

**Community Connections, Inc.
Board of Directors Meeting**

April 22, 2020
2:30 - 4:22 pm

Lupine Conference Room, Durango CCI Office

Present: Sarah Kahn, Chairperson; Janice Moen, Treasurer; Cynthia Sadler, Secretary; Alexandra Rodriguez, Board Member; Bob Conrad, Board Member, Prissilla Rippee; Jim Denier, Vice-Chair; Kicki Searfus, Board Member; Cathy Sykes, Board Member

Absent: Richard Siegele, Board Member

Present from CCI: Tara Kiene, President/CEO; Shannon Kreuser, CFO; Courtney Gray, Human Resources Assistant

- **Guests:** George Glass, Jessica Wanless, DSP
- 1) **Call to order**
 - a) Sarah Kahn, Chairperson, called the meeting to order at 2:30 pm and presided. Courtney Gray, Human Resources Assistant recorded the minutes. The meeting proceeded with business.
- 2) **Introduction of guests and public comment**
- 3) **Consider Board Candidates** – George Glass
 - a) Bob Conrad, Board Member moved to accept George Glass as a new Board Member. Second by Janice Moen, Treasure, and approved by all.
- 4) **CEO Report - Tara Kiene, CEO**
 - a) Covid-19 – Much of our staff have been able to continue to work. Many administrative staff are staying busy with regular daily tasks as they navigate working from home and the additional challenges of Covid-19. Many Client services are not occurring, but some services are being provided by phone or web calls. DSP's are provided with other opportunities of work such as online training, curriculum development, and disability and advocacy research.
 - b) Harrison—Security cameras have been installed at Harrison for staff safety. Funding was provided by the remaining donations from the pine street van repairs.
 - c) Sarah asked if there was anything, we should be doing to react to Covid-19 legislatively. Tara replied that the legislature would not be meeting till mid-May and if anything comes up she would keep us posted.
- 5) **Approval of Minutes**

a) A motion was made by Alexandra Rodriguez, Board Member the motion was 2nd by Cathy Sykes, Board Member and passed by all.

6) **Finance Committee – Update report**

- a) On the Statement of Financial Position (Balance Sheet) - There is a slightly new format. In February, the balance sheet file became corrupt and unusable, so it was rebuilt. This current format is straight from CCI's finance software, one of their stock reports. It is similar.
- b) Looking at all the cash / CD balances, our cash has increased \$167,304 since the beginning of the fiscal year. At the beginning of March, Finance was able to reduce our CD balances to be below the FDIC coverage amount at two of the three banks. Due to timing of our CD renewals, I have not been able to do this at Community Banks of Colorado yet. The balance is just slightly over the \$250,000 FDIC limit.
- c) Our investment account at LPL Financial has a balance of \$418,607. As of March 31st, we have invested \$400,000.

On the Summary of Revenue and Expenses -

- i) We ended March with an operating deficit of \$25,375. We anticipated an operating deficit of \$1,768.
- ii) There is some revenue not recorded in March yet. HCPF implemented a new rule for billing in response to COVID 19. They are allowing us to bill retainer payments for some services such as Specialized Hab, Community Connector, and Supported Employment if we are not providing the services. We are able to bill what is in the clients' service plans. Our billing software (Therap) is not ready for this change. Hopefully we will have more information to provide in a week or so. When we get ready to bill it, the revenue will show up in April.
- iii) We ended March with an overall deficit of \$68,098 with our unrealized loss on investments.
- iv) Year to date, the operating revenue is \$111,993 less than budget. Year to date the operating expenses are \$233,510 less than budget. Year to date, we have a surplus of \$114,406
- v) On the YTD comparison to prior fiscal year-
 - i) Comparing to the prior fiscal year, the revenue is up \$126,732 or 3.2%.
 - ii) Total labor expenses are up \$36,844 or 1.8%.
 - iii) Professional Service – Host Homes is down 6,643 or -.6%
 - iv) Our other operating expenses are down \$39,404 or -7.9%
 - v) Total expenses are up \$18,666 or .5%

On the Summary of Revenue and Expenses by Program –All programs are exceeding budget except for fundraising and EI. The EI Budget will more than likely come in lower than expected for the remainder of the year.

