



**There is more to me
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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**

August 28, 2019

1:58-3:53 pm

Harrison Conference Room, Cortez CCI Office

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

Absent: Bob Conrad, Board Member

Present for CCI: Tara Kiene, President/CEO; Ellen Stein, Vice President Marketing & Development; Laura Alsum, Executive Assistant President/CEO

Guests: Greg Furda and Neal Polacek

1. Call to order

- a. Jim Denier, Vice Chair, called the meeting to order at 1:58p, and presided until Sarah Kahn, Chairperson arrived. Laura Alsum, Executive Assistant President/CEO recorded the minutes. A quorum of directors being present, the meeting proceeded with business

2. Introduction of guests and public comment

- a. Neal Polacek is the guest of Alexandra Rodriguez, Board Member
- b. Greg Furda was introduced by Jim Denier, Vice Chair. Greg stated that he appreciated everything that Community Connections is doing and does. He had been on 2 boards in Illinois and got the sense on how important fundraising is. He would like to use his knowledge to help with fundraising but does not want to be on the Board of Directors. He is very impressed with the staff at CCI and looks forward to working with Cynthia and helping with the fundraising committee.

Anne Kernan, Secretary stated that her term is up and that she will be stepping down. She appreciates everyone at CCI and everything that she has been a part of and how it has been a wonderful experience. She will help in other areas and she looks forward to helping with grant work if she is able to.

3. Minutes

- a. A motion was made by Cynthia Sadler, Board Member, to approve minutes from July meeting. The motion was 2nd by Kicki Searfus, Member, and passed by all

4. CEO report

- a. No questions from board on the report
- b. Tara will be in Denver during our regularly scheduled meeting, so the Board agreed to change the October meeting to October 30th, 2019.
- c. Jim Denier asked if anything further is happening with the Case Management separation. Tara stated that Rocky Mountain Behavioral services is drawing up a proposal to see how we can make sustainable for both organizations and make as seamless as possible for our clients and communities. If a proposal can be made and agreeable, we would shoot for the start of the next fiscal year.



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5. Finance

a. Monthly Financials

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

1. On the Summary of Revenue and Expenses

- a. We ended August with an operating surplus of \$29,498. We anticipated an operating deficit of 4,437 so we came in better than budget.
- b. We ended July with an overall surplus of \$30,915
- c. Year to date the operating revenue is \$27,319 more than budget. Year to date the operating expenses are \$45,862 less than budget. Shannon switched the YTD variance column so when the expenses are under budget, it will show as a positive variance.
- d. 1st month into the fiscal year and we are not able to really see trends
 - i. Tara stated that there are some budgeted wage and contract expenses that have not gone into place yet. We recognized that our Case Management department has increased their TCM billing.

2. On the YTD comparison to prior fiscal year

- a. Comparing to the prior fiscal year, the revenue is up \$62,807 or 7.1%.
- b. Total labor expenses are up \$13,865 or 2.9%.
- c. Professional Service – Host Homes is down 15,873 -5.4%
- d. Our other operating expenses are down \$12,174 or -9.3%.
- e. Total expenses are down \$15,914 or -1.8%.

3. On the Statement of Financial Position (Balance Sheet)

- a. Looking at all the cash / CD balances, our cash has decreased by \$5,120 since the beginning of the fiscal year.
- b. Our investment account at LPL Financial has a balance of \$458,442. As of August 31st, we have invested \$400,000.

4. On the Summary of Revenue and Expenses by Program

- a. All programs are exceeding budget except for fundraising, EI, and FSSP with small variances. 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.
- b. We are starting the year off great. We are ahead of what we budgeted for Case Management and Day Habilitation.

The motion was made to approve the Budget by Richard Siegele, Member, 2nd by Anne Kernan, Member, and approved by all

6. Fundraising Committee

- i. Cynthia presented her notes from the meeting with Michelle Cody, with the ARCA foundation, about Development and a Development Committee
- b. Ellen spoke about a Development Committee – See attachment. Two main accomplishments of note:
 - i. Defining purpose of the committee (see the hand out)



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- ii. Establishing the committee. It was recommended to have a board member head the committee.
- c. Sarah asked if anyone would be willing to head the Development Committee and Cynthia volunteered
 - i. Janice and Sarah also volunteered to participate on the community. Jim suggested that Bob Conrad may also be interested.
- d. The Board discussed expectations of the Development Committee
 - i. The Committee will have at least 6 meetings a year.

The motion was made to approve the Development Committee by Janice Moen, Treasurer, 2nd by Richard Siegele, Member, and approved by all.

- a. Sarah asked Board members to send a list to her of anyone that a Board Member believes has an interest to be involved with CCI. Board Members should start a conversation and get an idea on their level of engagement and assess interest and send names of prospects to Sarah.
- b. Janice suggested the board may wish to combine the Executive and Nominating Committee. She recommended to have the Executive Committee meet and give a synopsis in the Board meeting. This will insure that less time is spent on talking about possible members since they have discussed in the Committee meeting.

7. Review of Mission and Vision

- a. Tara stated that it is important to review our Mission and Vision on an annual. We need to feel it accurately describes what we are doing and where we are headed as an organization.
 - i. Janice stated she likes our mission but our vision is not long enough and feels we can include parts of our strategic plan and reflect more social inclusion.
 - ii. Kicki recommends more opportunities for education, employment, inclusion and be more specific about what the opportunities are.
 - iii. Tara recommended capturing equality.
 - iv. Anne recommended bringing out the potential in each of the individuals we serve.
 - v. The consensus is that the mission statement is good but the vision statement needs to be worked on. Board members were tasked to make an attempt to rewrite the Vision Statement or give word suggestions/ideas for a new Vision statement. They will send them to Sarah and Tara by September 18th, 2019. Tara and Sarah will go through and send a condensed version to Kicki. Kicki volunteered to put a new Vision statement together and a review of that statement will be added to the agenda for the next Board meeting.

The motion was made to approve the Mission Statement by Richard Siegele, Member, and 2nd by Cynthia Sadler, Member. Vision Statement will be worked on and reviewed at next Board meeting.

8. Policy review

- a. Sarah Kahn, Chairperson, started the discussion on the policy review of Section 5
- b. Cynthia asked if she could receive better guidelines for the policy reviews.
- c. Janice recommended that Board Members put their notes or their suggestions on the Google document. She and Jim will look at and go from there. Members can also email Janice with questions.



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- d. Janice stated that Board policies for HR policies are also needed. The Board need to address policies even if in the employee handbook. She stated that as the Board they need to make a statement that this is important and we want a policy because it could be a legal issue or is important for us to have.
- e. Janice stated that she feels that there are more polices to present to the Board. How does the Board want to let Tara and Sarah know which policies are ready to present to the Board? Sarah stated that at the next Board meeting Jim and Janice will present their section. Board members will email Tara and Sarah when they are ready for presentation at a next Board meeting.

Regular session adjourned at 3:53 pm

Respectfully submitted,

Laura Alsum, President/CEO Executive Assistant

BOARD TREASURER

Board Secretary Approval