

# MOUNTAIN VALLEY DEVELOPMENTAL SERVICES

January 10, 2017

## Board of Director's Meeting

### The following Directors were present:

Bruce Robinson	Jim Herrera	Kristin Norrgard Jennings
Steve MacDonald	Chris Tolk	

### The following Directors were absent:

Charlie Willman	Myra Bone	Joan Gantzel
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### The following staff was present:

Bruce Christensen	Ksana Oglesby	Brenda Scrimsher	John Klausz
Sara Sims	Sarah Brotherson	Michelle Szydlowski	Janet Jesse

### Also in Attendance:

Troy Lange, Mountain BOCES

### Introduction of Potential New Board Member:

Troy Lange, Executive Director of Mountain BOCES, was introduced to the group. A motion to appoint Troy to our Board of Directors was made by Bruce Robinson and seconded by Steve MacDonald. All in favor. Welcome Troy!

### Review of Minutes:

The Directors reviewed minutes of the Board of Directors meeting held November 9, 2016. Steve MacDonald motioned to approve the minutes as written, Chris Tolk seconded the motion. All were in favor.

### Finance Report:

The financial statements were previously mailed to the Board members. Ksana review the statements with the board. She stated that the statements looks better than what was anticipated. She explained that we have enrolled new clients at higher SIS levels than expected. The EI and RMECC show higher than budgeted but this is more timing than actual. She reviewed the line items with the Board. The next few months will show if we are having a good trend.

The State revalidation may cause some delay with payment in March. Ksana gave an explanation of the revalidation process. She also stated that she is working on more accurate financial statements by adding more detailed line items.

Our annual Mountain to Valley Race has been discontinued. We are going forward with a new marketing strategy that will raise the same funds but with less cost. We will share our marketing strategy at the next Board of Directors meeting.

### Residential Services Report:

Michelle reviewed a handout Residential Services Update, January 2017. She reviewed the 2016 statistics. We are currently serving 88 individuals in our comprehensive program with 3 openings and we also serve 60 individuals in our SLS program. She then shared the Residential Program's 2016 accomplishments including the Healthy Boundaries Program 1<sup>st</sup> graduation! The Board commended Michelle and the Residential Program for a good job!

### Response to Board Interests Survey:

Sara distributed a survey regarding member interests and expertise and asked members to complete it and intends to use this information for make committees or work groups and also to fill gaps in our board membership.

In accordance with our Strategic Plan, Sara Sims has developed and distributed a Board of Directors manual. She gave an explanation and reviewed the contents.

### Directors Report:

Bruce asked that the board consider 2 proposals for additional staff, 1 for a Supported Employment Job Coach that should be self-funded by placing more people in community jobs. We are also looking to add a Board Certified Behavior Analyst (BCBA). There is a funding source available to pay for these services that we are not currently utilizing. There was time for discussion for John and Michelle regarding these positions. Steve MacDonald motioned to approve the addition of these 2 additional staff with Kristen Norrgard Jennings seconding the motion. All were in favor.

Bruce continues to serve on a statewide committee related to potential changes in regard to the issue of separating case management and the CCB's. There may be wording in the JBC bill requesting an exemption from the federal rule for rural counties.

The impacts of our ongoing salary freeze is beginning to pose problems with staffing. There was some discussion about strategies for staff recruitment and retention. The Board asked for more information regarding stats and salary info to be brought to the next meeting for more discussion and possible movement.

We are doing some building modifications to the main agency which is in our capital budget. We are moving the front entrance and reception area to the east end of the building. This move should provide more work stations.

The Vista House security cameras are in place. Oakhurst House cameras are currently being installed.

### Public Input:

There was no public in attendance.

The next Board of Directors meeting is scheduled for March 14, 2017 (which has since been changed to March 22) at 11:30 a.m.

A motion to adjourn was made by Troy Lange with a second by Jim Herrera. All in favor.

The meeting was adjourned at 1:25 p.m.

