



CommunityConnectionsCO.org

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Community Connections, Inc.

Board of Directors Meeting

June 2nd, 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; Cathy Sykes, Board Member; George Glass, Vice-Chair; Kicki Searfus, Board Member; Bob Conrad, Board Member

Absent:

Present from CCI: Tara Kiene, President/CEO; Laura Alsum, Executive Assistant to the CEO/President; Judy Schreckenbach, VP of Human Resources; Shannon Kreuser, Chief Financial Officer

Guests: Michael Simms

1. Call to order

- Sarah Kahn, Chairperson, called the meeting to order at 2:35pm 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

- Michael Simms with CenterPoint Insurance Group

3. Agency Insurance Report

- Michael Simms, CenterPoint Insurance Group, provided an overview and updates on CCI Insurance policy.
 - There was an 8% increase in the package policy.
 - Most of that increase was due to a nationwide adjustment in policy premiums for abuse. Abuse coverage is a broad coverage and abuse claims have skyrocketed nationally in the human services and health care sectors.
 - Cybersecurity
 - There are concerns with the cybersecurity liability policy. Michael had just received the premium information before the Board meeting and has not sent it to Shannon yet. There looks to be some significant increases in premiums with a reduction in coverage.
 - There also looks to be some conditions to the policy that Michael provided a quick overview of.
 - Property Policy



Creating opportunities for children and adults with intellectual, developmental and other disabilities to lead healthy, fulfilling and inclusive lives in Archuleta, Dolores, La Plata, Montezuma and San Juan counties since 1985.

- Michael provided information and recommendations concerning the property part of the policy.
 - Michael noticed that we have a fair amount of property listed in the section “Property of Others”. Property of others means that you have no interest in the item, someone else’s, but it is at your property. Michael stated that what we have listed in Property of others is not needed there because we already have that coverage in another area of the policy.
- 4. **Action Item: Approval of Minutes**
 - **Sarah Kahn, Chairperson, asked if anyone opposed approving April minutes. No opposition raised. Minutes approved.**
- 5. **Finance Committee**
 - Monthly Financials
 - Janice Moen, Treasurer, provided an overview of the April FY21 financials
 - On the Statement of Financial Position (Balance Sheet)
 - Looking at all the cash / CD balances, our cash has decreased by \$544,072 since July 1, 2020.
 - Accounts receivable has increased by \$128,928. \$98,000 of it has to do with a slight delay for State funding for SEP and CCB funding. Normally we would have received in the previous month.
 - Accounts Payable has decreased by 184,523
 - Our investment has increased \$75,911 since July 1, 2020.
 - On the Summary of Revenue and Expenses
 - We ended April with an operating deficit of \$67,672. We budgeted an operating deficit of \$76,073. We ended April with a deficit of \$52,864 with our unrealized gain on investments.
 - Year to date, the operating revenue is \$25,286 more than budget. Year to date the operating expenses are \$61,636 less than budget, mainly explained in Labor, Professional Service-Host Home, and Other Operating expenses, specifically building maintenance.
 - Year to date, we have an operating deficit of \$365,262 and an overall deficit of \$286,662. We expected to have an overall deficit of \$418,167.
 - We received forgiveness on the PPP loan on May 3, 2021. The forgiveness will be recognized in the May financials.
 - We received a rate increase for Special Hab, Community Connector, Supported Employment, and Transportation. The increase was dated back to July 18th. Lynn has completed the back billing and we will record the increase in May. This will be around \$40,000 for services from July 18-March 31st. The rate

increase for April shows up in April. The increase will be effective through June 30, 2021. Furthermore, we passed most of the increase to Adult Services staff as a thank you for providing in-person services during this time. The increase in wages was paid on 5/25/21.

- On the YTD comparison to prior fiscal year
 - Comparing to the prior fiscal year, the revenue is down \$363,584. Medicaid revenue is down by \$790,143. If services stay at the current level for the remainder of FY21, we can expect a decrease in Medicaid revenue by \$948,000 compared to the last fiscal year.
 - Total labor expenses are up by \$112,573
 - Professional Service – Host Homes is up \$99,880. 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 up \$7608.
 - Total expenses are up \$207,938.
- On the Summary of Revenue and Expenses by Program
 - Most departments are exceeding budget except for Residential due to several clients leaving our services.
- **A motion was made by Richard Seigle, Member, to approve Financials. The motion was 2nd by Bob Conrad, Member, and passed by all.**

6. CEO Report

- Tara Kiene, CEO/President, did not have any updates to the CEO report
- Sarah Kahn stated they have 3 possible recruits for the FDC. She asked if any of the Board members might know them?
- Bob asked for more information on Lisa Branner, new VP of Development & Marketing, and her most recent background. Tara gave a brief synopsis.

7. Fund Development Committee (FDC) Report

- Cynthia Sadler, Secretary, provided some updates from the FDC.
- The Committee is excited for Lisa Branner, new VP of Marketing and Development
- The FDC is still working on recruitment and asked for any recommendations from the Board
- The Festival of Trees and Wreaths is kicking off. The Goal is to have all the 2020 sponsors contacted by the end of June. In July, the committee will start to reach out to other possible and previous years' sponsors.
- Bob asked if anyone would like to take over being Raffle Master or a backup. Sarah is willing to be a backup.

8. T-shirt discussion

- Tara presented the different t-shirt design options that were submitted by clients of CCI.



- The Board narrowed down their favorites to 2 finalists and decided on silk screen with design 1 on the front and design 2 on the back.

9. Board Policy Manual Report

- The Board had a discussion after Bob asked if there needed to be a grievance process. A grievance process is included in the Board Policies.
- The Board discussed the highest compensated employees' section and Janice does not feel we need to list employees whom make under \$100,000/year unless required to do so.
 - Tara will check to see if it is required by the CCB transparency. If it is not required, Tara will take out.
- **A motion was made by Richard Seigele, Member, to approve The Board Policy Manual with the change to the highest compensated employee section. The motion was 2nd by Janice Moen, Treasurer, and passed by all.**

10. Other

- Sarah reminded the BOD about Secretary of State Board training and where they can find the link.
- Sarah will be working on Board materials and making them more inclusive and accessible. We would like to make sure everyone has the ability to access them.

Regular session adjourned at 3:54 pm

Respectfully submitted,
Laura Alsum, CEO/President Executive Assistant

Board of Directors Secretary Approval:


Cynthia W Sadler (Jun 24, 2021 10:14 MDT)

Cynthia Sadler






2021-6-2 BOD Meeting Minutes

Final Audit Report

2021-06-24

Created:	2021-06-24
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