



**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
cci@cci-colorado.org

CCI Board Minutes
281 Sawyer Dr, Ste 200 Durango
January 24th, 2017
2:30 p.m.

BOD Members present: Jim Denier, Alexandra Rodriguez, Richard Siegele, Bob Conrad, James Jones, Anne Kernan, Janice Moen, Jenny Martinez, Sarah Shedd

CCI Staff present: Laura Alsum, Tara Kiene, Shannon Kreuser, Marcy Cummins

Meeting called to order by the Board Chair

Consent Agenda: Minutes

1. James moved to approve the December Minutes
 - a. Anne 2nd
 - b. Motion carried unanimously

Introduction of guests and public comment:

1. No guests or public comment

Financials:

1. Shannon presented the December Financials
 - a. On the Statement of Revenue and Expenses
 - i. We are six months in the fiscal year. Our actuals compared to the budget should be at 50%.
 - ii. We ended December with a surplus of \$7,977.
 - iii. We have a year to date surplus of 96,547.
 - iv. There were some one-time, annual expenses to hit in December which were higher than the normal monthly budget amount. These expenses were Professional Services – Accounting for paying for the completion of the audit, Professional Services -Other for hiring a marketing company to help with the FOT, and Onboarding-for renewing Elselver. Last, is “bonus” under wages. This is for the extra \$50 each employee received in their paychecks in December.
 - b. On the Balance Sheet
 - i. Operating cash (including Board Operating Reserves) increased by \$71,353 from November to \$1,483,907. Medicaid began recouping the duplicate payments in October and into November. This process has been very difficult to follow. Shannon is in the process of developing a reconciliation of the duplicate and recoupments to ensure the amounts are accurate. She is struggling with HCPF and the billing software system to reconcile and record the recoupments.



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- ii. Our investment account at LPL Financial has a balance of \$283,347. As of December, we have invested \$250,000.
 - c. On the YTD comparison to prior year
 - i. Comparing to the prior fiscal year, the revenue is down \$86,455 or 3.17%. Last year in November we were awarded the CDOT grant for the van. We do not have this grant this fiscal year. This revenue line is \$36,000 less than previous year.
 - ii. As already stated in prior months, the largest revenue item decreased in Residential PCA, however residential services is slightly up because Residential Host Homes has increased. Some other large revenue decreases are in the Behavioral line item since we have another PASA provide this service.
 - iii. Supported Community Connector is down \$34,200 or 16.71%
 - iv. Our operating expenses are down \$98,922 or 3.74%. In alignment to the above revenue changes, Professional Services-Behavioral has decreased and Professional Services-Host Home is up. Also, total labor expenses are down \$128,344 or 8.66%.
 - d. Other
 - i. We passed along revisions of the 990 to FZ&A. The new and improved Draft of the 990 was sent out this A.M.
2. Bob moved to approve the December Financials
 - a. James 2nd
 - b. Motion carried unanimously

990 view & Board training:

1. Janice Moen presented an overview on Board of Directors (BOD) responsibilities for Community Connections Finances, the history of what is required to make non-profits more transparent, and the 990.
2. The BOD should be more informed and understand the organization
 - a. Read documents, ask questions, know acronyms
 - b. If a lawsuit, BOD is responsible so knowing what is going on
 - c. Understand Mission and Vision
 - i. Review and talk about at least once a year
 - d. Financial oversight
 - i. Understand and ask questions about financials
 - e. Throughout the year know purpose, activities and plans...
 - f. Good Governance policies (e.g. Whistle blower policy)
 - g. Regulatory Duties
 - h. Personnel issues
3. State does not have any Statutes for BOD required trainings
 - a. City of Durango requires if we receive a block grant (we receive two)
4. Janice went through the CCI 990 and highlighted different areas for the BOD to pay attention to. These are also areas that donors might look at, to make a decision on supporting a non-profit or not. The 990 tells us the direction we are at and if that is where we want to be
 - a. Part I
 - i. One of our best marketing tools and take advantage of that tool



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- ii. Line one is where we describe ourselves and what we do.
 - b. Part III
 - i. Another good marketing tool and we need to make sure we talk about our programs and we need to take advantage of this section.
 - ii. We cannot be broad, IRS says to be detailed
 - c. Part V
 - i. This part was new in 2008 and IRS wants to know if we are being compliant with their laws
 - ii. 1c and 2b is where the questions are raised with did you pay your taxes
 - 1. IRS red tags this area
 - d. Part VI
 - i. Most important for the BOD to understand and make sure we are doing
 - ii. Policies
 - 1. BOD required to set policies
 - a. 990 encouraged to be reviewed by the BOD
 - e. Part VII is about disclosure and transparency
 - f. Part IX
 - i. Statement of Functional expenses
 - 1. IRS and funders think this is important
 - g. Part II Section C. Public Support Test
 - i. If we fall behind 33.3% we are at risk of losing our tax exemption. We are at 90% and we are doing great.
 - h. Schedule B Part I
 - i. Details our contributors and is not a public document (because the IRS does not want our donors to be harassed)
 - i. Schedule D
 - i. Scheduled D reconciles totals that do not match
 - j. Schedule G
 - i. Shows our fundraising events
 - ii. This section helps us answer if an event is worth it
 - k. Schedule O
 - i. This is where we get to talk about the company
 - ii. Grantors and donors look at this.
5. Janice moved to approve the 990
- a. Sarah 2nd
 - b. Motion carried unanimously

CEO Report

- 1. Updates to the CEO report
 - a. Congress is not planning to take up Medicaid cuts this year
 - b. Disability Forum was 1/23/18 and it was standing room only. They are trying to put together information about how people can get involved
 - c. There was a Rocky Mountain PBS special on problems in Host Homes and Tara felt it was fair but disturbing.



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- d. Tara met with Goodwill and they spoke about opening the store. They confirmed that the employees would be making minimum wage. They are trying to determine what our community needs and it seems that from the onset, they will focus on the homeless community.

Board Awards

1. There was a lot of discussion on what the Board of Directors (BOD) awards will look like. The BOD decided to keep this on the agenda, to discuss in more detail.
2. Issues
 - a. Employers are difficult because other providers find jobs for our clients also
3. Through discussion, the Board brought up multiple questions
 - a. What should the recognition look like for employers or companies
 - i. Luncheon and bringing recognition to all the employers and companies
 - ii. In newspaper
 - b. Should it be employers that support CCI and our clients
 - c. Should it be employers who believe in integration
 - d. What is the BOD trying to accomplish? What is the end goal with the awards?
 - i. Once the BOD figures this out, we can move forward
 - e. What are the criteria that we are looking for to recognize a business
 - f. How do we raise the level of consciousness
4. Ideas that the Board came up with
 - a. Recognize our friends and not make it too broad. Then branch out further.
 - b. Start with a Thank you ad in the paper for all the employers. And then BOD members go by and thank personally
 - c. Ask the employee/client what they like about their job, how are they treated, do they have duties, treated as an equal? What is special about YOUR job?
5. BOD come back to next meeting with recommendations

By-laws discussion and review

1. Put on hold until next month

Board Committee assignments

1. 3 committees that need staffed
 - a. HR
 - i. Need 2 other additional members, that are not already on the BOD
 - ii. Richard would like to join this committee
 - b. Finance
 - i. Need a couple BOD members
 - ii. Janice will look into a couple contacts that might be good candidates
 - c. Fundraising
2. Next meeting BOD members will bring some names for new committee members

Adjourn: 4:45pm



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Community Connections Board of Directors Secretary

Date