



**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

March 6, 2019

2:30-4:10 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; Erin Devlin, QA Case Manager; Shawnda Gallup, Case Management Executive Assistant; Elizabeth Fabrey, VP Case Management; Pat Smith, Director Children's Programs

1. Call to order

- Sarah Kahn, Chairperson, called the meeting to order at 14:30 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

3. New Business

- Sarah Kahn requested input for timing of the Board Retreat, along with input on what should be included:
 - o Ideas: Policies, Strategic Planning, Strengths and Weakness Analysis for Board Members and Creating the Elevator Conversation.
 - o Where: Prefer locally enough that everyone can attend without too much travel.
 - o Timing: to be based off majority. Sarah to send out suggested date options for vote.
- Sarah Kahn suggested Board Members reach out to the local Chambers of Commerce to find upcoming events that could be attended in person. If members are not comfortable speaking in public, see if they know someone who is attending that can speak on our behalf.
- Sarah Kahn asked "Who Do You Know" that may be a good candidate for Board Membership? Bob Conrad mentioned that he has a few people and asked if we should consider connecting with ARC or Civitan. Jim Denier mentioned previously having members who specialized in fields that could be of benefit to the Board, such as Lawyers, Real Estate Agents or Bankers.

4. Approval of Minutes

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

The motion carried by the following vote Anne Kernan, Secretary, and 2nd by Sarah Kahn, Chairperson, and passed by all.



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5. Finance Committee

- Review of Policies:

o Janice Moen, Treasurer, presented the below drafted Policies.

- i. **Budget Policy** – Newly updated at higher level, with budget to Board for approval after Finance Committee’s review and approval. Management to write detailed procedures on how this works.

1. A motion was made by Sarah Kahn, Chairperson, to approve the policy with no edits.

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

- ii. **Financial Reporting Policy** – Sets standards by which things are reported.

1. A motion was made by Sarah Kahn, Chairperson, to approve the policy with no edits.

The motion carried by the following vote Anne Kernan, Secretary, and 2nd by Richard Siegele, Member, and passed by all.

- iii. **Capital Assets Policy** – Policy was edited to remove procedural language and, again, become a higher level policy document.

1. A motion was made by Sarah Kahn, Chairperson, to approve the policy with the following edits:

a. Incorporate note at bottom of policy regarding change in dollar value of assets to \$3k after July 1st (beginning of fiscal year) into the policy body.

The motion carried by the following vote Bob Conrad, Member, and 2nd by Kristen Searfus, Member, and passed by all.

- iv. **Board Giving (Draft) Policy** – Needs more review, will be on agenda for Board Retreat. Board agrees to creation of a Board Giving Policy with 100% participation goal. Exactly what that giving looks like is to be decided.

1. A motion was made by Sarah Kahn, Chairperson, to approve moving forward with the creation of a policy.

The motion carried by the following vote Bob Conrad, Member, and 2nd by Kristen Searfus, Member, and passed by all.

- Monthly Financials

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

- *On the Summary of Revenue and Expenses*



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- We ended January with an operating surplus of \$85,133. We anticipated an operating surplus of \$41,095 so we surpassed the expected. Our net surplus after non-operating income is \$193,472.
- In January we were awarded several grants/contributions AND had unexpected revenue to include:
 - \$30,000 from La Plata County, \$16,000 from City of Durango, \$1200 from Town of Bayfield, \$15,000 from Montezuma County (not budgeted), \$1500 City of Cortez (not budgeted), \$1000 Town of Ignacio (not budgeted), \$1250 Town of Mancos (not budgeted)
 - \$22,000 from First United Methodist Church for the Holly House remodels (not budgeted).
 - \$90,520 for the sale of the residence at CR238 (not budgeted).
 - \$17,818 in unrealized gain for our investments at LPL
- Year to date, our revenue is \$35,954 less than budget. Year to date, our expenses are \$101,475 less than budget. Year to date, we have an operating surplus of \$48,502 and anticipated to have a deficit of \$18,019.
- ***On the YTD comparison to prior fiscal year***
 - Comparing to the prior fiscal year, the operating revenue is up \$5433 or .2%.
 - Total labor expenses are up \$70,812 or 4.5%.
 - Professional Service – Host Homes is down 22,942.
 - Our other operating expenses are up \$74,808 or 22%.
 - Total expenses are up \$117,979 or 4%.
- ***On the Statement of Financial Position (Balance Sheet)***
 - Looking at all the cash lines, cash balance is up \$28,918.
 - Our investment account at LPL Financial has a balance of \$430,845. As of January 31st we have invested \$400,000.
- ***On the Summary of Revenue and Expenses by Program***
 - See report
- ***Changes to Income***
 - There has been a 6.5% rate increase granted effective 03/01/2019. Details of this increase and how the increase is being allocated/utilized will be discussed at the next Financial Committee Meeting, then reviewed further at the following Board Meeting.

