



**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  
Main office fax: 970.259.2618  
[cci@cci-colorado.org](mailto:cci@cci-colorado.org)

**Community Connections, Inc.**  
**Board of Directors Meeting**  
April 28, 2021  
2:30-4:30pm  
Microsoft Teams Virtual Meeting

**Present:** Sarah Kahn, Chairperson; Cynthia Sadler, Secretary; Jim Denier, Board Member; Janice Moen, Treasurer; Richard Siegele, Board Member; Alexandra Rodriguez, Board Member

**Absent:** Bob Conrad, Board Member; Kicki Searfus, Board Member; Cathy Sykes, Board Member; George Glass, Vice-Chair

**Present from CCI:** Tara Kiene, President/CEO; Laura Alsum, Executive Assistant to the CEO/President; Judy Schreckenbach, VP of Human Resources; Scott Kuster, Director of Children and Family Services

**Guests:** Katie Gailey, Tammy Smith

**1. Call to order**

- Sarah Kahn, Chairperson, called the meeting to order at 2:31pm 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**

- Katie Gailey – Participates in the SLS program. She hasn't been in the Durango community for very long, and the CCI advocacy class has her looking for ways to get more involved.
- Tammy Smith – Tammy is Cynthia's neighbor and has a passion for our work.
- Scott Kuster – Director of Children and Family services

**3. Family Support Program (FSSP) report**

- Scott Kuster, Director of Children and Family Services, provided an overview and update on the Family Support Program.

**4. Action Item: Approval of Minutes**

- Cynthia Sadler, Secretary, had some corrections to the February minutes.
- **Sarah Kahn, Chairperson, asked if anyone opposed approving February minutes with corrections made. No opposition raised. Minutes approved**

**5. Finance Committee**

- Monthly Financials
  - Janice Moen, Treasurer, provided an overview of the March FY21 financials
    - On the Statement of Financial Position (Balance Sheet)
      - Looking at all the cash / CD balances, our cash has decreased by \$473,386 since July 1, 2020.
      - Accounts receivable has increased by \$120,169. We received \$103,675 in Medicaid claims on 4/1/21. Normally we would have received in the previous month.



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- Accounts Payable has decreased by 187,393.
  - Our investments have increased \$61,197 since July 1, 2020.
  - On the Summary of Revenue and Expenses
    - We ended March with an operating deficit of \$50,344. We budgeted an operating deficit of \$71,980. We ended March with a deficit of \$47,621 with our unrealized gain on investments.
    - Year-to-date, the operating revenue is \$35,102 more than budget. Year-to-date the operating expenses are \$43,418 less than budget, mainly explained in Labor and Professional Service-Host Home.
    - Year-to-date, we have an operating deficit of \$297,590 and an overall deficit of \$233,798. We expected to have an overall deficit of \$336,706.
  - On the YTD comparison to prior fiscal year-
    - Comparing to the prior fiscal year, the revenue is down \$258,711. Medicaid revenue is down by \$640,424. If services stay at the current level for the remainder of FY21, we can expect a decrease in Medicaid revenue by \$850,000 compared to the last fiscal year.
    - Total labor expenses are up by \$88,370.
    - Professional Service – Host Homes is up \$110,308. We increased their daily rate for 1/1/21-6/30/21 due to not having respite and day services.
    - Our other operating expenses are down \$8985.
    - Total expenses are up \$179,715.
  - On the Summary of Revenue and Expenses by Program
    - Most departments are exceeding budget except for Residential. We had one Cortez residential client leave services at the end of February. Also, in Durango we had one client cut back on her services in residential in March. This client has since left the DD Waiver. This trend should continue for our residential program. Unfortunately, two clients have passed away in the past few weeks.
- **A motion was made by Cynthia Sadler, Secretary, to approve Financials. The motion was 2<sup>nd</sup> by Kicki Searfus, Member, and passed by all.**

## 6. CEO Report

- Tara Kiene, CEO/President, provided a couple updates to her CEO report
  - 11 new residential enrollments are anticipated during the next fiscal year. There is no assurance that all eleven of those will be coming into our services, but there is a high chance that at least some will.



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- At the State level, they have changed how reimbursements are structured for day program. It used to be one flat rate for a day program service developed for group settings. The Department of Health Care Policy and Financing (HCPF) has now added a one-on-one service category rate. That option is intended to extend past the end of the public health emergency.
- Tara recommended pushing the proposed Budget back to July so we can have those enrollment numbers stated above, a little bit more information about what opening the day programs will look like, and have more information about 2021-22 EI funding.
  - Janice recommends that at the June Board meeting, the Board approve 60 days of operations based on our current monthly budget. This will give enough time to receive the funding information to finalize a FY22 Budget. The rest of the Board members agreed.
- Tara provided information and asked for the Board to approve purchasing some adaptive and recreational equipment for our Family Support Program. The equipment will be managed by Adaptive Sports.
  - **A motion was made by Janice Moen, Treasurer, to approve up to \$100,000 to purchase adaptive equipment through Family Support Funds. The motion was 2<sup>nd</sup> by Jim Denier, Member, and passed by all.**
- The Board had a discussion about the continuation of the Raffle
  - Most members are ambivalent
  - Sarah will bring back to the FDC and then represent FDC recommendations back to the Board.
- There is a conflict with the May Board meeting. The Board decided to move the May meeting to June 2<sup>nd</sup> and also keep the regularly scheduled meeting on June 23<sup>rd</sup>.

#### 7. Fund Development Committee (FDC) Report

- Cynthia Sadler, Secretary, provided some updates from the FDC.
  - The biggest need is recruitment. Cynthia asked the Board to consider someone they know that might be interested in the FDC. The Committee is willing to work with anyone that's interested, and to find how to make it fun and comfortable for that person to join the Committee. At the next Board meeting, Cynthia asked for each Board member to bring a name, a connection, or have asked someone to join the Committee.

#### 8. T-shirt discussion

- Tara presented the different options for the type of shirt and design for CCI t-shirts.
  - The Board discussed embroidery vs silkscreen print.
    - The Board recommended purchasing both.
  - The Board discussed the different designs that had been submitted by CCI staff.



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- The consensus was moving forward on the second design, with some adaptations.
  - LOVE design on the front
  - Community Connections name and tagline on the back
- Tara will provide the final draft of the design to Board through email and then move forward from responses she receives back.
- The Board decided on regular t-shirt style and use the colors that are in our logo and branding.
- The 1<sup>st</sup> design could be used for an embroidered shirt and Tara will talk with Advertising Solutions.

#### 9. Board Policy Manual Report

- HR policies have been given to Tara and Judy to review before the Board votes to approve at our next meeting.

#### 10. Bylaws Vote

- The Board was provided a final draft of the amended Bylaws more than 14 days ago..
- **Sarah Kahn, Chairperson, asked if anyone opposed approving Bylaws as amended. No opposition raised. Bylaws approved.**

#### 11. Training: What causes the funding gap?

- Tara presented a fun training on what causes the funding gap “Fun with Numbers.” She provided different scenarios comparing the state reimbursement rate vs the true cost of providing the service.

#### 12. Other

Regular session adjourned at 4:28pm

Respectfully submitted,  
Laura Alsum, CEO/President Executive Assistant

Board of Directors Secretary Approval:

*Cynthia W Sadler*  
Cynthia W Sadler (Jun 2, 2021 16:35 MDT)

Cynthia Sadler






# 2021-4-28 BOD Meeting Minutes

Final Audit Report

2021-06-02

Created:	2021-06-02
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