

**Community Connections, Inc.  
Board of Directors Meeting**

July 22, 2020

2:35-4:00 pm

Zoom Virtual Meeting

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

**Absent:** Priscilla Rippee, Board Member; Alexandra Rodriquez, Board Member

**Present from CCI:** Tara Kiene, President/CEO; Laura Alsum, Executive Assistant CEO/President; Ellen Stein, VP of Marketing and Development; Sylven Watson, SEP Program Director

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**

- None Present

3. **SEP Program Director Introduction**

- Sylven Watson, SEP Program Director, provided an introduction of the Single Entry Point (SEP) program and the SEP employees that transitioned from SJBPH to CCI. She gave an overview of the SEP programs, coverage/counties, provider partners, and contact information.
- No questions

4. **Approval of Minutes**

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

5. **CEO Report**

- Tara Kiene, CEO
  - Tara provided an update on provider retainer payments. The entire Colorado Congressional delegation sent a letter to CMS requesting that they allow Colorado to reinstate retainer payments through the end of the pandemic. We are operating under the assumption that they are gone forever.
  - Jim asked for clarification concerning Early Intervention change on page 2 of the CEO report. Tara stated that children need to have a more significant delay in order to be eligible for services. It used to be that the delay had to be greater than 25% but is now increased to a delay greater than 33%
  - Bob wanted an update on the relationship with the Columbine Condo Association (CCOA). Tara stated that she feels that communication is good and that they all seem to

be on the same page. The building itself is having issues and we are making improvements on a consistent basis.

- Sarah asked how many employees will be using the Electronic Verification system (EVV). Tara stated that all EI employees and any SLS staff that provide in home support. They allowed us to submit an exclusion for family care givers.
- Sarah asked how the new payroll system (APS) is going and if we like it. Different opinions and we are all just learning it.

#### 6. Finance Committee

- Monthly Financials – Janice Moen
  - Janice stated we do not have financials and that it is not uncommon during this part of the year. During this time of year, we are closing out the prior fiscal year.
- The Finance committee is looking for additional members
- The Finance committee recommends a motion to do the initial application for the Medicaid Provider Relief Fund. Discussion on if we should apply after Tara provided information on the Provider Relief Fund and history of why we did not apply and why we are considering now.

***The motion was made to move ahead with the Medicaid Provider Relief Fund application process by George Glass, Member, and 2nd by Cynthia Sadler, Secretary, and approved by all.***

#### 7. Fund Development Committee (FDC)

- Sarah provided the updated mission statement for the Funds Development committee.

***The motion was made to approve the Funds Development committee mission statement by Richard Siegele, Member, and 2nd by George Glass, Member, and approved by all.***

- Sarah provided an update from the last FDC meeting and Festival of Trees
  - Ellen provided information about raffle items we have already received
  - Discussion on who the FDC has reached out to become a member of the FDC and who else might be recommended for the FDC to reach out to.
- Ellen updated the BOD on the Subaru of America Share the Love event. It is great to see this opportunity offered to CCI again this year!

#### 8. Board Policies

- Janice Moen provided an overview on the newest completed BOD policies. She also discussed IRS rules and making sure we stay up to date and are in compliance. Having an external audit helps us make sure that is accomplished.
- Discussion on the suggested changes to the BOD policies, what is still in process, and finalizing the BOD policy part of the manual. Executive committee has reviewed the policies and have recommended that the BOD approve them.

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

- Human Resource (HR) Policies are the next policies to be reviewed, edited, consolidated, and approved. Sarah recommended that an HR committee form to review them. Sarah asked for volunteers to be on the committee with her. Richard, Cynthia, Bob, and Cathy will join Sarah. Sarah will separate the HR policies and send a few to each committee member to review.

9. **Paycheck Protection Program**

- This is a standing item with no updates at this time.

10. **Other**

- There are some BOD member terms coming up for re-election. A nomination committee needs to be established for the Officer terms and member terms. George and Jim volunteered for the nomination committee. Sarah will find another person or 2 to join. At least 4 people are recommended to be on the committee.
- Bob asked if anything is needed at this time for his designation as the Raffle gamemaster. Tara stated nothing is needed at this time.

***The motion was made to adjourn by Cathy Sykes, Member, and 2nd by Cynthia Sadler, Member, and passed by all.***

Regular session adjourned @ 4:00 pm

Respectfully submitted,  
Laura Alsum, CEO/President Executive Assistant

Board of Director's Secretary Approval:

X   
Cynthia W Sadler (Sep 1, 2020 18:13 MDT)

Secretary






# 2020-07-22 BOD Meeting Minutes

Final Audit Report

2020-09-02

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