Respectfully submitted, Janet Jesse, Office Manager

MOUNTAIN VALLEY DEVELOPMENTAL SERVICES

March 22, 2017

Board of Director's Meeting

The following Directors were present:

Jim Herrera	Kristin Norrgard Jennings	Myra Bone	Joan Gantzel
Steve MacDonald	Chris Tolk	Charlie Willman	Troy Lange

The following Directors were absent:

Bruce Robinson

The following staff was present:

Bruce Christensen	Ksana Oglesby	Brenda Scrimsher	John Klausz
Sara Sims	Sarah Brotherson	Michelle Szydowski	Courtney Little

Chris Tolk called the meeting to order at 11:30am

Introduction of Potential New Board Member:

Ross Brooks, Chief Executive Officer of Mountain Family Health, was introduced to the group. Ross spoke about his work in providing medical, dental and behavioral health care to the underserved in our areas. A motion to appoint Ross to our Board of Directors was made by Jimmy Herrera and seconded by Steve MacDonald to a three year appointment. All in favor. Motion passed. Welcome Ross!

Review of Minutes:

The Directors reviewed minutes of the Board of Directors meeting held January 10, 2017. Troy Lange motioned to approve the minutes as written, Steve MacDonald seconded the motion. All were in favor. Motion passed.

Finance Report:

Ksana Oglesby presented the February, 2017 financial statements. She reviewed the statements with the members. Overall, we are looking better than expected. Cash balance is healthy. Ksana is working on a cash management strategy. Since the State of Colorado moved from Xerox to HPE as the billing processor, we have not received any payments on our submitted claims, this is about a \$600,000 impact. The state will begin issuing projected payments if needed. Our monthly outflow of money is just under 1 million dollars. Steve suggested looking into spreading our cash accounts among the other banks, to ensure appropriate insurance. Ksana to research this option.

Ross asked for a regular day's cash on hand to the members on a monthly basis. He also suggested holding 60-90 days as liquid to hold for payroll/operational and emergent issues. For the last year, we have held steady at 2.6 months cash on hand.

Ksana explained that our bottom line is healthy; the projected budget deficit of \$200,000 is seeming to be remedied by increases with revenue. There are 2 comprehensive slots that will be filled soon. The February revenue numbers for the RMECC are conservatively estimated, since the billing was not yet available at the time of this analysis. There are many differentials related to timing of expenditures and revenues.

Budgeting for the next fiscal year will begin in April.

#### Update on the Strategic Plan:

Sara Sims provided the following information:

Survey:

Received completed survey's from seven members. If Joan and Myra would like to complete one, I will affix their information into that which I already have.

Results thus far indicate that we have expertise in all areas identified with our current members. Charlie has expressed interest in working with client groups. Therefore, John Klausz will connect with him regarding our consumer advocacy group and how he can be involved.

There were three areas identified a being under met priorities for the Board:

1. Public Awareness and Marketing- As Courtney Little leads us in these endeavors, she will invoke the participation of Bruce and Kristin.
2. Succession Planning- we will develop a committee to work on this in the fall of 2017.
3. Philanthropy- involvement on this will be constructed from the Public Awareness & Marketing Plan.

New Member Orientation:

Manual completed and distributed.

Next step- Mentorship for new members. Bruce/Sara will lead this effort as being the main contact for new members to provide information about services, CBB responsibilities, issues/matters of contemplation, historical information, etc.

Strategic Plan:

Electronic version of strategic plan distributed via BOD email.

Sara will apprise the Board with information from the working strategic plan when all objectives have been updated- around the first of the new fiscal year.

#### Public Relation and Marketing Report:

HR Manager, Courtney Little, created a power point presentation which she shared with us.

Priorities for this year:

1. Create cohesive branding – one logo for all of our services; create updated brochure; create tag line; create a standard external document.
2. Increase public relations and publicity efforts.
3. Website Update.
4. Increase Social Media presence.
5. Develop community based outreach training: education and sensitivity.

## Directors Report:

- Consideration of Standing Date for Meetings- Bruce is proposing that the BOD meetings follow the schedule: second Wednesday of odd numbered months with the inclusion of June for the adoption of the budget, but with the exclusion of the July meeting. Charlie motioned to develop a resolution to hold meetings as stated through June of 2018; Steve seconded. All in favor. Motion passed.
- Conflict Free Case Management (CFCM)- Bruce has been working with Alliance and the JBC to require legislation to require a rural exemption. The Secretary of State issued a recommendation of deferral of the CFCM to the Centers for Medicare and Medicaid (CMS), who passed in 2014, a rule stating if a business bills Targeted Case Management (TCM), it can't provide services and CM to the same person. At a minimum, enforcement implementation won't be until 2020- per Health Care Policy and Finance (HCPF). If the rule stays as is current, we will need to relinquish our CM services, at that time.
- Ongoing Discussion of Possibly Salary Adjustment- moved to executive session.
- 2016 Outcome Report- tabled for next meeting.
- Signature on 2017-2018 CCB Application- Chris Tolk signed.

