



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

www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
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Community Connections, Inc.
Board of Directors Meeting
September 22nd, 2021
2:30-4:30pm
Microsoft Teams Virtual Meeting

Present: Sarah Kahn, Chairperson; Cynthia Sadler, Secretary; Janice Moen, Treasurer; Richard Siegele, Board Member; George Glass, Vice-Chair; Jim Denier, Board Member

Absent: Alexandra Rodriguez, Board Member; Cathy Sykes, Board Member; Bob Conrad, Board Member; Kicki Searfus, Board Member

Present from CCI: Tara Kiene, President/CEO; Laura Alsum, Executive Assistant to the CEO/President; Larry Walton, Chief Financial Officer (CFO); Larry Walton, Chief Financial Officer (CFO); Matt Payne, Adult Services Program Director

Guests:

1. Call to order

- Sarah Kahn, Chairperson, called the meeting to order at 2:36 pm 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 had everyone introduce themselves

3. Vocational Services overview

- Matt Payne, Adult Services Director with CCI, provided an overview about vocational services for CCI clients
 - Vocational services are broken up into 3 programs
 - Prevocational services
 - This involves skill building in preparation for work, such as how to prepare a resume, interacting with employers, how to prepare for an interview, and anything of a related nature.
 - Job Development
 - This is about creating jobs in our community and finding ways to match these to local businesses. It's a way of carving out a specific job that matches both the client's needs as well as the employer's.
 - Job coaching
 - Once an individual gets a job, a DSP will go with a client and support them with the employment requirements. A DSP will support with prompts, time management, and/or organization of tasks at hand



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- Matt provided an overview a Vocational Workflow chart that he developed to help assess each client's needs. By working through the flowchart, it shows how the client is supported in the vocational process.
 - A "FAQ for Potential Employers" was created. It helps define the role CCI plays in the process, how job coaching works, who is responsible for hiring/firing (the employer), and what is expected in terms of wages (a competitive wage, with at least the minimum in effect at the time of hiring). Job goals are established, and there is preparation and development with the assistance of CCI.
 - Tara asked Matt to elaborate on what customized employment looks like in terms of the Vocational Services. It means really getting to know each client and what their talents and abilities are, what they enjoy, and how they interact with the world in general. He gave an example of a client who wanted to work a few hours a day and enjoyed a fairly structured focus. A local store had an employee performing a task each day that took time away from his main goals, which meant there was less efficiency. This was a perfect situation to give the client an opportunity to work with his talents and abilities, while the other employee could get on to work that required other skills.
 - Janice asked about barriers that might prevent more clients from getting involved with this service. Matt explained it was mainly because of the tight labor market, where it has been harder to attract DSP's for the job coaching. Also, sometimes the funding approvals can take a very long time. Sarah mentioned how promoting this option for clients can lead to greater confidence and involvement in the community, as she has seen in the example of a member of her family.
4. **Action Item: Approval of Minutes**
 - **Sarah Kahn, Chairperson, asked if anyone opposed approving August 25th, 2021, minutes. No opposition raised. Minutes approved.**
 5. **Finance Committee**
 - Monthly Financials
 - Janice Moen, Treasurer, stated that the Financial Committee did not have financials to provide this month. The committee met with Larry and got to know him more.
 6. **CEO Report**
 - Tara Kiene, CEO/President, provided a couple updates to her CEO Report
 - Joint Budget Committee did approve ARPA (American Rescue Plan Act). This will allow for DSP's to be paid \$15/hr.
 - Tara is gathering information about what it would look like if we enrolled as a Provider for Adult Day Services, specifically for people who have IDD, for other waivers CCI does not current offer.
 7. **Review and approve check signers**



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- Tara Kiene led a discussion about reviewing CCI check signers. She recommended that this should be on the radar every year just in case adjustments need to be made. Right now, there are 3 signers, and it has been working out well.
- Janice recommends thinking about adding a 4th signer and utilizing ACH, which we are significantly.

8. Other

- Sarah provided an update on the Festival of Trees and Wreaths
- Sarah reminded everyone to take time and complete the “Board training for Non-Profits”. The link is on the agenda, and it is a great way to fulfill the training requirements for the Board members.

Regular session adjourned at 3:15 pm

Respectfully submitted,
Laura Alsum, CEO/President Executive Assistant

Board of Directors Secretary Approval:

Cynthia W Sadler
Cynthia W Sadler (Oct 28, 2021 17:22 MDT)

Cynthia Sadler






2021-9-22 BOD Meeting Minutes

Final Audit Report

2021-10-28

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