

Community Connections, Inc.
Board of Directors Meeting
June 24, 2020
2:33-4:10 pm
Zoom Virtual Meeting

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

Absent: Richard Siegele, Board Member; Alexandra Rodriguez, Board Member

Present from CCI: Tara Kiene, President/CEO; Shannon Kreuser, CFO; Laura Alsum, Executive Assistant CEO/President; Ellen Stein, VP of Marketing and Development

1. **Call to order**

- Sarah Kahn, Chairperson, called the meeting to order at 2:33pm and presided. Laura Alsum, Executive Assistant to the CEO/President recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

2. **Introduction of guests and public comment**

- None present

3. **CEO Report**

- Tara Kiene, CEO
 - No further updates from report and a vast majority of time has been spent setting up for the SEP transition and closing out end of the fiscal year budget and getting ready for new fiscal year
 - Janice asked if we were going to talk further in the meeting about Community Connections (CCI) applying for COVID specific funding? The decision was made to talk about it at this point in the meeting instead of during the Fund Development Committee and 2021 Fundraising approach section.
 - Discussion on the Boards thoughts and input about strategy questions, and some ethical pieces, concerning how we balance meeting our fundraising goals but also recognizing we have not been hit as hard as other businesses have. We do qualify in one way or another but ethically do we feel it is a good fit or significant need then other organizations
 - CCI passed on applying for the Moniker Funds. Their deadline was after COVID hit but they changed their focus to COVID specific funds. It felt like CCI was not the intended audience anymore and that we did not meet the intent of the donor.

- Discussion on the Community Relief funds and if we are able to meet the intent of this donor. The thought and approach for this specific funding is to create a sponsorship pool for businesses that would otherwise participate in Festival of Trees but would not be able to financially this year. This would help support Festival of Trees but also help support businesses and their marketing and Community activities in lite of COVID.
- Discussion around if applying for a specific funding would help maintain businesses to stay open and if it helps support the individuals in our programs. Does the funding available fit within CCI's Strategic Plan, what we do? These thoughts fit what Tara and others have a come up with and Tara feels we are all on the same page with what CCI needs to ask when considering applying for specific funding.
- Tara highlighted that they are looking into safety measures concerning services going forward. The Adult Services team has been working hard to come up with new opportunities and new options for how we deliver those Community Services. COVID has helped us to reset and try new things like structuring Day Program more around offering specific classes and opportunities, that people are able to sign up for. Even more individualized, more choice, but more complicated. The team is working on many different foundational pieces and building a platform to build from.
- Sarah Kahn, Chairperson suggested that as the Medicaid revalidation gets closer or more information is received, the Board is there to be supportive and help with the headache.

4. **Approval of Minutes**

- A motion was made by Jim Denier, Vice Chair, to approve minutes from May's meeting with a wording edit. The motion was 2nd by George Glass, Member, and passed by all

5. **Finance Committee**

- Monthly Financials – Janice Moen
 - On the Statement of Financial Position (Balance Sheet)
 - Looking at all the cash / CD balances, our cash has increased due to the PPP loan and retainer payments.
 - Our short-term debt has increased by \$560,400 for the PPP loan.
 - On the Summary of Revenue and Expenses
 - We ended May with an operating surplus of \$36,941. We budgeted an operating deficit of \$6,452.
 - Our revenue is higher than budget due to the retainer payments. Furthermore, we received a COVID-19 provider rate increase for our residential program. The rate increase was passed along to our host home providers. This will explain why the host home expense is higher than budget.

- We ended May with an overall surplus of \$51,485 with our unrealized gain on investments.
- Year to date, the operating revenue is \$67,476 less than budget. Year to date the operating expenses are \$291,247 less than budget. Labor expense is \$231,575 less than budget. Year to date, we have a surplus of \$257,819.
- On YTD comparison to prior fiscal year
 - We ended May with an operating surplus of \$36,941. We budgeted an operating deficit of \$6,452.
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- On the Summary of Revenue and Expenses by Program
 - Most departments are exceeding budget. FSSP, Early Intervention, and Fundraising are coming in lower than budget. The Vocational and Fundraising lines were corrected in the updated April report. They were intertwined in previous months. That is the downside of using Excel calculations for reporting purposes.

The motion was made to approve the monthly financials by George Glass, Member, and 2nd by Cathy Sykes, Member, and approved by all.