Other Business: no other business presented.

Public Input: There was no public members in attendance.

Chris requested an executive session. Charlie Willman moved; Ross Brooks seconded. All in favor. Motion passed.

A motion to adjourn the meeting was made by Myra Bones with a second by Steve MacDonald. All in favor. Motion passed.

The meeting was adjourned at 1:03 p.m.

Executive session commenced.

At 1:50 p.m. Charlie Willman motioned to adjourn executive session. Steve MacDonald second. Motion passed.

The Board of Director meeting commenced.

## Ongoing Discussion of Possibly Salary Adjustment:

Ross Brooks motioned to set the following principle goals: raise the hourly rate floor to \$13.50. Furthermore, over the next two years an effort should be made to adjust other positions to a level that is competitive with the local labor market. This motion was seconded by Charlie. Discussion: Steve and Chris expressed hesitation about getting all staff to market comparison within 2 years. The aspirational goal is the movement of the floor. Need to expand financial compensation for staff since we have had revenue over the last 2 years. Knowing there have been historical challenges, Ross motioned to revise his principle goals to: raise the hourly rate floor to \$13.50; and for staff to create a plan to reach market comparisons for all staff salaries within two years. Charlie seconded this revised motion. All in favor. Motion passed.

May meeting agenda item- appointment of a succession committee.

Ross moved to adjourn at 1:55pm, Steve MacDonald seconded. Motion carried unanimously.

The next Board of Directors meeting is scheduled for May 10th, 2017 at 11:30 a.m.

Respectfully submitted- Sara Sims, Associate Director

# MOUNTAIN VALLEY DEVELOPMENTAL SERVICES

May 10th, 2017

## Board of Director's Meeting

### The following Directors were present:

Jim Herrera   Ross Brooks   Joan Gantzel   Steve MacDonald   Bruce Robinson   Charlie Willman  
Troy Lange

### The following Directors were absent: -

Chris Tolk   Kristin Norrgard Jennings   Myra Bone

### The following staff was present:

Bruce Christensen   Ksana Oglesby   Brenda Scrimsher   John Klausz  
Sara Sims   Michelle Szydlowski

The president called the meeting to order at 11:35am

### Review of Minutes:

The Directors reviewed minutes of the Board of Directors meeting held March 22nd, 2017. Troy motioned to approve the minutes as written, Charlie seconded the motion. All were in favor. Motion passed.

### Annual Fiduciary Review of 403b Retirement Plan:

Rodney Naylor and Briana Richardson from Stifel were here to discuss the plan review. Investment policy statement is included in the plan and is compliant with current 404c regulations. January 2016 there were 55 participants in the plan. MVDS contributed \$91,000 matching; employees contributed \$175,000; \$80,000 was withdrawn; currently there are 64 participants (10 of these are no longer working here), down from 72; balance is \$1.5 million. Year over year the plan average growth is 10.6%; 22 of 26 funds being used by participants. The investment policy checklist was discussed. Plan summary sheet shows that \$1250 annual record fee plus \$20 per participant paid by MVDS. Investment expenses are 1.05% except on cash value accounts. Total cost for participants is 1.78%. Total costs paid by all parties is 1.94%.

Bruce Robinson asked for an evaluation of 3<sup>rd</sup> party administrators to reduce our total cost. Rodney explained that some plans are going to a fee based platform in preparation for the DOL ruling in the near future. Rodney, Ksana Oglesby, and Courtney Little will be meeting with One America on May 31<sup>st</sup>, they initiate a conversation on fee reductions. Depending on outcomes, Rodney will reach out to other administrators for bids.

No recommendations were presented to change the fund line up.

The investment policy statement was reviewed and accepted as sufficient.

