

Mountain Valley Developmental Services, Inc

Board Meeting Minutes

January 9th, 2019

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:31am on January 9th, 2019 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by Charlie Willman

Present:

Membership: Charlie Willman, Board President; Jim Herrera; Kristin Norrland Jennings; Judy Oakes; Chris Tolk, Vice President; Ross Brooks; Steve Macdonald, Treasurer; Troy Lange, Secretary; Myra Bone.

Staff: Sara Sims; Ksana Oglesby; John Klausz; Sarah Brotherson; Courtney Little; Brenda Scrimsher; April Stroder, Collin Weeks.

Introduction of Guests:

Kent Wilson was present from Alpine Bank.

Approval of Minutes: Troy moved to approve the minutes from November 14th, 2018, Chris seconded, All in Favor; motion passed.

CFO's Report:

- a) November financials were presented and are better than budget. Case management has been making great strides in ensuring that SIS levels are commensurate with the needs being served.
- b) As of December, MVDS has managed to recoup EI billing holdbacks related to FY 16-17 and 17-18.
- c) Management would like board approval to consider using CDs to obtain a better interest rate on a portion of MVDS operating funds. Sara Sims has talked with Edward Jones who has short-term rates of 2.4%. Ksana has spoken with Kent Wilson at Alpine Bank, but they are unable to provide comparable rates. Board would like more information on the potential implications presented at the March 13 meeting.

Executive Director's Report:

- a) Sara requested a committee consisting of 2-3 members of the internal affairs committee, 4 members of the executive team, and 2-3 of the impacted staff members be convened to make suggestions regarding the expenditure of funds from HB 18-1407. The bill includes a 6.5% rate increase for specific services that are meant to stabilize the IDD provider workforce and are set to take effect on 3/1/19. We have been in discussions with HCPF regarding how these funds may be spent: these discussions are ongoing with another meeting planned for this afternoon. Board agreed to form a committee to meet on 1/21/19. Board representatives will be Troy Lange and Ross Brooks with Charlie Willman and Steve McDonald.
- b) Policies IV2.0, IV2.1, and IV2.2 were revised to meet current HCPF requirements and the revised policies were reviewed by the Board prior to the meeting. Troy moved to approve these revisions; Ross seconded. Motion passed.
- c) OSA audit required by SB16-38 was released to the public on 12/3/18 and Sara attended the hearing of the Legislative Audit Committee regarding its findings along with the executive directors of the other 19 CCBs and representatives from HCPF. MVDS views the results as an opportunity to continue to improve practices related to case management and billing.
- d) Discussion of whether to renew CARF accreditation: Sara recommended not renewing it as it is duplicative with new HCPF surveys and not a significant factor for individuals and families when determining whose services to use. Board agreed. Ross moved not to renew CARF accreditation; Steve seconded, all in favor, motion passed.
- e) Board agreed to move June meeting from 6/12 to 6/26.

Election of Officers:

- a) Kristin moved to retain the current slate of officers for another one year term; Ross seconded; all in favor; passed

Officers are:

Charlie Willman, President
Chris Tolk, Vice President
Steve McDonald, Treasurer
Troy Lange, Secretary

Other:

- a) Courtney Little discussed turnover and the hiring rate: turnover is 45%, in line with industry average. Of the 39 people hired in 2018, 38 are still employed by MVDS.
- b) Courtney Little reported that we have received the Epic Promise grant from Vail Resorts. This grant will provide our individuals in Eagle County with passes for skiing and other outdoor activities as well as access to the end of season party. In addition, we received a grant from the Town of Avon which includes passes to the Rec Center as well as cash. Both grants are new to MVDS this year.
- c) Bylaw update approval was tabled to next meeting.

- d) Brenda discussed the report from the survey process and the policies of the individuals plan.
- e) Board requested the Greenhouse provide a business plan at the May, 2019 meeting.
- f) Board expressed their gratitude to Janet Jesse for providing the lunch and to Judy Oakes for bringing cookies.

Client Representative Report:

Jimmy and Judy gave an update on the client advocacy group: Jimmy discussed having a partner to represent individuals with him on the board. Darryl Bautista has taken a lead in advocating with Jimmy for individuals and is interested in joining the board. Judy thinks it would be beneficial to have Darryl. The board thinks it would be a good protocol to have Darryl come to the next meeting and see how he feels about being on the board and then the board will make a decision to extend an invitation.

Jimmy reports that there have been discussions in the group regarding sports and other activities. Judy reports that the individuals in the group are looking to create captains to provide more outreach on the group and their activities to the individuals living in group homes. They have also discussed the possibility of having game nights at the agency that could be attended by all interested members of the community.

