



**There is more to me  
than my disability.**  
Community Connections

[www.CommunityConnectionsCO.org](http://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**

July 25, 2018  
2:30-4:30 pm

Harrison Street Conference Room, Cortez CCI Office

**Present:** Jim Denier, Chairperson; Bob Conrad, Vice Chairperson; Anne Kernan, Secretary; Janice Moen, Treasurer; Alexandra Rodriguez, Board Member; Sarah Shedd, Board Member; Richard Siegele, Board Member; Cynthia Sadler, Board Member

**Present from CCI:** Tara Kiene, President/CEO; Shannon Kreuser, CFO; Ellen Stein, VP of Marketing & Development; Erin Devlin, Case Management Executive Assistant

1. **Call to order** Board Chair  
- Jim Denier, Chairperson called the meeting to order at 2:30pm and presided. Erin Devlin, CM Executive Assistant recorded the minutes. A quorum of directors being present, the meeting proceeded with business.
  2. **Introduction of guests and public comment** Board Chair 10 minutes  
- Mike Simms, Centerpoint Insurance Group Care Association Denver, CO
  3. **Insurance Presentation** Mike Simms 30 minutes  
- Philadelphia Insurance Companies was chosen as CCI's new carrier; company is A++ rated and by switching CCI has saved 10%.  
- Review of insurance packet - Board has asked for a review of the HOA policy and to make sure there are no gaps in coverage.
  4. **Approval of Minutes** Secretary 5 minutes  
- A motion was made by Jim Denier, Chairperson, to approve the minutes amended as follows:
    - "Page 1 #4, Motion to approve: Bob Conrad, Vice-Chair and Cynthia Sadler, Janice Moen, Treasurer 2<sup>nd</sup>"
- The motion carried by the following vote: Sarah Shedd, Member and 2<sup>nd</sup> by Richard Siegele, Member, and passed by all.
5. **Financials** Treasurer 15 minutes  
- Janice Moen, Treasurer, provided an update on the financial status of CCI. No major changes were reported since last meeting in June; will review in August meeting if there are major changes.  
- Some variance: Current ratio is 4.05, 4x amount of current assets compared to current liabilities – benchmark is 2.5  
- As of 6/30/2018: 112.53 days cash on hand and reserve is 2 months



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- Medicaid/State AR Aging > 30 Days: as of 6/30/2018 = 8.63%
- Cash – Operating: \$751,534
- Cash – Board: \$874,000
- Cash – Rep Payee: \$29,869
- Total Cash: \$1,655,403
  - Statement is not final, so there was not a motion to approve.
- Review of CD Ladder: Janice Moen, Treasurer presented purchasing plan to purchase approximately \$745,000 in CDs from three different banks. The CDs will be on a laddered maturity schedule. Shannon Kreuser, CFO, recommended First Southwest Bank, Community Bank of Colorado, and Vectra due to terms offered, rates, and potential for promotional options in the future and the Finance Committee agreed with this recommendation. Details on maintenance of accounts is still in process.
- Discussion held on putting additional \$150,000 from regular operating/sweep account into investments held with LPL Financial.

A motion was made by Jim Denier, Chairperson to approve the purchasing plan of CDs and investment with remaining funds:

Bob Conrad, Vice-Chair approved and seconded by Anne Kernan, Secretary, and unanimously approved as presented.

6. **CEO Report and Strategic Plan Update**                      CEO                      15 minutes
- Almost fully staffed at Holly House and Pine Street; adjustment in starting salary has helped with the staff shortage issue.
  - Strategic plan updates will be a regular agenda item; Strategic Plan matrix was presented; focus on goals to determine baseline and direction; short term – need to create more measurable percentage for the in-between years

A motion was made by Jim Denier, Chairperson to approve the Strategic Plan 2028 Matrix:  
Sarah Shedd, Member approved and seconded by Richard Siegele, Member and unanimously approved as presented.

7. **Board Committee Reports**

- Awards Committee**    Board/Ellen Stein                      15 minutes
- Ellen Stein, VP of Marketing & Development presented updates on the Festival of Trees being held on December 7-8<sup>th</sup> 2018 in conjunction with Noel Night. Met with Durango & Silverton Narrow Gauge Railroad to discuss partnership and over the next few weeks will be meeting with several past tree sponsors to receive feedback.
  - Fundraising opportunity through a raffle was discussed. Ellen Stein researched how to formalize and apply for a raffle license with the Secretary of State's office. Non-profit can hold a raffle if a board member becomes the gaming manager and completes a 3.5 hour



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online training. Cost is \$100/year. Board involvement would entail the selling of the raffle tickets to the community and marketing of raffle.

- *For next meeting: Come up with a goal for how much board wants to make and then decide pricing per ticket. Also, identify community events and affiliations in the region.*
- Bob Conrad, Vice-Chair volunteered to become the gaming manager.

A motion was made by Jim Denier, Chairperson to approve the raffle: Cynthia Sadler, Member approved and seconded by Richard Siegele, Member

- Awards celebration: BBQ celebration will be combined with the Annual Meeting in September to take place at Holly House in Durango, CO. Date TBD. Two categories for awards: 1) Thank you/recognition awards for CCI employers and 2) Award for special friends/donators to CCI. Concern over recognizing particular employers over others will be addressed by asking clients who they would like to include.
- *For next meeting: Work on wording for recognizing and thanking those employers for paper and put together list of invitees. Email suggestion to Ellen Stein, VP of Marketing & Development and Tara Kiene, President/CEO.*

8. Governance items

Input on Board agenda	Board	5 minutes
- Added to next agenda: Boards involvement in employee grievance procedure.		

9. New Business

None identified

10. Board education item

	Treasurer	15 minutes
- Tabled for next meeting		

Meeting adjourned at 4:40pm

Respectfully submitted,  
Erin Devlin, Case Management Executive Assistant

Board of Director's Secretary Approval:

**X** 

Secretary