Troy moved to accept the annual review of the 403b retirement plan including meeting all checklist items without recommendation to change, with exception to the evaluation of 3<sup>rd</sup> party administrators. Steve seconded

the motion. Rodney to report to the BOD at the September meeting with a proposal of changing 3<sup>rd</sup> party administrators. All were in favor. Motion passed.

#### Finance Report:

Ksana Oglesby presented the April, 2017 financial statements. There was less than a 30 day delay in the bulk of the payments received with the change over from Xerox to HPE. We are collecting on everything except our Children's TCM billing. We are serving 95 comprehensive resources- 2 more than our base level amount. Bruce C is concerned that the verbal agreement of the base level of resource won't be codified upon the departure of the current DIDD Director.

Budget to Actual numbers indicate residential revenue is ahead of budget; day program revenue numbers are down and the supported employment numbers are up- reflecting a change in demographics of persons served. Donations are down due to a single donator not contributing this year. Sales in the Art on 8<sup>th</sup> business have increased significantly from last year. We anticipate this will be impacted by the Glenwood Avenue Bridge project. Other variances due to timing.

Operating cash reserves currently enough to cover 3 ½ months' worth of expenses.

We currently have about 20 staff vacancies. Many terminations have occurred recently.

Overall, no significant financial changes have occurred since the last report.

Ross requested to have the daily operating cash as part of the finance report.

#### Draft Committee Functions:

Sara proposed a structure of board committees which offers three broad committees which would collapse standalone committees into them. Members would work among the committees based on their interest and expertise. Each Committee would have MVDS staff assigned to facilitate communication within the committee and act as a liaison between the committee and the Board of Directors. These Committees would be:

- Internal Affairs- finance, facilities, asset management, legal, fiduciary responsibilities human resources/succession planning, *quality*, etc.
- External Affairs- public awareness, marketing, public relations, philanthropy, etc.
- Governance- health and functionality of the Board; evaluates the Board; develops forms and procedures, etc.

Sara provided ideas as to the specific duties for each committee.

Ross recommended adding monitoring of the quality of services. This was added to the Internal Affairs Committee.

Troy moved to adopt the 3-committee structure with Internal to include quality component. Ross seconded this motion. All in favor. Motion passed.

#### Consideration of Appointment of Succession Planning Committee and Finance Committee:

Included with committee discussion; Sara to assign members based in survey results and inform members. The Internal Affairs Committee will convene shortly and the Governance Committee will convene this fall.

#### Directors Report:

- a) Conflict Freed Case Management Update: bill to pass today; settings piece of this legislation is on a 3-year delay

- b) HB1237- State Benefit Health Insurance: Hamner introduced bill for certain entities to buy health insurance on the state plan. It passed the house but not the Senate. Alliance (inclusive of Bruce) will work to revise it and presented again next year, with CCB's to be included within it.
- c) 2016 Outcome Report: Tabled
- d) City of Glenwood Springs Funding: We thought we were only going to get \$1500; were allowed to resubmit and received \$7500.
- e) Grand Avenue Bridge project: devoting time to work on mitigating this impact; using shuttles; changing service locations; changing open hours
- f) Greenhouse: open for retail sales beginning 5/13

Other Business: no other business presented.

Public Input: There were no public members in attendance.

The meeting was adjourned at 1:23p.m

Executive Session to Discuss Possible Salary Issues:

Charlie motioned to commence Executive Session Troy seconded.

Executive session commenced.

Troy motioned to leave executive session and Ross seconded. All in favor. Motion passed

Steve made motion to appropriate up to \$200,000 to increase base salary for DSPs to \$14.00/hour in June, 2017 and provide for other staff raises starting in July, 2017. Troy seconded the motion. All in favor; Motion passed.

Troy motioned to adjourn and Charlie seconded the motion. Meeting was adjourned at 1:50pm. Motion carried unanimously.

The next Board of Directors meeting is scheduled for June 14<sup>th</sup> 2017 at 11:30 a.m.

