

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.

Mountain Valley Developmental Services, Inc.

Board Meeting Minutes

May 8, 2019

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:27 am on May 8, 2019 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman

Present:

Membership: Charlie Willman, Board President; Jim Herrera; Judy Oakes; Chris Tolk, Vice President, Ross Brook; Steve Macdonald; Troy Lange; Myra Bone

Staff: Sara Sims; Ksana Oglesby; John Klausz; Sarah Brotherson; Brenda Scrimsher; April Stroder, Delphine Janey, Matt Urmson, Adam Juul

Introduction of Guests:

Melissa Knutson, Alpine Bank

Approval of Minutes:

Ross moved to approve the January and March minutes; Troy seconded the motion; Motion passed unanimously.

Finance Director's Report:

- a) March Financials – as of March 31, 2019 revenue exceeds expenses and continue to be better than budget. HB 18-1407 increases to rates were effective as of March and staff merit increases went into effect on March 24, 2019. Ross moved to approve March financial statements, seconded by Troy, All in Favor, Passed.
- b) Logan, Thomas, and Johnson completed the final audit report for fiscal year 17-18. The auditors expressed an unmodified opinion. The exit interview for this audit was presented by Calvin Logan at the September, 2018 board meeting. Chris motioned to accept the audit report, Myra seconded the motion, all in favor, passed.
- c) The budget process for 18-19 is underway. The IA committee will meet prior to the June board meeting to review the budget.
- d) Ksana reported on meeting with Alpine Bank Wealth Management regarding investment of funds above the three month operating threshold. Recommended investment in the MM

mutual fund. Board felt this recommendation was in keeping with the investment policy and fell within the authority they had granted at the March, 2019 meeting.

Executive Director's Report:

- a) Colorado Department of Public Health and Environment visit- The surveyors came to check in to see how Yampah house was operating since the initial licensure and if it was in compliance with CDPHE policies. They also conducted a follow up to the complaint at Columbine house that was determined to be unsubstantiated in the fall. The surveyors received new complaints for 2 other locations and investigated them. Neither complaint was substantiated. However, through this process a few other deficiencies were cited for unrelated matters. A plan of correction has been submitted to CDPHE.
- b) The Glenwood Springs Citizens Alliance reached out to Sara regarding MVDS endorsing their organization and opposing the RMR mining operations expansion in North Glenwood. The board feels this is a political position outside the scope of MVDS' business operations.
- c) Expenditure Approvals- the Board gave approval for the following capital expenditures:
 - a. \$19,426 for our 20% of the \$97,130 award from CDOT grant (approved earlier via email);
 - b. \$15,713 was approved for insulation for Pitkin House for sprinkler systems (approved earlier via email); and
 - c. \$21,592 to install a mini-split HVAC system that will cover the Res office, the medical office, case management, and EI.

Troy moved to approve the new expenditures, Steve seconded the motion, All in Favor, passed.

- d) Policy Manual was reviewed by membership and was approved including the revised policy on dietary practices. Steve moved to approve, Ross seconded the motion, all in favor, passed.

Other:

- a) Staffing Update- Delphine Janey discussed reviewing the turnover and it is 10.8 percent and the fiscal year is 35 percent and the year to date is 47 percent, 14 positions are open at MVDS. Delphine discussed that she will be analyzing turnover trends at MVDS.
- b) Troy signed the updated Bylaws and Resolution Regarding Policy Manual and Executive Director Spending Authority.
- c) Presentation of Business Plan for the Greenhouse- Matt Urmson & Adam Juul- There are three components for the greenhouse the store, production, and delivery and lawn crew. Growing more variety in the Greenhouse. Matt has been doing inventory in the greenhouse and getting organized. The greenhouse has also worked on visual appeal as well as marketing with Footsteps Marketing. The greenhouse has received contracts with a number of businesses in the valley.

Client Representative Report:

Jimmy discussed that they would like a banner for the parade for Strawberry Days. Jimmy reported that the consumer advocacy group has been meeting about the strawberry day's parade and using the greenhouse truck as transportation. Jimmy reported that the advocacy group has been excited for the upcoming strawberry day's booth and parade.

