



**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

Community Connections, Inc.
Board of Directors Meeting
December 2, 2020
2:30-4:26pm
Microsoft Teams Virtual Meeting

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

Absent: Alexandra Rodriguez, Board Member

Present from CCI: Tara Kiene, President/CEO; Ellen Stein, VP of Marketing and Development; Shannon Kreuser, Chief Financial Officer; Judy Schrenkenbach, VP of Human Resources; Elizabeth Fabrey, VP of Case Management

Guests: Auditors, Alvina Lin and Steve Hochstetter from Stockman, Kast and Ryan

1. Call to order

- George Glass, Board Member, called the meeting to order at 2:32pm and presided until Sarah Kahn, Chairperson joined at 2:35pm. Erin Devlin, Case Manager recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

2. Introduction of guests and public comment

- George Glass, Board Member introduced auditors, Alvina Lin and Steve Hochstetter from Stockman, Kast and Ryan.

3. Action Item: Approval of Minutes:

- Janice found a typo on the 2nd page, #4 action item – “Sentence” spelling corrected.
- George found a typo on action item #7 under Report Board Policy – the word “meeting” was added to the end of the sentence. Also, for action #9 the word “what” was added to the 2nd sentence. Both were corrected during the meeting and saved by Tara.
- **Sarah Kahn, Chairperson, asked if anyone opposed approving corrected October minutes with the above corrections. No opposition raised.**

4. Finance Committee

- Audit

- The Finance Committee and Shannon received the audit results and Alvina Lin and Steve Hochstetter presented.
- Steve presented the Governance Letter recognizing the adoption of 2 new accounting policies, FASB ASU 2014-09 and FASB ASU 2018-08. FASB ASU 2014-09 did not have an impact on how CCI reported revenues and FASB ASU 2018-08, which provides greater clarity on what is a contribution, didn't change how CCI recognizes contributions.
- Steve reported there were no difficulties with management and the audit went well with excellent cooperation. There were no misstatements and no



**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

disagreements on the results. Financial statements received were clear and consistent. Management representations will be requested at the end of the audit in writing. No adjustments were proposed.

- Alvina Lin presented the draft audit financial report. Management is responsible for the fair presentation and preparation of financial statements. Opinion being issued is unmodified and a clean opinion. A different auditor was used the prior year and the same opinion was issued. No adjustments were needed per report and should look comparable to internal financial report. Below are the highlights from the report:
 - Total Assets increased from \$3,637,826 in 2019 to \$4,469,627 in 2020.
 - Liabilities increased from \$643,997 in 2019 to \$1,260,622 in 2020.
 - Net assets increased from \$2,993,829 in 2019 to \$3,209,005 in 2020.
 - Total Support and Revenue increased from \$5,403,123 in 2019 to \$5,483,608 in 2020.
 - Other revenue decreased from \$147,179 in 2019 to \$38,297 in 2020.
 - Expenses and losses increased from 5.22m in 2019 to about 5.25m in 2020.
 - Charity navigator tool used found CCI in 2020 spent 87% went to programs directly impacting clients. CCI is above the threshold of 75% and received the highest ranking.
 - Statement of Cash Flows: Operating activities generated net cash increase of \$862,569 in 2020 compared to \$231,773 in 2019. Net cash used in investing activities was \$9,230 in 2020 compared to \$622,672 in 2019. Net cash used in Financing activities was \$13,840 in 2020 compared to \$141,099 in 2019. Further breakdown is available within the report.
 - Notes section is similar to the prior year report with the addition of the 2 new accounting policies required to be adopted.
- **Sarah Kahn, Chairperson, asked if anyone opposed approving the audit report. No opposition raised and report was approved.**
- **Action Items: Monthly Financials**
 - On the Statement of Financial Position (Balance Sheet)
 - Looking at all the cash / CD balances, our cash has decreased by \$167,262 since July 1, 2020. Accounts Payable has decreased by 158,689. Deferred revenue has increased by \$101,481. We received this amount in Provider Relief funding as part of the CARES act. We have 90 days to seek Board approval. If we decide these funds are not a good fit for CCI, we will not attest to application and return the funding.
 - On the Summary of Revenue and Expenses