No motion was made to accept the January Financials.

6. CEO Report and Strategic Plan Update

- Tara Kiene, CEO/President of CCI, discussed the below items from the CEO Report.
 - o **Family Day:** Scheduled for June 4th. CCI is gearing up with our partners SW Center for Independence, the Arc of SW Colorado, San Juan BOCES and District R-9 for the 3rd Annual



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Growing Together day of workshops and activities for children and adults with intellectual disabilities and their families.

- **Donation Allocation:** Donation was received from the First United Methodist Church in the sum of \$22,000. This money was earmarked for bathroom modifications/remodels at Holly House to make the bathrooms more accessible. An initial contract was awarded for the first bathroom remodel for \$11,455. This will be Phase One of the project, and will determine just how many bathrooms can be done once the work is finalized and any changes in scope/cost are accounted for. Though the work has begun, it is realized that Board Approval is necessary.

A motion was made by Janice Moen, Treasurer to approve the allocation of the donated funds to Phase One of the Bathroom Remodel at Holly House.

Seconded by Jim Denier, Vice-Chair, and unanimously approved as presented.

- **Policy/Procedure Review:** Tara requested volunteers to review operational policy/procedures. Janice, Richard and Bob all volunteered to receive the documents in their entirety in electronic format for review. Sarah will also provide some level of review.
- **Festival of Trees:** Tara requested input on what the Board felt went well, and what did not, regarding this year's Festival of Trees. Board Members provided input that will be taken into account when planning next year's event (see below table of feedback provided). It was mentioned that a more detailed cost benefit analysis was requested at last meeting for the event. This information will be put together and shared at next meeting.

Worked	Didn't Work
Raffle – Tickets Sold	Raffle Could be Separate Activity
Brings the Public	Not as Much Advertising
Adds to Name Recognition	Signage Directing Public to Trees
Client Attendance	Performances Unstructured (no posted schedule causing confusion)
Presence at Events Before FOT	Truck in Space (unexpected)
Bonding with Train (Polar Express)	Advertising of Schedule of Upcoming Events/Fundraisers
Board Involvement	Almost too Many Prizes (could have spread them out to other fundraisers)
A lot of Prize Options	Crowded (Tight Space)
Crowded (Good Attendance)	What is Return on Investment?



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7. Presentation on Eligibility for CCI Services

- Elizabeth Fabrey, VP of Case Management and Pat Smith, Director of Children's Services presented information to the Board about eligibility for the two services they oversee.
 - o **Children Services:** are composed of three different programs, Early Intervention (0-3 years of age), Family Support and CHCBS Waiver (under 18).
 - Early Intervention kids must be 3 years or less and meet certain criteria, including one of the below:
 - a. Evaluation with a 25% delay (in Colorado)
 - b. Eligible Condition
 - c. Child of a Client with IDD
 - Family Support Children, meet criteria by:
 - a. Meeting criteria in the Early Intervention Program
 - b. Meeting Evaluation, Eligible Condition requirements by age of 5
 - c. This program covers things that would not normally have to be paid for if it were not for a child with a disability and is a great support tool for parents/guardians.
 - CHCBS Children, meet criteria by:
 - a. Being less than 18 years of age
 - b. Being in a Hospital Care/Skilled Nursing Facility
 - c. Needing in home health (which provides for the parent to take care of child)
 - o **Adult Services:** are comprised of all adults 18 and over who meet criteria through:
 - Developmental Disability Determination (must be completed between ages of 5 and 22)
 - a. This is accomplished using standard IQ or Adaptive Behavior Assessments
 - Completing a Determination Application
 - Completing the Eligibility Process
- **Most Asked Question:** Do we serve people with Physical Disabilities? The answer is YES, if they ALSO have a cognitive disability or are <5 years of age.
- **If anyone has more questions:** Please feel free to contact Elizabeth Fabrey, VP of Case Management, directly.

8. Governance items

- **Bi-Laws Review**
 - o No Changes needed, No Vote Needed.

7. Action Plan for next meeting

- Review FOT Return on Investment Details



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Regular session adjourned @ 1610

Respectfully submitted,
Shawnda Gallup, Case Management Executive Assistant

Board of Director's Secretary Approval:

X 

Secretary