



**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**

August 22, 2018  
2:30-4:30 pm

Lupine Conference Room, Durango CCI Office

**Present:** Jim Denier, Chairperson; Janice Moen, Treasurer – by phone; Alexandra Rodriguez, Board Member; Sarah Shedd, Board Member; Richard Siegele, Board Member; Cynthia Sadler, Board Member

**Absent:** Bob Conrad, Vice Chairperson and Anne Kernan, Secretary

**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 2:41pm 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**      **5 minutes**
  - Kaki Sadler, Community member
3. **Approval of Minutes** **Secretary**      **5 minutes**
  - A motion was made by Jim Denier, Chairperson, to approve the minutes as written. The motion carried by the following vote: Cynthia Sadler, Member and 2<sup>nd</sup> by Sarah Shedd, Member, and passed by all.
4. **Financials** **Treasurer**      **15 minutes**
  - Shannon Kreuser, CFO, provided an update on the financial status of CCI.
  - On the Summary of Revenue and Expenses  
We ended July with a deficit of \$7,533. We anticipated a deficit of \$28,085 so we did better than budget. We renewed our annual subscription for Therap. This was \$22,750 and this hit in July and will be a yearly bill. Therap is used for service documentation in our Adult Services program. Beginning this fiscal year, we added the billing portion of Therap. The expectation is for the product to increase accountability and efficiency from documentation of services to billing. We have been working on getting the billing portion up in running the last couple of months. And we hope to start billing in stages next week. Our revenue came in \$4,385 more than budget. Our expenses came in \$16,166 less than budget.
  - On the YTD comparison to prior fiscal year-  
Comparing to the prior fiscal year, the revenue is up \$18,161 or 4.2%.  
Total labor expenses are down \$5,015 or 2.1%.  
Professional Service – Host Homes are up \$8342 or 6.3%.  
Our operating expenses are up \$22,640 or 46.5%.  
Total expenses are up \$28,940 or 6.8%.



**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)

- On the Statement of Financial Position (Balance Sheet) -  
From July 1, 2018 Operating cash (including Board Operating Reserves) has decreased \$35,283.  
Our investment account at LPL Financial has a balance of \$287,247. As of July 31st we have invested \$250,000. We are adding \$150,000 to our investment account in the next three months. The first deposit will happen in the next week.

A motion was made by Jim Denier, Chairperson to approve the July Financials:  
Richard Siegele, Member approved and seconded by Alexandra Rodriguez, Member, and  
unanimously approved as presented.

#### 5. Board Policies

**Janice Moen, Treasurer**

- Board of Directors will review and approve all policies. CCI is currently in the process of separating the policies from the procedures.
- **Review of Investment Policy:** (Cash was split from Investment and reserve piece stating 0%-10% was removed)

The purpose of this Investment Policy Statement (IPS) is to assist Community Connections, Inc. (CCI) and Investment Advisor (Advisor) in effectively supervising, monitoring and evaluating the management of the CCI's assets. The CCI's investment program is defined in the various sections of the IPS by:

- A. Stating in a written document CCI's attitudes, expectations, objectives and guidelines for the investment of their assets.
- B. Setting forth an investment structure for managing CCI's assets. This structure includes various asset classes, investment management styles, asset allocation and acceptable ranges that, in total, are expected to produce an appropriate level of overall diversification and total investment return over the investment time horizon.
- C. Establishing formal criteria to select, monitor, evaluate and compare the performance results achieved by the money managers on a regular basis.
- D. Encouraging effective communications between CCI, Advisor and interested parties.
- E. Complying with all applicable fiduciary, prudence and due diligence requirements experienced investment professionals would utilize, and with all applicable laws, rules and regulations from various local, state, federal and international political entities that may impact CCI's assets.

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

#### - **Review of Cash Management Policy**

Purpose: This policy contains guidelines for CCI to ensure efficient utilization of cash and liquid investments in a manner consistent with CCI's mission and strategic goals. CCI will uphold its



**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)

fiduciary cash management responsibilities following all federal and state laws. Cash is defined as coins, petty cash, currency held in checking accounts, saving accounts, and money market. Liquid investments have maturity date of one year or less such as CDs or US treasury bonds.

**2.0 Policy:**

- A. The Board of Directors (BOD) shall approve the opening and closing of all cash and liquid investment accounts.
- B. The BOD will authorize signers of these cash accounts. One signature is required for checks under \$7,500. Two signatures are required for checks greater than \$7,500. There should be three authorized signers at all times. The authorized signers will be named in the BOD minutes with each change and at least once each year. Staff in CCI's finance department may not be authorized to be a signer on a bank account.
- C. CCI's CFO shall implement procedures and have adequate controls over cash transactions and handling of bank accounts.
- D. Operating Reserves have been established as a designated account set aside by action of the BOD. The targeted minimum Operating Reserves is two months of operation costs. The calculation of average monthly operating costs includes all recurring expenses related to personnel, occupancy, office, travel, program, and professional services. One-time expenses, depreciation, in-kind, and other non-cash expenses are not included in the calculation. The value of the operating reserves is established by the BOD in coordination of approving the annual budget. The Operating Reserves shall be recorded in the financial records as Cash-Board Operating Reserves. The Operating Reserves is available in cash or liquid investments and may be commingled with general cash or liquid investments. The CEO shall implement procedures for the use and repayment of Operating Reserves. If the use is required, the CEO will inform the BOD immediately or within 48 hours.
- E. Petty cash (cash and coins less than \$300) may be established at the discretion of the CEO for fundraising events or for emergency cash purchases.
- F. Loan or advances may not be given to any member of the BOD or BOD Committees.