**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

- We ended October with an Operating Deficit of \$49,827. We budgeted an operating deficit of \$63,113. We ended October with an overall deficit of \$51,689 with our unrealized gain on investments.
- Year to date, the operating revenue is \$74,539 less than budget, mainly found in State revenue. Year to date the operating expenses are \$149,850 less than budget, mainly explained in Labor and Other Operating expenses.
- On the YTD comparison to prior fiscal year
 - Comparing to the prior fiscal year, the revenue is down \$319,416 and the bulk of this variance is found in Medicaid revenue.
 - Total labor expenses are up by \$28,604.
 - Professional Service – Host Homes is up \$11,043.
 - Our other operating expenses are down \$33,984.
 - Total expenses are up \$10,046.
- On the Summary of Revenue and Expenses by Program
 - Most departments are exceeding budget except for Case Management, FSSP, SEP and Fundraising.
- **Sarah Kahn, Chairperson, asked if anyone opposes the October financials and no opposition raised. Financials approved.**

5. CEO Report

- Tara Kiene, CEO, shared some updates to the CEO Report
 - An updated budget is being worked on to include the PPP loan and the attestation for the Cares Act. This will be presented to the board in early January 2021 during a special board session to review.
 - Personal Outcomes Measures (POM) training was held in November and went well. Trainers were impressed with CCI staff and their person-centered practices and language.

6. Fund Development Committee Report

- Ellen Stein, VP of Marketing and Development, began by asking if the board members felt they had enough information to spread the word about Festival of Trees and the members responded they did have enough information. 350 mailers went out and are being left around town. The local media also received ads to air/post. The video tour is almost complete and an event video will follow with interviews from staff, families, host homes, and many others. 65 items are up for auction, and CCI will be able to ship won items as needed. Raffles are available online, but may be down this year due to COVID 19 restrictions limiting in person activities. Ellen explained last year the majority of raffle sales were sold in person. Raffle tickets will be available for purchase until 12/14 @ 10am.
- Ellen reminded everyone CO Gives Day is Tuesday, 12/8/2020.



**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

- Ellen updated the board on recent funding requests that have been awarded such as \$32,000 from the City of Durango. La Plata CARES awarded CCI \$6,200 for PPE and tech and cleaning. A request was submitted to Montezuma County for \$6,300, but Ellen has not heard back as of this meeting. She anticipates it will be granted and could help recoup \$12,500 in lost revenue. Ellen stated she will be submitting requests to Archuleta County and the Mancos in the Spring.
- 7. **Report: Board policy manual – no update on this as of this meeting.**
 - HR committee Board policy manual
- 8. **Report: Mission and Vision Committee – no update on this as of this meeting.**
- 9. **Paycheck Protection Program**
 - Tara did not have an update except that final accounting for the PPP expenditures will be available for the Board to review in January.
- 10. **Board Training**
 - Tara requested input on meaningful training that the Board would like to have incorporated into meetings in 2021. Suggestions include legalities of Board service, fundraising, understanding the financials, development of policies and procedures, training/job opportunities for staff/clients, IDD/CCI histories, different programs and staff presentations, SEP program, host homes/requirements, Holly House/Pine St, and respite. Tara will include the board members on training announcements moving forward.
- 11. **Board Members shared their successes for the year and the meeting adjourned.**
 - **4:26pm**

Regular session adjourned at 4:26pm

Respectfully submitted,
Erin Devlin, Case Manager

Board of Directors Secretary Approval:


Cynthia W Sadler (Feb 2, 2021 12:12 MST)

Cynthia Sadler






December BOD minutes

Final Audit Report

2021-02-02

Created:	2021-02-02
By:	Laura Alsum (laura@cci-colorado.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAakVbHDgPbNO2esDSF06phJc6EES-nF7-W

"December BOD minutes" History

-  Document created by Laura Alsum (laura@cci-colorado.org)
2021-02-02 - 4:26:43 PM GMT- IP address: 206.123.203.18
-  Document emailed to Cynthia W Sadler (cynsadler@gmail.com) for signature
2021-02-02 - 4:27:47 PM GMT
-  Email viewed by Cynthia W Sadler (cynsadler@gmail.com)
2021-02-02 - 5:54:54 PM GMT- IP address: 66.102.6.75
-  Document e-signed by Cynthia W Sadler (cynsadler@gmail.com)
Signature Date: 2021-02-02 - 7:12:22 PM GMT - Time Source: server- IP address: 72.249.226.68
-  Agreement completed.
2021-02-02 - 7:12:22 PM GMT