



**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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CCI Board Minutes
281 Sawyer Dr, Ste 200 Durango
April 25, 2018
2:30 p.m.

BOD Members present: Jim Denier, Alexandra Rodriguez, Richard Siegele, Bob Conrad, Anne Kernan, Janice Moen, Sarah Shedd

CCI Staff present: Erin Devlin, Tara Kiene, Shannon Kreuser

Guests: Prospective Board Member Cynthia Sadler

Meeting called to order by the Board Chair

Consent Agenda: Minutes

1. Bob moved to approve the March Minutes
 - a. Anne 2nd
 - b. Motion carried unanimously

Introduction of guests and public comment:

1. Cynthia Sadler introduced herself as a parent of an adult in services and expressed interest in being an active Board Member. She has submitted a Board packet and met with Tara to get more information.

Financials:

1. Janice presented on the Finance Committee Meetings. They will be held monthly and current members are Janice, Shannon Kreuser and Rachel Kuss. The committee would like to recruit banker and/or CPA. Janice reviewed the minutes of their meeting. The intent of the committee is to do a detailed review of the monthly financials and provide a more summarized financial report for the full Board. The full financials are still available to the Board for their review with the monthly Board packets. The committee also suggested adding a column in the financial reports to compare year-to-date actuals to budget so the Board could more easily review the variance.
2. Janice presented on Financial Report
 - a. Total Revenue for the year is \$3.9 million, which is down 3% or \$114,966 from the previous year.
 - b. Utilization continues to have variances, and Shannon and the committee are exploring ways to better track the variances.
 - c. The largest expense continues to be labor, which is currently at \$1.9 million.
 - d. Year-to-date actuals for fiscal year ending 2018 we are close to budgeted targets.
 - e. Cash on hand is currently down. Shannon and the committee are researching why and creating cash flow statement to review.
 - f. Investment Reports: The Committee met with the Investment manager and will ask him for quarterly summaries.
 - g. Current Ratios are high



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- i. Continued low administrative amount needs to be addressed through fundraising efforts to support operational deficits.
- ii. With current reserves and expenses, Community Connections can run 148 days without revenue.
- iii. 20% of receivables are greater than 30 days due to issues with the state's new billing system. This is higher than usual.

4. Anne moved to approve the March Financials
 - a. Richard 2nd
 - b. Motion carried unanimously

CEO Report

1. Updates to the CEO report
 - a. BOD decided on gift cards for members who left (\$50 G/C for dinner and certificate for service in a frame will be presented).
 - b. Tara and Richard will be participating in the Crisis Intervention Team Training on Friday. Tara explained that this program is intended to help first responders develop better skills to support people with IDD who are experiencing an emergency.
 - c. Community Connections is co-hosting a free movie on inclusion with the Sunflower Theatre in Cortez. The movie is DeeJ and will be held June 6th at 7 p.m. The BOD offered to help spread the word.
 - d. The BOD requested \$1500 to be included for Board expenses in the 2019 Budget for next year. Janice and Shannon will be review the budget draft.
 - e. Due to Tara's vacation, the next BOD meeting was changed to May 30th.
 - f. Tara announced that Ellen Stein is the new VP of Marketing. She is starting June 11th full time and will be presenting to BOD on a regular basis. We currently have yearly contracts for executive team members.
 - g. The DSP Wage and Aging Caregiver Bill is still moving forward in the legislature with Alliance's strong advocacy. If the bill passes, it will increase service rates to increase compensation for DSP's and other direct service providers and increase availability of emergency residential enrollments across the state.
 - h. James moved to approve the CEO report
 - i. Alexandra 2nd
 - ii. Motion carried

Tara reviewed the Crisis Communication Plan with the Board.

1. 1x/year plan is practiced and refreshed throughout the agency.
2. In case of crisis, a communication tree ensures that everyone gets a call (individuals included in the call may vary depending on the nature of the crisis).
3. When a crisis occurs, Jim and Tara are official spokespeople for CCI. All media or other requests should be directed to those two individuals.
4. Erin will create into "resource library" for the by-laws, crisis plan and other resources on the Google Drive for Board members to reference as needed.



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Tara distributed printed versions of the 2017 Annual Report.

Board Recognition Program

1. The Board discussed the options for a Board recognition/appreciation program for employers or companies. The suggested approach is:
 - i. Organize a luncheon and bring recognition to all the employers and companies or anyone who provides special support to CCI. The location could be Holly House/Pine St and the event could be timed with the ad release.
 - ii. Take out full page ad in Herald to recognize local employers. This will keep name in the public and encourage the community to become more involved.
 - iii. Tara will write an article about community employers in her monthly column.
 - iv. Tara and Ellen will work with Lucky Marketing to design the thank you ad.

The Board adjourned into executive session.

1. The BOD prepared the yearly performance review of Tara Kiene, CEO
2. The BOD voted Cynthia Sadler in as a new member of the Board.

Adjourn: 3:45pm

Community Connections Board of Directors Secretary

Date