Respectfully submitted- Sara Sims, Associate Director

# MOUNTAIN VALLEY DEVELOPMENTAL SERVICES

June 14<sup>th</sup>, 2017

## Board of Director's Meeting

### The following Directors were present:

Jim Herrera   Ross Brooks   Steve MacDonald   Bruce Robinson   Charlie Willman   Troy Lange  
Myra Bones   Chris Tolk   Kristin Norrgard Jennings

### The following Directors were absent:

Joan Gantzel

### The following staff was present:

Bruce Christensen   Ksana Oglesby   Sarah Brotherson   John Klausz  
Sara Sims   Michelle Szydlowski

Chris Tolk called the meeting to order at 11:32 am

### Review of Minutes:

The Directors reviewed minutes of the Board of Directors meeting held May 10th, 2017. Steve McDonald motioned to approve the minutes as written, Charlie Willman seconded the motion. All were in favor. Motion passed.

### Finance Report:

No major changes; the variances are the same that have previously been discussed. The salaries are showing below budget for the monthly, due to using accrual wages this year; additionally, we weren't fully staffed in April. The salary changes are not reflective in April, since they had not taken affect.

A few larger expenses will post in June, one being the auditor's bill for last August's services. No major changes are anticipated prior to the end of the year. We are awaiting payment from the state for children's TCM billing and several payments for adults whose SIS's were changed, but the rates have not been triggered within the billing system.

Troy moved to approved; Charlie seconded the motion; all in favor; motion approved.

### Consideration of 2017-18 Budget:

The Internal Affairs Committee met about the budget earlier; with a recommendation to the full board for approval. Of note: is the RMECC RTT grant is ending and are not included in the budget. The budget is a conservative number, it is not as large of a deficit as last year. The state's budget increase to rates of 1.4% was approved. The budget reflects a 1% increase of rates. The 2% cut in exchange for the hospital provider fee does not seem to apply to Long Term Care services in the future.

There will be a capital budget request presented at a later date. These funds will come out of the depreciation account.

Troy motioned to approve the budget as proposed; Steve seconded the motion. All were in favor. Motion passed.

## Directors Report:

- a) Selection of Auditor to Perform Annual Financial Audit- Logan Thomas Johnson has previously provided this service. Discussion about changing auditors for this year: suggested change of auditor every 5 years; have never RFP'd this service- suggestion to RFP every 5-7 years; since Ksana is new and is placing new eyes on the financials already- perhaps when the Executive Director is hired, then an RFP it (next FY). Troy motioned to continue with current auditor for this year and RFP the auditor next FY. Ross seconded the motion. All were in favor. Motion passed.
- b) Update on Staff Salary Adjustments- Direct Care staff adjusted 1<sup>st</sup> pay period in Jun- to raise floor for new hires and a slight adjustment for current staff. The rest of the staff will receive an adjustment (3-10%) during the 1<sup>st</sup> pay period of the new fiscal year. Courtney Little reported that this has been extremely positive for current staff. IT has been helpful with new candidates who are applying for positions. There are preliminary indications that this new pay rate is attracting higher qualified candidates. Turnover numbers for 2017 are getting better- we are streamlining training, to shrink cost and time committed to new employee training. The intent is that this will keep new staff longer, as they have been leaving within the first year of employment.
- c) Board Meeting Schedule for FY-18- the schedule was presented to the members.

Added comment: Thanks to John Klausz who worked with CDOT (grant) to acquire 2 vehicles worth \$120,000 for which we have paid \$45,000.

Other Business: Ross discussed that he will provide information about quality improvement for service provision. He will provide feedback about a score card model. Steve mentioned that would like to have this data connected to expenses related this

Public Input: There were no public members in attendance.

The meeting was adjourned at 12:35p.m

### Executive Session:

Charlie motioned to adjourn into Executive Session Troy seconded.

Executive session commenced 12:40pm.

Charlie motioned to exit executive session and commence into the board meeting; Ross seconded the motion.

### Commencement of the Board of Directors Meeting:

Chris proposed the matter that we have had several years of successful financial management and therefore proposes consideration of a bonus pool for certain staff. Discussion followed.

Charlie motioned to Direct BC to direct bonuses to his upper management to total \$25,000 plus related payroll taxes which would be in recognition for the past 3 years of excellent economic performance, loyalty, and sacrifice up to; to be paid within this fiscal year.

The board recommends that Bruce receive a bonus of \$2500 for his role in excellent economic performance, loyalty, and sacrifice. Myra seconded the motion.

### Adjournment:

Charlie motioned to adjourn and Troy seconded the motion. Meeting was adjourned at 1:56pm. Motion carried unanimously.

