



**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 Minutes
2:30—4:30 p.m., Wednesday, June 27, 2018
Lupine Conference Room, CCI Durango

Jim Denier, Chairperson, Bob Conrad, Vice - Chair, Alexandra Rodriguez, Cynthia Sadler, Sarah Shedd, Anne Kernan, Board Secretary, Janice Moen, Board Treasurer, Richard Siegele, Ellen Stein, VP of Marketing & Development, Tara Kiene, CEO/President, Erin Devlin, Shannon Kreuser, CFO

- | | | | |
|--|--|--|------------|
| 1. Call to order | by Jim Denier | Board Chair | |
| 2. Consent Agenda | | Board Chair | 5 minutes |
| | <u>X</u> Minutes – Motion to Approve both April and May 2018 – 1 st Richard Siegele– 2 nd by Sarah Shedd | | |
| 3. Introduction of guests and public comment | | Board Chair | 5 minutes |
| - | Introduction of Ellen Stein, VP of Marketing & Development | | |
| 4. Financials – Review of Financial Report | | Board Treasurer | 10 minutes |
| - | On the Summary of Revenue and Expenses - | | |
| - | • We ended May with a surplus of \$7,577. | | |
| - | • We have a year to date surplus of \$229,376. | | |
| - | On the YTD comparison to prior fiscal year- | | |
| - | • Comparing to the prior fiscal year, the revenue is down \$174,470 or 3.5%. | | |
| - | • Total labor expenses are down \$309,969 or 11.4%. | | |
| - | • Professional Service – Host Homes are up \$209,315 or 16.2% | | |
| - | • Our operating expenses are down \$90,227 or 14.5%. | | |
| - | • Total expenses are down \$232,750 or 4.8% | | |
| - | On the Statement of Financial Position (Balance Sheet) – | | |
| - | • From July 1, 2017 Operating cash (including Board Operating Reserves) has increased \$236,819. . | | |
| - | • Our investment account at LPL Financial has a balance of \$281,846. As of May we have invested \$250,000. | | |
| - | Medicaid funds are down \$156,995 | | |
| - | Labor is down \$441877 | | |
| | Motion to approve: Bob Conrad, Vice-Chair and Cynthia Sadler, | | |
| | | [Janice Moen, Board Treasurer 2 nd] | |
| 5. FYE 2019 Budget | | Treasurer and CFO | 20 Minutes |
| - | Review of 2019 Budget | | |

The mission of Community Connections is to create opportunities for children and adults with intellectual and developmental disabilities to lead healthy and fulfilling lives within our community.



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- Capital Asset Budget: The Board agreed that the \$50,000 in capital expenditures will be considered as a whole and cost differences within specific items will not need additional approval.
 - The Finance Committee pointed out significant changes for the proposed 2019 budget:
 - o Revenue: FY 18 projections is 3.9m, and we are budgeting 4.16m due to provider fee increases in July 2018 and March 2019.
 - o Labor – 2.6m in 2018 and 2.9 for 2019 to show increase in staff and includes a cost of living 2% raise for all employees.
 - o Increase in state revenue – Projected \$689,025 and budget for 2018 \$753,704. The agency projects we will we spend more of our contracted amount this year because we have increased our rates. State SLS individuals are also utilizing a higher percent of services and there are individuals on the waitlist who can be enrolled immediately in case someone leaves services or reduces their services.
 - o Operating expenses: \$1,635,390 in projected for 2018, but we have budgeted \$1,660,820 in 2019. Increases are in several line items:
 - IT expenses
 - Rent
 - building maintenance
 - meetings
 - onboarding
 - Total budgeted Surplus is \$27,840, which allows for unexpected differences in projected revenues.
 - The budget does include budgeted losses from Medicaid SLS, Holly House and Pine Street (Day Programs). The losses in these programs are offset by surplus in Residential. This situation will need to continue to be monitored and adjustments made if Residential is no longer able to carry those programs.
 - The new Development Department is currently budgeted without revenue. The projection is that with the addition of a VP of Marketing & Development, it will take at least a year to start recognizing revenue from the Fundraising efforts.
 - The Budget includes an updated Board Reserves calculation (two months operating reserve based on currently monthly expenses).
 - Motion to approve the FYE 2019 Budget – Bob Conrad, Vice-Chair
 - o 2nd Anne Kernan, Board Secretary 2nd
 - o Motion carried unanimously
5. Review of Insurance CFO and CEO 10 Minutes
- CCI renewed insurance with a broker that provides insurance for several CCBs. The new agent received proposals from several carriers and Philadelphia submitted the best proposal. Michael Simms with Centerpoint Insurance will do a presentation at next board meeting to review

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all policies. The total for all policies is approximately \$30,000 a year (includes umbrella, liability, DNO and Cyber) Janice suggested that the board should review the insurance prior to renewal every year and we should request the proposals 3 months ahead of the renewal date.


6. CEO Report CEO 15 minutes
 - HCPF will be doing an on-site Program Review of Case Management happening in July. In anticipation of the Plan of Correction, the CM Department has budgeted a 30 hour/week Quality Improvement position to be added in August (as is reflected in the increased labor expense in the Case Management budget for FYE 2019).
 - Tara suggested that the July meeting could be held in Cortez at the Harrison Street Office and the Board agreed.
 - Moniker grant received for \$5,000 (with a match from Subaru for a total of \$150,000) for a project to assess job competencies. The bulk of the grant will be to hire an HR Consultant to do the assessment.

7. FYE 2019 Board calendar plans CEO and Board chair 10 minutes
 - Review of calendar—The Board will revisit when it wants to hold a Retreat (currently scheduled for October).
 - Board Agenda template reviewed for year—Please bring any suggestions to the July meeting.

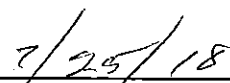
8. Board Awards Bob Conrad, Vice Chair 10 minutes
 - This will be reviewed in July in more detail with Ellen Stein, VP of Marketing & Development

9. Strategic Planning update CEO 20 minutes
 - Action plan review—Tara will send the draft action plans that the Strategic Plan subcommittees have been working on. Janice requested more Board involvement on the community engagement committee. The Board could also possibly come up with a list of things to do in the community to help with Resource Guide. Ellen Stein, VP of Marketing & Development, will be coordinating that committee moving forward.
 - Board Member homework is to review the Action Plans and the draft Strategic Plan and be prepared to discuss at the July meeting and, if satisfied, approved the Strategic Plan for 2018-2028.

Meeting adjourned – 4:07pm



Board Secretary



Date approved

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