Other - We were approved for the PPP loan in the amount of \$560,400.

The finance committee did decide on an auditor. The auditor firm chosen was: Stockman Kast Ryan & Company.

The board approved in a meeting last week to apply for the Payroll protection loan offered by the Covid-19 stimulus bill.

The motion was made to approve the Budget by Prissilla Rippee Member, 2nd by George Glass, Member, and approved by all.

7) **Fund Development Committee**
Ellen Stein, Marketing -

- a) The Recruitment Luncheon planned for March 18th was postponed due to concerns over the spread of Covid-19, however we are happy that we have interest from those invited and will continue to work on a plan to connect with this group.
- b) As far as updates beyond that, we are at almost 88% of our fundraising goal for this year with requests still out to Pagosa Springs for \$2,000, and Walmart for \$5,000.
- c) In March a direct mailing letter was sent to previous donors and interested parties using a database that went back over six years, focusing on the current crisis caused by the pandemic and how it was affecting our clients and the ability to retain staff. The appeal was to raise the remaining \$20,000 of our fundraising goal before year end on June 30th. The mailing was designed to coincide with Tax Day, April 15th, and to take advantage of Colorado ReFund donations. So far, we have had three people donate from the mailing and we are hopeful to gain more. As a follow up, the Board has been asked each member to commit to calling five people from the database list and coordinating this through Ellen, so we don't overlap efforts. The list is included with the other documents in this meeting.
- d) Ellen mentioned that May 5th has been designated "Giving Tuesday" and is another opportunity for additional donations.

8) **Crisis Communication Plan –**

a) **Board Training on Crisis Planning**

The board reviewed the current Crisis communication plan. With the current Covid-19 crisis as an agency community connection holds a weekly meeting on Tuesday to review any updates from state and local governments as well as the health department.

- b) While we are all staying put Sarah made a few suggestions to how we can stay in contact with our community.
 - i) Be the voice of hope with all the negativity in our news today. Tell your story of how Community Connections has supported you.
 - ii) Used social media to promote brand recognition.
 - iii) Call and touch base with luncheon attendees.
 - iv) In our many zoom meetings we may have social or work related casually mention CCI.
 - v) Keep up to date with news on Covid-19.
 - vi) Host a Zoom Q&A hour with Luncheon attendees.

It is important that we keep CCI in the minds of our community to ensure that we continue to get much needed support from our community as we navigate this difficult time.



- 9) **Review Policies**
- a) **Janice Moen, Treasurer, presented the following Draft Policies**
- i) Board and President/CEO Relationship
- (1) Policy 3.1 – Delegation of Authority to the President/CEO –
 - (2) Policy 3.2 – President/CEOs Job Description
 - (3) Policy 3.3 – Communication and Counsel to the Board
 - (4) Policy 3.4 – Monitoring the President/CEO's Performance

With the new policy in place, a meeting will be held next week to complete the CEO's Annual Evaluation by the board.

The motion was made to approve the above policies by Alexandra Rodriguez, Board Member, and 2nd by Cynthia Sadler, Secretary and passed by all.

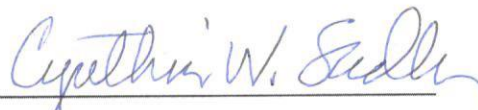
Next board meeting will be held May 27th at 2:30.

The motion was made to adjourn by Alexandra Rodriguez, Board Member and 2nd by Janice Moen, Treasurer and passed by all.

Regular session adjourned @ 4:30 pm

Respectfully submitted,
Courtney Gray, Human Resources Assistant

Board of Director's Secretary Approval:

X 
Secretary