***\*Authorized signers will be listed in the Board of Director's meeting minutes as they change and will be approved 1x per year. Authorized signers for fiscal year 2018-2019 are the following for Checking and CDs: Tara Kiene, CEO, Elizabeth Fabrey, VP of Case Management and Jim Denier, Board Chair***

A motion was made by Jim Denier, Chairperson to approve the Cash Management Policy: Cynthia Sadler, Member approved and seconded by Richard Siegele, Member and unanimously approved as presented.



**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)

- Increasing employment opportunities through vocational program in Cortez. Program will be available in Durango by the end of 2018.
- Discussion on community education and how does CCI create the messaging around the marketing we want to do in the community. Employees and Board Members will all be trained once decided.
- Rural Philanthropy Days: conference in Cortez from 9/12-9/14 2018. Janice Moen, Treasurer will be presenting a workshop and this will be an opportunity for CCI to approach funders from the Front Range. Official requests will follow to those funders.
- Local Government Applications: La Plata County and the City of Durango applications for the ACT project have been submitted.
- Training: work to improve initial training for Direct Support Professional's close to completion. CCI is changing the online training program from El Sevier to Relias. Relias will easily integrate with Therap and CCI can upload its own training. Transition will occur around September and October 2018.
- FLC House – Host Home provider currently living in the home approach CCI about purchasing options. Tara Kiene, CEO has scheduled a meeting to discuss this further and will research market assessment through a realtor for fair market value.

## 7. Board Committee Reports

### Awards Committee

Board/Ellen Stein 15 minutes

- Ellen Stein, VP of Marketing & Development presented State of Colorado Raffle License Application
- What: At the July board meeting, Ellen proposed and the board (tentatively approved) the idea of CCI applying for a raffle license from the Secretary of State to enhance event promotion and fundraising efforts around Festival of Trees. There was some discussion at the end of the meeting that board members would like to see a brief outline of costs and benefits of conducting a raffle, rather than a drawing as CCI has done in prior years. A spreadsheet with costs/benefits was presented & reviewed.
- A list of Donors/Employers/Community Partners/Host Home Providers for the 2018 Awards Ceremony was presented. Discussion included presenting guests with a feedback/survey card and voting on awards by the Board for external partners and CCI employees will vote on internal awards. 7 employers will be recognized and speakers will include – Tara Kiene, CEO; Richard Siegele, Member; Alexandra Rodriguez, Member; and Jim Denier, Board Chair.

## 8. New Business

### Enterprise Zone

- What: On July 18, Laura Lewis Marchino, E.D. of Region 9 Economic Development District of Southwest Colorado emailed Ellen Stein, VP of Marketing & Development to provide information about the Enterprise Zone Project Designation and suggested CCI would not only be eligible for this designation, but that we might increase donations by being a tax credit project.
- **8/22 Required Board Action:** Discuss if this is an application we wish to pursue and, if so, record in the meeting minutes that if our application is approved by the Southwest Enterprise Zone and the



**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)

Colorado Economic Development Commission, CCI agrees to enter into a MOU with the Southwest Enterprise Zone.

***Board of Directors agreed to pursue the application and if the application is approved, the Board of Directors agreed to enter into MOU with the Southwest Enterprise Zone. CCI will need a letter of support from the Montezuma (and possibly La Plata) County Commissioners.***

A motion was made by Jim Denier, Chairperson to approve pursuing an Enterprise Zone application with Region 9 and, if approved, the BOD will enter into an MOU with the Southwest Enterprise Zone: Sarah Shedd, Member approved and seconded by Richard Siegele, Member and unanimously approved as presented.

9. Governance items

Input on Board agenda

Board

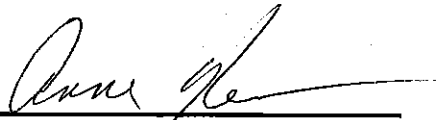
5 minutes

- Added to next agenda: Ethics & Action Agreement; Raffle – update on Bob Conrad’s, Vice-Chair, training; Ft. Lewis House update from Tara Kiene, CEO
- Next Board of Director’s meeting will be held at Holly House on 9/26/2018

Meeting adjourned at 4:45pm

Respectfully submitted,  
Erin Devlin, Case Management Executive Assistant

Board of Director’s Secretary Approval:

X 

Secretary