The next Board of Directors meeting is scheduled for September 13th, 2017 at 11:30 a.m.

Respectfully submitted- Sara Sims, Associate Director

## MOUNTAIN VALLEY DEVELOPMENTAL SERVICES

September 13th, 2017  
Board of Director's Meeting

### The following Directors were present:

Jim Herrera   Ross Brooks   Steve MacDonald   Bruce Robinson   Charlie Willman   Chris Tolk  
Kristin Norrgard Jennings

### The following Directors were absent:

Joan Gantzel   Myra Bone   Troy Lange

### The following staff was present:

Bruce Christensen   Ksana Oglesby   Sarah Brotherson   John Klausz  
Sara Sims   Brenda Scrimsher   Courtney Little   Hannah Brosnan

### Call to Order:

Bruce Robinson called the meeting to order at 11:30 am.

### Review of Minutes:

Minutes were not available, therefore the review of minutes was tabled for the next meeting.

### Finance Report:

See Audit Exit- no further financial reporting was provided.

### Audit Exit- Cal Logan:

Cal Logan from Logan, Thomas & Johnson, LLC provided an overview of the audit.

Conversation was had about reaching a 3 month reserve of funding. This is the first time we have reached this level of reserve. Ksana is developing an investment procedure; Ross proposed a designation by the BOD requiring a reserve of 75 days. This proposal will be included in the investment procedure.

No major changes with the information in the footnotes. In upcoming years, there will be new requirements, which are within the notes to the audit.

Ross Brooks moved to approve the financial audit as presented; Steve MacDonald seconded the motion; all in favor; motion approved.

### Greenhouse Proposal:

John Klausz and Adam Juul presented information about their proposed greenhouse farm store after visiting the CapeAbilities farm store on Cape Cod. A visual presentation of the structure design, as well as suggestions of potential events to increase marketing, public involvement, and revenue growth. Additional benefits of this farm store are: the hours of operation will be increased from what is currently offered, with the possibility of weekend hours, current sales and greenhouse areas will become a production greenhouse for the farm store as well as for other commercial contracts. A downside is that some contracted sales may be decreased. Adam has written a grant

to Lowe's for \$2,000 to assist with the cost of construction materials. The net costs are projected to be approximately \$15,000. The impact of this will support the greenhouse goals: increasing community awareness, increasing job opportunities, and increasing ad revenue.

John and Adam will create a business plan this winter. A formal proposal will be presented for consideration to the board at a future meeting.

Charlie suggested reaching out to the Kiwanis or other organizations to build the stand.

#### Directors Report:

a) Consideration of Real Estate Lease- Bruce discussed that the home owned by the Gantzel family, in which Neil lived prior to his death, is available to MVDS for purchase and use as a residential site. It is a one story with a basement, three bedroom, two bath and a large yard. The negotiated purchase price is \$335,000. The assessed and appraised value is \$426,000. A contract has been presented to the attorney of the Gantzel's, including an inspection prior to closing on the house. The attorney has not accepted the contract as of this meeting, and has proposed for the closing to be completed by 9/29/17. One option to meet this request is to pay in cash and then refinance the house at a later date. If financing this project, MVDS will go through 2 local banks, inclusive of Alpine Bank. Bruce R suggests to close as quickly as possible according to the wishes of the Gantzel family, as long as we are able to get a satisfactory inspection.

Charlie states that we have 2 outstanding loans that we are paying interest on at this time. Is it better for us not to incur additional interest with this new loan? Ksana: prefers to keep cash on hand in the event that something happens and we need access to it. However, we have a fair amount of cash which would allow us to pay cash.

BOD members discussed interest rates, the expense of 2 other property loans, asset increases, cash on hand, paying off the other loans and financing this new one, refinancing all of the loans to create one loan. Currently 18 of 20 properties are owned without loans.

NOTE: Chris Tolk is the trustee of some of Neil's trusts, so he abstained from this discussion and the vote.