Keller Williams Real Estate has made MVDS the beneficiary of their annual Red Day of giving. Red Day will be May 9, 2019 and include lunch at Centennial Park.

Adjournment of Public Meeting:

Ross moved and Troy seconded to adjourn the public meeting at 1:34pm and to go into executive session to discuss personnel and other issues.

Executive Session: Commenced at 1:34pm

Adjournment of Executive Session at 2:00pm without further action.

Next Board Meeting will be held on: June 26, 2019 at 11:30am

Minutes submitted by: April Stroder -Billing Specialist

Approved by:

Mountain Valley Developmental Services, Inc

Board Meeting Minutes

June 26, 2019

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:30 a.m. on June 26th, 2019 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by Charlie Willman.

Present:

Membership- Charlie Willman, Board President; Kristin Norrgard Jennings; Judy Oakes; Chris Tolk, Vice President; Steve MacDonald, Treasurer; Myra Bone; Troy Lange, Secretary

Staff- Sara Sims, Ksana Oglesby, John Klausz, Sarah Brotherson, Brenda Scrimsher, April Stroder, Delphine Janey

Introduction of Guests:

- Melissa Knutson, Alpine Bank
- Jenny Lang, Mountain Family Health
- Rodney Naylor, Stifel

Approval of Minutes: Steve moved to approve the minutes from May 8th, 2019, Chris seconded, all in Favor; motion passed.

Declaration of Conflict of Interest: None presented.

Finance Director's Report:

Ksana reported on the April financial statements. Financials continue to show trends similar to earlier in the year and MVDS is on track to end the year ahead of budget. Troy moved to approve the financial statements, Chris seconded the motion, all in favor and motion passed. Ksana presented the budget for the 19-20 budget year and the results of the internal affairs committee meeting to discuss said budget immediately prior to the board meeting. Budget is based on conservative projections and reflects a small deficit. Ross moved to approve budget, seconded by Kristen, all in favor, motion passed.

Executive Director's Report:

Sara reported on changes to staffing, specifically internal hiring for some EI therapies MVDS had previously contracted for and the planned expansion of behavior services included in the 19-20 budget.

Conflict free case management was moved to be discussed in executive session

Other:

Stifel- Annual Review of 403b Plan and Recommendations of Investment Options:

Rodney reported on the 403b which continues to see comparable participation from year to year and an overall growth in assets since its inception in 2013. Based on their proprietary ranking system, Stifel does not recommend any investment changes to the plan at this time. Chris moved to reaffirm the investment policy statement, seconded by Troy. All in Favor; motion passed.

Troy is stepping down from the board after this meeting and he recommended Denise Rahe be considered to replace him. Charlie and Sara will reach out to her in the coming months to gauge her interest. The board thanked Troy for his service and contributions. Charlie recommended Melissa Knutson to fill the board seat vacated by Bruce Robinson. Troy moved for Melissa to serve out the remaining term of the seat; Steve seconded, all in favor; motion passed.

Delphine Janey reported that our turnover is at 42 percent in the last 12 months. Industry average is 50%. She reported that HR is planning to provide opportunities for leadership training to the staff in the near future. A survey sent out to DSP's indicated that 25 people were interested in pursuing such training. HR and Management are undertaking several initiatives, including the leadership training, to increase employee satisfaction and engagement, provide more opportunities for DSP advancement, and decrease in turnover. The board is in favor of these initiatives and wishes to communicate how much they value the employees and appreciate everything they do for the clients.

Client Representative Report:

Jimmy was absent from the meeting; Judy reported that the last meeting of the advocacy group had revolved around planning for the Strawberry Days Parade.

Adjournment of Public Meeting:

A motion for adjournment into executive session was presented by Steve and seconded by Judy. The meeting was adjourned to executive session at 1:10pm.

Executive Session:

A motion for adjournment out of executive session was presented by Charlie and seconded by Troy. Board adjourned from executive session at 1:43pm.

Adjournment:

Meeting was adjourned at 1:43pm.

Next Board Meeting will be held on: September 11, 2019 at 11:30 a.m.

Minutes submitted by: April Stroder, Billing Specialist

Approved by: Judy Oakes and seconded by Chris Tolk 9-11-19