Adjournment of Public Meeting:

Troy moved to adjourn the meeting to executive session at 1:33pm. Ross seconded; motion passed.

Executive Session:

Executive session was adjourned at 2:05pm.

Adjournment:

Charlie adjourned the meeting at 2:05pm.

Next Board Meeting will be held on: March 13th, 2018 at 11:30am

Minutes submitted by: April Stroder -Billing Specialist

Approved by: Ross Brooks moved to the Minutes as presented; Troy second the motion.

Mountain Valley Developmental Services, Inc.

Board Meeting Minutes

March 13th, 2019

Opening:

Meeting of Mountain Valley Developmental Services, was called to order at 11:30am on March, 13 2019 at 700 Mount Sopris Drive, Glenwood Springs, Colorado.

Executive Session:

Ross motioned to immediately move to Executive session. Judy seconded.

Executive session adjourned at 11:35am.

Present:

Membership: Charlie Willman, Board President; Kristin Norrland Jennings (via phone); Judy Oakes; Chris Tolk, Vice President; Steve McDonald, Treasurer; Ross Brooks; Troy Lange, Secretary; Myra Bone.

Staff:

John Klausz; Brenda Scrimsher; Sara Sims; Ksana Oglesby; April Stroder, Sarah Brotherson,

Introduction of Guests:

None Present.

Public Comment:

No members of the public were present

Approval of Minutes:

Review of January minutes tabled until May meeting.

Executive Directors Report:

- a) Sara Sims reported that the executive team had attended DD Day at the Capital in Denver and discussed issues critical to individuals served and MVDS with our representatives in the legislature. Ross thanked staff for their attendance.
- b) March 21st is the meeting Annual Plan Review; staff, individuals, and community partners are invited to discuss our achievements over the past year and identify gaps in services.
- c) Discussion of policy approvals: Steve moved to approve and Troy seconded the following new or revised policies: V.4.0 Prevention & Monitoring of MANE-CM; Long Term Care Notification of Action- CM; IC QMAP Training- CCB; Investment Policy-CCB. Charlie asks that the policy manual be provided to the Board prior to the May 8th meeting to allow the Board time to read the policy manual and move to formally adopt it.
- d) Sara reported that she, Ksana, and Charlie met with representative of HCPF to review the business continuity plan (BCP) submitted to HCPF during the prior year. Discussion of the BCP was uneventful, but the meeting raised concerns regarding the implementation of conflict-free case management and the meaning of the rural exception granted by CMS.
- e) Troy moved to amend the bylaws to grant Sara the authority to approve up to \$10,000 spending per invoice, and up to \$20,000 with the approval of three out of four board members. Steve seconded. All in favor, motion passed.

Finance Director's Report:

- a) Investment proposal was discussed with Edward Jones and Alpine Bank. Ksana proposed to the board that we should stay with Alpine bank due to our relationship and what we can earn more staying with Alpine Bank. Motioned by Troy to grant Sara Sims and Ksana Oglesby the authority to open a money market with Alpine Bank and move funds between accounts at Alpine Bank as needed, pending verification of FDIC insurance for this account. Ross seconded. All in favor and motion carried
- b) Cal Logan has not provided a final audit report yet. We will provide the board with the final audit once it is made available.
- c) Mountain Valley has 96 individuals in Comprehensive service, 90 of whom receive services provided by MVDS. Changes have been made in the service delivery model to better accommodate individual choice, reduce demand for staffing, and ensure financial viability.
- d) Ksana presented the financial statements for January, 2019. Troy moved to approve the financials; Ross seconded. Approved.
- e) Investment policy was submitted for adoption. Steve moved to approve; Troy seconded. Motion passed.

Client Representative Report:

Jimmy was absent, but Judy presented that the advocacy meetings have been going well and Darryl is a great voice with Mountain Valley. Darryl is welcome to attend the board meeting next time as is anyone.

The group presented that they would like to have a float in the Strawberry Days parade and they wanted to see if they have permission for that then a booth. The next advocacy meeting will be on April 8th.

Other:

We currently have 23 staff vacancies at MVDS. Footsteps has done an exceptional job on marketing for Mountain Valley.

Adjournment of Public Meeting:

Troy moved to adjourn the meeting, Myra seconded, All in favor. Meeting adjourned at 1:22pm.

Next Board Meeting will be held on: May 8, 2019 at 11:30am

Minutes submitted by: April Stroder, Billing Specialist

Approved by: Ross Brooks moved to the Minutes as presented; Troy second the motion.