Charlie moved for Bruce or designee to execute the purchase the property at Virginia Road for no more than \$335,000 plus closing costs, along with a reasonable amount in addition to make appropriate and needed upgrades to the property, with cash and then to explore refinancing the current outstanding loans with the Virginia Road property included; and present that refinancing at the next Board meeting. Ross second the motion; no further discussion, all in favor, motion passed.

b) Vehicle lease- currently leasing several vehicles from Enterprise; many leases are ending this fall; we need to replace some now to support our needs; some of the lease renewals are needing to be moved up in time, due to the unexpected expiration of other vehicles. Four vehicles were removed from our fleet and were replaced with 3 others within this year. We are requesting permission to lease 6 new vehicles, inclusive of electric and hybrid vehicles. This would be a projected cost saving in efficiencies, fuel and maintenance and is 1 vehicle fewer than we currently have.

Ross moved to approve the vehicle plan as presented with high encouragement to have the reserve and investment policy available for review at the next meeting; Steve second the motion; no further discussion; all in favor; motion passed.

Other Business: No other business presented.

Public Input: There were no public members in attendance.

Adjournment:

Charlie moved to adjourn the meeting 1:35p.m; Ross seconded the motion; all in favor; meeting adjourned.

The next Board of Directors meeting is scheduled for November 8th, 2017 at 11:30 a.m.

Respectfully submitted- Sara Sims, Associate Director

## MOUNTAIN VALLEY DEVELOPMENTAL SERVICES

November 8th, 2017  
Board of Director's Meeting

### The following Directors were present:

Jim Herrera; Ross Brooks-via phone; Steve MacDonald (Treasurer); Charlie Willman; Chris Tolk (Vice President); Troy Lange

### The following Directors were absent:

Myra Bone (Secretary); Kristin Norrgard Jennings; Bruce Robinson (President)

### The following staff was present:

Bruce Christensen- Executive Director;  
Ksana Oglesby-Finance Director;  
Sarah Brotherson Director of Child and Family Services;  
John Klausz- Director of Day and Employment Services;  
Sara Sims- Associate Director;  
Brenda Scrimsher- Director of Support Services

### Call to Order:

Chris Tolk called the meeting to order at 11:45 am.

### Review of Minutes:

Minutes from the June 14<sup>th</sup> 2017 and September 13<sup>th</sup> 2017 meetings were reviewed; Steve moved to approve; Charlie seconded the motion; all in favor; minutes approved.

### Reappointment/appointment of Board Members:

Bruce announced that Joan Gantzel offered her resignation verbally yesterday, effective immediately.

The following appointment terms are expiring this month: Chris Tolk, current Vice-President; Myra Bone, current Secretary, and Steve MacDonald, current Treasurer.

All present are interested in continuing with their appointments.

Troy moved to re-appoint members to new 3 year terms; Charlie seconded the motion; all in favor with acclimation.

The terms of office for the board officers (2 year appointments) are also expiring. As presented by Bruce Christensen, membership was informed that Bruce Robinson would probably be leaving the board next summer. however it was discussed that Bruce Robinson may not interested in another term as president, if there are other members interested in the appointment. After conversation, Charlie expressed interest in becoming the Board President effective immediately. Troy Lange was nominated to carry the office of Secretary, with the expiration of Myra's office.

Troy moved for Charlie to become the President effective immediately; Chris to remain Vice-President; Troy to become Secretary; Steve retaining as Treasurer. Steve seconded; no further discussion; all in favor with acclimation.

With the departure of Joan Gantzel we have an opening on the board. Will invite potential members to the next meeting.

#### Finance Report:

- a) Current Financial Statements were presented to the membership. Bruce discussed the need to look at increasing the amount of hold back of FCG resources, due to more families choosing this programming model. Bruce also noted that other CCBs are retaining up to 40%. Steve agreed that we should look at the percentage of hold back from FCG resources. Chris discussed the amount of cash on hand and what/when to do with it. Steve interjected that we wait at least 6 months to weather the base level funding. Charlie agreed with looking at options. Ksana has drafted an investment policy. She will send this out to membership. Bruce noted that we need to maintain some liquidity, based on the status of funding and potential changes from HCPF.
- b) Distribution and Review of 5500 Report – retirement/pension plan. No adjustment made or concerns voiced. In total it appears to present a 6% general return on investment.

#### Executive Director Report:

- a) Loan Options for Property Financing- bank recommended not rolling both loans into one loan. Bank offered to re-price current loan held on Silt property (balance is about \$225,000) to 4.25% (from 5.25% adjustable rate) with a 5 year arm. This will change the terms of the loan from 12 years @ \$2200/mo to 10 years at \$2400/mo.

