



**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
December 4, 2019
2:46 - 4:32 pm
Lupine Conference Room, Durango CCI Office

Present: Janice Moen, Treasurer; Cynthia Sadler, Secretary; Richard Siegele, Board Member; Kicki Searfus, Board Member; Alexandra Rodriguez, Board Member; Jim Denier, Vice-Chair.

Absent: Bob Conrad, Board Member, Sarah Kahn, Chairperson

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

- **Guests:** FOT Sponsor – Courtney Hershberger FOT Sponsor
- 1. **Call to order**
 - Jim Denier, Vice-chair, called the meeting to order at 2:46 pm and presided. Courtney Gray, Human Resources Assistant recorded the minutes. The meeting proceeded with business.
- 2. **Introduction of guests and public comment**
 - FOT Sponsor – Courtney Hershberger
- 3. **Finance Committee**

Monthly Financials – Janice Moen
On the Statement of Financial Position (Balance Sheet) -

 - Looking at all the cash / CD balances, our cash has increased 111,485 since the beginning of the fiscal year.
 - Our investment account at LPL Financial has a balance of \$463,132. As of October 31st, we have invested \$400,000.

On the Summary of Revenue and Expenses –

 - We ended October with an operating surplus of \$13,015. We anticipated an operating deficit of 8,102 so we came in better than budget.
 - We ended October with an overall surplus of \$17,142.
 - Year to date, the operating revenue \$37,528 more than budget. Year to date the operating expenses \$75,512 less than budget. Effective 10/1, we implemented DSP compensation and HHP rate increases to utilize some of the additional funding from House Bill 1407. Year to date, we have a surplus of \$95,821.



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On the YTD comparison to prior fiscal year-

- Comparing to the prior fiscal year, the revenue is up \$75,651 or 4.2%.
- Total labor expenses are up \$26,442 or 1.5%.
- Professional Service – Host Homes is down 11,533 or -2.9%
- Our other operating expenses are down \$26,455 or -13.8%.
- Total expenses are down \$17,471 or -1.3%.

On the Summary of Revenue and Expenses by Program –

- All programs are exceeding budget except for fundraising and EI. For the fundraising budget, some of annual revenue was spread across all twelve months. This isn't really how fundraising revenue comes in but the issue shall work itself out when the revenue starts coming in. The EI Budget will more than likely come in lower than expected for the remainder of the year.

The 990 Report was not ready for review, it will be ready for the January 22nd board meeting.

The motion was made to approve the Budget by Richard Siegele, Member, 2nd by Kicki Serfus, Member, and approved by all.

4. Approval of Minutes

- A motion was made by Cynthia Sadler, Board Secretary, the motion was 2nd by Richard Siegele, Board Member and passed by all.

5. CEO Report

- Tara Kiene, CEO Tara attended the November Board meeting in Ignacio to request funding. Funding was approved.
- Also, State is looking to move EI evaluations to the CCB, no further information to report currently.

6. FOT Sponsor – Courtney Hershberger

- Courtney gave a brief overview of her experience as a FOT Sponsor and why she gets involved. She brought with her some very good ideas on how to get more community involvement. She suggested a sponsor kick-off held in July to get people started thinking about FOT before businesses spend all their budget elsewhere.

7. Fundraising Committee

Cynthia Sadler, Board Secretary



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- Two videos were presented to the board that will be shared throughout the community. An article in the Durango Herald promoted the Festival of Trees. This kind of positive marketing may bring in generous donations like the unexpected donation received from Cross Canyon Engineering. It was suggested that we need to continue to reach out to the community and let people know who we are and what we do. To further assess our community reach, our marketing consultant Gabriella will be attending FOT to interview attendees and find out how they heard about FOT and Community Connections.

8. Home Care Committee –

- Tara explained that in order to be in compliance with our Class B licensing requirements, a Home Care Committee needs to be implemented. Committee will report to Board of Directors.
- Committee will review and revise policies, policies will be adopted and approved by Board of Directors.
- Committee will meet at least annually
- The agency administrator will be Tara Kiene, President/CEO. Julie Ferguson, Adult Services Program Director, will serve as the backup or secondary administrator.
- Committee Members appointed are Kicki Searfus, Cynthia Sadler, Alexandra Rodriguez.

Motion was made for the approval of the Home Care Committee and appointment of Tara Kiene as agency administrator and Julie Ferguson as the backup administrator by Janice Moen, Board Member and 2nd by Jim Denier, Vice Chair, and Passed by all.

9. Review Vision

Tara presented the Holly House brainstorming activity held at the last staff meeting. Kicki will gather information to present all data gathered over the last few months at the next board meeting.

10. Review Policies

- Representative Payee Management Policy

The motion was made to approve Representative Payee Management Policy by Cynthia Sadler, Secretary and 2nd by Richard Siegele, Board Member and passed by all.

- External Financial Reporting Policy

The motion was made to approve External Financial Reporting Policy by Kicki Searfus, Board member and 2nd by Alexandra Rodriguez, Board Member and passed by all.

11. Board training – IDD Definitions

Tara Kiene lead the board in a brief review of the terms developmental and intellectual disabilities.



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- Developmental Disabilities – Is a broader definition of disabilities that occur before or during birth or during childhood. The term Developmental Disabilities may include physical disabilities as well as cognitive impairments. Developmental disabilities are generally diagnosed before the age of 22.
- Intellectual Disabilities – Is a subcategory of developmental disabilities that defines the cognitive disabilities that are included in the DD category. Intellectual disabilities are generally diagnosed before the age of 18 and are defined by having substantial limitations in adaptive or intellectual functioning. Intellectual functioning deficits are usually assessed using a standardized IQ test (score of 70 or lower).
- The State of Colorado currently uses “Intellectual or Developmental Disabilities” in its statutory language regarding the population served by the Community Centered Board system.

The motion was made to adjourn by Richard Singsen, Board member and by Jim Griffin, Vice Chair and passed by all.

Regular session adjourned @ 4:32 pm

Respectfully submitted,
Courtney Gray, Human Resources Assistant

Board of Director's Secretary Approval:

X Cynthia W. Sadler

Secretary