the payroll dollars but for simplicity this will work for the budget for now.
 - SEP
 - HCA
 - Durango Residential
 - Cortez Residential
 - OJT – park contract
 - Fundraising –local contributions
 - FOT
- The SEP program will bring in 665,166 in revenue but our overall revenue is down by 314,167 and \$888,720 down in Medicaid funding.
- This budget includes a brand new position in Adult Service – The Community Intergration Director.
- This budget includes restructuring in case management.
- We cut DSP hours/labor costs because there has been attrition in Durango.
- We cut staff mileage anywhere between 25-75% in each department.
- Because of the pandemic, we are only providing 15-20% of what is in the clients’ plans for some services. This is a significant decrease to our revenue.
- Shannon stated that she spoke with Janice Moen, Board Treasurer, and that Janet recommends that we just approve the budget through December and that management needs to come up with different scenarios to improve the deficit situation.

● **A motion was made to approve the FY21 Budget with an understanding that a reevaluation will be coming this December by Richard Siegele, Board Member, and 2nd by Cathy Sykes, Member, and approved by all**

6. Fund Development Committee Report

- Ellen Stein shared the FDC projects and the Committee breakdown chart.
- **FOT Report**
 - Ellen provided an update on where we are concerning Festival of Trees (FOT) and the changes that we are working towards.



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- Ellen provided some summary notes on the Development Plan
 - FY19 to FY20 increased 23%
 - FY19 to FY20 BOD donations increased 103%
 - FY20 Goal to Actual is \$11,236 shy of our goal but it is higher than our 10% increase
 - FY21 we did scale back due to COVID-19, especially for municipalities.
- **Action Item: Raffle**
 - Ellen provided information on what training is needed to be a raffle master. Bob stated that the State recommends a 2nd raffle master to back up the main raffle master. He is more than willing to share the responsibility and he shared the process he went through to be certified.
 - Discussion on individuals selling raffle tickets without a BOD member present and how that might be able to happen. Ellen recommended a couple different thoughts and ideas. Tara provided some definitions and examples of language to the Board by-laws.
 - Bob, Tara, and Ellen will meet about this further. Sarah would be willing to be a part of this conversation. Ellen will do some more research before they meet about any changes due to covid.
- 7. **Board policy update**
 - Tara Kiene gave an update on the HR Policies. They have been given out to for the different members to review and give suggestions on changes.
 - Shannon Kreuser provided a summary on the Allowable Costs Policy
 - **A motion was made to approve the Allowable Costs Policy by Cynthia Sadler, Secretary, and 2nd by Kicki Searfus, Member, and approved by all**
- 8. **Action item: Mission and Vision Committee**
 - Members are needed for a Mission and Vision Committee. The members will not revise the Mission and Vision statements, but how we will approach reviewing the statements. Ellen Stien, Richard Siegele, Kicki Searfus, and Sarah Kahn will be on the committee. Tara Kiene will join them if she is available when they meet.
- 9. **Upcoming Officer elections**
 - A couple members terms are coming up in October. Jim Denier and George Glass are serving as the nominating committee. George provided a synopsis of their conversations and asked if anyone else would like to join the committee. The election committee will put forward who they feel would be the best candidates for those positions and also the people that have that desire to run for the open Officer position at the September BOD meeting.
- 10. **Paycheck Protection Program**
 - No update and still a standing agenda item
- 11. **Adjourn**



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- **A motion was made to adjourn the BOD meeting by Cynthia Sadler and approved by all at 4:15pm**


Cynthia W Sadler (Oct 7, 2020 12:01 MDT)






2020-08-26 BOD Meeting Minutes

Final Audit Report

2020-10-07

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