6. 2021 Budget

- Janice Moen, Treasurer stated that the budget is not ready due to unknowns. She suggested that we approve management to operate on the 2019/2020 budget each month until 2020/2021 budget is approved by Board.

The motion was made to approve management continuing 2019/2020 budget until 2020/2021 budget is finalized by Jim Denier, Vice Chair, and 2nd by George Glass, Member, and approved by all.

- Tara Kiene, CEO, introduced the new Single-Entry Point (SEP) budget for discussion and approval. This budget is based off what CCI currently knows and several conversations with individuals at HCPF to make sure CCI was making good assumptions.

The motion was made to approve the SEP Budget draft until 2020/2021 Budget is approved by Cathy Sykes, Member, and 2nd by Jim Denier, Vice Chair, and approved by all.

7. Fund Development Committee and 2021 Fundraising approach
 - Discussion on the proposed goals for 2021 fundraising approach with Ellen Stein, VP of Marketing and Development and Tara Kiene, CEO/President.
 - CCI went conservative for 2020/2021 knowing that a lot of our funders are either already telling CCI to not rely on a lot of support or we are sure they will not have the support available due to the local businesses which have been hit pretty hard during the pandemic. The Counties have not been hit as hard as the Cities.
 - 40% decrease this year
 - Historically 9 local Governments have supported CCI and only 3 were included for this year in funding
 - Cut fundraising and grant revenue in half
 - Tara gave an overview of what was discussed earlier concerning specific COVID funding for Ellen.
 - Tara recommended the Board to approve the Development plan, provide feedback if this is an appropriate approach, what tweaks if not, and if so, an official charge to “go forth and conquer”.
 - Discussion on being cautious, cautiously optimistic, with fundraising goals. Discussed different fundraising with examples of what other creative ideas to be together but not be together, that other organizations are coming up with.
 - Discussion on the Fund Development Committee (FDC) purpose, in regard to what they are doing and understanding what the Board would like them to do. There are frustrations expressed, by the FDC, with the direction the FDC is taking, leadership and what is not being accomplished. The FDC thought it would be a good idea to come back to the Board with the question of what is the purpose and charge of the Board to the FDC is? Who is doing the action?
 - Board went through the FDC Mission Statement and discussed if changes or additions could be made to it.
 - A discussion on who is doing the action and more definition on what power the FDC has. Is the FDC making recommendations to the Board and the Board is acting on them? Is the Board making the decisions and FDC are the “foot soldiers”? More Board members are needed on the committee and recruitment needed of more Community members for the committee.
 - From discussion, Tara and Ellen will come up with revised FDC Mission Statement for the BOD consideration
8. Paycheck Protection Program (PPP)



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- Tara Kiene, CEO, provided an update on how things keep changing and evolving with this PPP Loan, what we know now, and ask the Board where they would like CCI to go from here. She recommended CCI to be slow and cautious with our approach because they keep coming up with something new. Congress passed an extension from 8 weeks of payroll to 24 weeks of payroll as part of the PPP. They released a couple applications of forgiveness for the loan. As we learn more, Tara feels we will be forgiven for some or all the PPP loan.
- Discussion around what sort of documentation the Board would like provided to them surrounding with what we know now and what our timing should be to ask for that forgiveness.
 - Janice suggested that the Board says no action is needed at this point until more information is received closer to the time to ask for the forgiveness.

9. 2020-2021 Board calendar

- Tara Kiene, CEO introduced the 2020-2021 Board calendar and made note of a couple changes from prior year. One major change was adding back the February meeting. In prior years, that meeting has been canceled due to conflicts with IDD day at the Capital and the assumption is due to COVID, it will probably be canceled.
 - Kicki Searfus, Member, asked about the Budget not being in next couple months since it was not ready today. There was a discussion about adding it to August meeting and what is needed before then.

The motion was made to approve the 2020-2021 Board calendar, with understanding that revisions can be made as needed, by Cathy Sykes, Member, and 2nd by Kicki Searfus, Member, and passed by all.

The motion was made to adjourn by Cathy Sykes, Member, and 2nd by George Glass, Member, and passed by all.

Regular session adjourned @ 4:10 pm

Respectfully submitted,
Laura Alsum, CEO/President Executive Assistant

Board of Director's Secretary Approval:

X  (Aug 4, 2020 09:36 MDT)

Secretary