



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

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
June 23rd, 2021
2:30-4:30pm
Microsoft Teams Virtual Meeting

Present: Sarah Kahn, Chairperson; Cynthia Sadler, Secretary; Janice Moen, Treasurer; Richard Siegele, Board Member; Alexandra Rodriguez, Board Member; Cathy Sykes, Board Member; George Glass, Vice-Chair; Kikki Searfus, Board Member; Bob Conrad, Board Member

Absent: Jim Denier, Board Member

Present from CCI: Tara Kiene, President/CEO; Laura Alsum, Executive Assistant to the CEO/President; Lisa Branner, VP of Marketing & Development; Shannon Kreuser, Chief Financial Officer

Guests:

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

- Sarah introduced Lisa Branner, VP of Marketing & Development.

3. Action Item: Approval of Minutes

- **Sarah Kahn, Chairperson, asked if anyone opposed approving June 2, 2021 minutes. No opposition raised. Minutes approved.**

4. Finance Committee

- Monthly Financials
 - Janice Moen, Treasurer, provided an overview of the May FY21 financials
 - On the Statement of Financial Position (Balance Sheet)
 - Looking at all the cash / CD balances, cash has decreased by \$676,989 since July 1, 2020.
 - Accounts receivable has increased by \$199,838. Similar to last month, there was a slight delay for State funding for SEP and CCB funding. We received \$56,573 on 6/2 for SEP and \$40,863 on 6/3 for CCB funding. This may be their new schedule for payments. Furthermore, we received \$79,568 in Medicaid claims in 6/3. Normally we would have received these payments in the prior month.
 - Accounts Payable has decreased by around \$214,436 but deferred revenue has increased \$99,906. Last, we have a year-to-date operating deficit of \$412,964
 - Our investment account has increased \$77,676 since July 1, 2020.



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- The PPP loan liability is zero and decreased by \$560,400.
- On the Summary of Revenue and Expenses
 - We ended May with an operating deficit of \$47,702. We budgeted an operating deficit of \$69,627. We ended May with an overall surplus of \$520,676 with our PPP Loan Forgiveness and unrealized gain on investments. The forgiveness is \$5,804 more than budget and the loan amount, due to interest expense that was also forgiven.
 - Year to date, the operating revenue is \$78,153 more than budget. Year to date the operating expenses are \$30,693 more than budget, mainly found in Professional Service-Host Home, and Other Operating expenses, specifically building maintenance.
 - Year to date, we have an operating deficit of \$412,964 and an overall surplus of \$234,014. We expected to have an overall surplus of \$67,218.
 - We received a rate increase for Special Habilitation, Community Connector, Supported Employment, and Transportation. The increase was dated back to July 18, 2020. 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-Mar 31, 2021. Furthermore, we passed most of the increase to Adult Services staff who provided in-person services during this time. The increase in wages was paid on 5/25/21.
 - We received \$13,000 from Subaru for Share the Love Event!
- On the YTD comparison to prior fiscal year
 - Comparing to the prior fiscal year, the revenue is down \$349,152. Medicaid revenue is down by \$864,934.
 - Total labor expenses are up by \$176,510. Do not forget we took over a new contract for case management services. Furthermore, we passed along a decent bonus for staff providing in person services (see above about rate increase).
 - Professional Service – Host Homes is up \$94,681. We increased their daily rate for 1/1/21-6/30/21 due to the lack of respite and day services for much of the year.
 - Our other operating expenses are up \$70,869.
 - Total expenses are up \$348,331.
- On the Summary of Revenue and Expenses by Program
 - Most departments are exceeding budget except for Residential due to several clients leaving our services.



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- **A motion was made by Alexandra Rodriguez, Member, to approve Financials. The motion was seconded by Cynthia Sadler, Secretary, and passed by all.**

5. Budget Extension

- Janice Moen led a discussion to extend approving the FY 21-22 CCI budget until it can be completed. The Board discussed CCI management operating for the month of July, and possibly August, under their current Budget.
 - **A motion was made by Alexandra Rodriguez, Member, to approve CCI management to continue operating under their current Budget until a new Budget is proposed for the 2021/2022 Fiscal Year. The motion was seconded by Richard Siegele, Member, and passed by all.**
- Janice led a discussion about what to include on the Board expense line the 2021-22 budget.
 - There was a recommendation to do a Board retreat sometime in the next year and everyone agreed.
 - The Board decided to add \$500 to their Budget for the FY 21-22
- Janice led a discussion about what the expectations are for the FY 21-22 Budget.
 - The BOD recommended that management attempt to create a balanced budget for 2021-22.

6. CEO Report

- Tara Kiene, CEO/President, offered updates to the CEO report
 - Tara asked for some feedback concerning the Case for Support before we move forward. No further changes were requested.
 - CCI has been allocated extra revenue that was tied specifically to projects and work performed by specific departments during the past year.
 - Tara recommended passing 85% of that revenue to those employees bearing the brunt of those extra duties.
 - The BOD discussed what that would look like in the Budget and how it would be paid out to those staff.
 - **A motion was made by Alexandra Rodriguez, Member, to approve exceeding the FY 2020-21 employee wages expense item as proposed. The motion was seconded by Richard Siegele, Member, and passed by all.**
 - Tara discussed concerns with Administration employee burn out this past year
 - Tara asked for suggestions and recommendations from the Board.
 - Sarah recommended that the Board be more intentional in recognizing work.
 - Janice recommended that the Board write notes to staff. Tara will send a list of names to each Board member.
 - Recognize specific staff during the Annual meeting

7. Fund Development Committee (FDC) Report



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- The FDC has not met since the previous June 2nd Board meeting. FDC is still working on recruitment to the committee and planning for Festival of Trees & Wreaths.
 - Bob asked what the decision for having the Raffle this year
 - The FDC recommended postponing Raffle this year (2021) and revamp it for 2022.
- 8. 2021-22 Board Calendar**
- Tara presented a draft 2021-22 Board meeting calendar and asked for feedback on whether to continue holding Board meetings virtually. The Board recommended having a blended model to allow Board members to attend either in person or virtually.
 - The Board set a tentative Board retreat for February 16th, 2022.
 - **Sarah Kahn, Chairperson, asked if anyone opposed approving the 2021-22 Board of Director meeting calendar. No opposition raised. Calendar approved.**
- 9. Strategic Plan Update**
- Tara presented accomplishments from the Strategic plan during the 2020-21 fiscal year.
- 10. Other**
- Sarah reminded Board members to complete the Board training on the Secretary of State website. The link to the training is included in each month's agenda.

Regular session adjourned at 4:16 pm

Respectfully submitted,
Laura Alsum, CEO/President Executive Assistant

Board of Directors Secretary Approval:


Cynthia W Sadler (Jul 29, 2021 12:47 MDT)

Cynthia Sadler






2021-6-23 BOD Meeting Minutes

Final Audit Report

2021-07-29

Created:	2021-07-28
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