Additionally, the bank is offering a new loan on the Virginia house with 4.99% fixed rate for 10 years. Ksana recommended the Board consider financing either \$225,000 or \$150,000 of the \$335,000 purchase price previously paid in cash.

We hold a small loan on the Minturn property totaling about \$70,000. Ksana: given uncertainty of replacing slots, financing will give us flexibility with cash flow. Also, we will have better chance at getting good rates now than later, if our revenue declines. We will be able to release some of our current rental properties when we move individuals into Virginia Rd, offsetting the expense.

Steve suggested tabling the decision on the new loan until after Bruce gave his report on maintaining our 93 slot base line.

Steve motioned to move forward with repricing as stated- \$225,000 borrowed with the 4.25% rate and 5/1 arm over 10 years and authorizing Ksana and Bruce to sign documents; Charlie seconded the motion; motion passed; acclimation.

- b) Employee Health Insurance Renewal- we received a bid for insurance to begin in January 2018. This current year's 200% utilization will cause increased premiums. We are using Hays as our insurance broker. Proposal: We accept the Anthem bid that is about 9.5% over current premium, but within budgeted amount (15% budgeted); Ross expressed support for this and requested looking at self-insured plan. No utilization data provided due to our employee enrollment number being under 100. Ross asked to look strategically over 3 years and focusing on increasing health of employees and use medical services provided outside of 3 local/main hospitals. We have participated in the Pinnacle health challenge which is no longer being offered. Ross to share ideas.

Troy motioned to approve insurance renewal proposal; Charlie second the motion; all in favor; motion passed; acclimation.

- c) State Auditor- Senate Bill 38 state auditor office conducting a performance audit of all 20 CCBs. Meetings have begun on this. Ksana is leading this effort for MVDS.
- d) State Policy Regarding Maintenance of Base Levels for Comprehensive Services- previous agreement (informal) with HCPF re: census for comp services below 93; we get to retain funding and take someone off our local waitlist to maintain our stability; instead of resource going back to HCPF to allocate resource from state wide waitlist. This agreement is no longer being honored. We are currently at 91 comprehensive resources (ranging from \$50,000 to \$100,000). Jennifer Martinez is the new director of HCPF with whom Bruce has met with. Bruce is prepared to speak with Rep. Bob Rankin about this, and is prepared to speak also to Rep. Millie Hamner. Could potentially be addressed in future via Medicaid waiver re-write. JBC is hearing in December on the budget for serving persons with I/DD. Bruce to meet with Jennifer again in January, in order to give her time to look into solution for this.

Discussion:

Troy: January is the end of the legislative session and we would lose a potential bill title, if needed.

From 2012 to current day, we have taken in 24 individuals through this agreement. We have been serving individuals from outside of our catchment areas, who require specialized services and supports. Bruce expressed concern about doing this while using our local resources, but we cannot serve someone living locally. Bruce requested guidance from the BOD on this – should we take anyone available? Or should we serve only those from our area. Charlie requested list of pros and cons of either approach- Bruce to do this.

Steve: This Board needs to support Bruce to be stronger in this effort. Perhaps he should reach out to Bob and Millie now and also address Jennifer now instead of waiting until January.

Alliance is split on the consensus to press for this change and therefore is not taking a strong position on this matter.

Board recommends for Bob and Millie to be contacted by Bruce now and encourage them to ask HCPF to find a solution to reinstate us to the 93 slot level; and will also contact Jennifer that he is doing so. It is also requested that Bruce prepare a plan for ways in which the membership can participate in this effort.

Based on this report, Steve motioned to finance \$225,000 of the purchase price for Virginia Rd. at the 4.99%, fixed for 10 years and authorizing Ksana or Bruce to sign the documents. Charlie seconded the motion; all in favor; motion passed.

Other Business: No other business presented.

Public Input: There were no public members in attendance.

Executive Session:

No executive session.

Adjournment:

Troy moved to adjourn the meeting 1:32p.m; Charlie seconded the motion; all in favor; meeting adjourned with acclimation.

The next Board of Directors meeting is scheduled for January 10th, 2018 at 11:30 a.m.

Respectfully submitted- Sara Sims, Associate Director