

Mountain Valley Developmental Services, Inc.

Board Meeting Minutes

January 8<sup>th</sup>, 2020

**Opening:**

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:35am on January 8<sup>th</sup>, 2020 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman

**Present:**

Membership: Charlie Willman, Board President; Judy Oakes, Steve Macdonald, Melissa Knutson, Myra Bone

**Staff:**

Sara Sims; Ksana Oglesby; John Klausz; April Stroder; Jacob McMillan; Brenda Scrimsher

**Introduction of Guests:**

Denise Rahe Special Ed Director for Colorado River BOCES

**Approval of Minutes:**

Moved by Steve, seconded by Melissa to approve minutes from November 13<sup>th</sup>, 2019.

**Member of Public Comment:**

None Present, No comment.

**Finance Director's Report:**

Review of financial statement- Presenting of November 30, 2019 financial statements it shows the following, we have collected grant revenue which is significant increases from PY. Revenue was at 144,675 ahead of budget YTD. Revenue is higher this year then prior years due to collection from E.I billing and outings that are allowable by Medicaid whereas prior years we were not able to bill evenings and weekends. HB-1407 revenue is continuing funds

that are being utilized for raises, insurance, and bonuses for DSP staff. Current DD waiver enrollees are at 96 with currently 89 of those individuals are being served by MVDS. We have two new enrollees and we have two potential new enrollees. We have group home rate increases that will go into effect January 1<sup>st</sup>, 2020. Moved by Steve to approve financial statements seconded by Myra, motion passed unanimously.

### **Executive Director's Report:**

Presentation of Revised Policies- Asking approval from the board for two revised policies.

Prevention and Reporting of Mistreatment, Abuse, Neglect and Exploitation- MVDS PASA: A motion to approve subject to final Board approval via email vote was provided by Myra, seconded by Steve, motion passed unanimously

The Family Caregiver Service Delivery Model- MVDS PASA. A motion to approve subject to final Board approval via email vote was provided Judy, Myra seconded, all in favor motion passed unanimously.

Set BOD meeting date for June- Move of board meeting to June 24<sup>th</sup>, 2020 Melissa moved to approve, Judy seconded, motion passed unanimously.

Replacement of Computers- Sara requested approval to spend up to \$50,000 dollars to approve replacement of desktops. This is a capital expenditure. Motion to approve by Steve, Seconded by Myra, motion passed unanimously.

### **Staffing Update:**

Jake McMillan provided information on the switch from ADP to Paycom there is some turnover discrepancies but as of currently it shows that turnover is down 8%. We are trying zip recruiter, and we have a job fair coming up for MVDS and we remain to have success with indeed and social media to fill positions.

### **Board Membership:**

Charlie presented information on membership term expirations and nominated the four expiring members: Chris Tolk, Steve MacDonald, Myra Bone, and Melissa Knutson to additional 3 year terms. Charlie motioned and Judy second the motion; motion passed unanimously. These are three year terms which will expire in January of 2023.

Charlie also presented information on expiring Officer terms and nominated Chris Tolk for Vice President, Judy Oakes for Secretary, Steve MacDonald for Treasurer, and Charlie Willman for President. Charlie motioned and Steve second; motion passed unanimously. These are one year terms which will expire in January of 2021.

We have currently three vacancies. The Board will vote at the next meeting on Denise Rahe to fill one vacancy. Sara and Charlie will be meeting with another candidate next Monday; and Sara continues to seek a representative from Valley Settlement Program.

**Client Representative Report:**

Judy reported that the self-advocacy group has been growing. Topics that were discussed last month was that they would like to have more notice for medical appointments and they would also like to know if there is more staff to go on outings that they want to attend. They also discussed reporting problems with safe driving, and safety with current road and sidewalk conditions. The self-advocacy group has really focused on safety and problems that are occurring, and what they can do to solve the problems.

**Adjournment of Public Meeting:**

The meeting was adjourned to executive session at 12.50 pm.

**Executive Session:**

Executive session began at 12:50 pm and adjourned at 1:45pm.

**Next Board Meeting will be held on:** March 11<sup>th</sup> at 11:30am

**Minutes submitted by:**

April Stroder

**Approved by:**

Steve MacDonald and Melissa Knutson

Mountain Valley Developmental Services, Inc.

Board Meeting Minutes

March 11, 2020

**Opening:**

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:33am on March 11, 2020 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman

**Present:**

Membership: Charlie Willman, Board President; Steve Macdonald Treasurer, Melissa Knutson, Denise Rahe, and Jimmy Herrera

**Staff:**

Sara Sims; Ksana Oglesby; John Klausz; Jake McMillan; Brenda Scrimsher; Sarah Brotherson

**Introduction of Guests:**

None.

**Approval of Minutes:**

Moved by Steve MacDonald, seconded by Melissa Knutson to approve minutes from January 11, 2020.

**Member of Public Comment:**

None Present, No comment.

**Action Item:**

- a. **Presentation of formal motion to elect Denise Rahe to BOD.**  
Steve MacDonald moved, seconded by Melissa Knutson.

### **Executive Director's Report - Sara Sims:**

- a. **IDD Day at the Capital:** Several employees and 3 individuals in our services went to the capital for IDD day. Listened to hearings at the capital. Were able to have lunch with Senator Rankin. Afterwards, there was a hearing in the House Business Affairs and Labor Committee regarding subminimum wage. John and one of the individuals we support were able to testify on record regarding the Subminimum Wage Bill and being able to make a livable wage that does not affect his benefits. The bill passed this first committee hearing.
- b. **Public forum for Annual Plan Review:** We are required to hold a public forum and receive feedback/input on our Strategic Plan as part of our yearly application to continue as a CCB. Sara has met with the Consumer Advocacy Group and will meet with the Arc tonight. We are seeking feedback from families on the waitlist, families of individuals receiving services, community partners, and employees. Feedback from the Board is welcomed. The public Forum date will be posted on our website.
- c. **Policy Approvals:** VII.8.2 Self Medicating Individuals was approved as presented; Melissa Knutson moved for approval, Steve MacDonald seconded.
- d. **Update on COVID-19 preparations:** We are following guidance from Public Health, HCPF, CDPHE and local community programs/governments regarding procedures. We are monitoring health, educating people, obtaining PPE to help contain the virus, have plans in place if individuals we serve become sick and are working on the nuances with placing staff in that situation. We are prepared to use additional staff to support them. We have supports in place for administrative staff to work remotely if needed. We have had an offer from Arc to help support us in the event we do have an outbreak, by bringing in item-food, cleaning items, etc.
- e. **CDLE/COMPS update:** Moved to Executive Session.

### **Finance Report – Ksana Oglesby:**

Presenting financials through January, representing just over half of our fiscal year. We're up about \$166,000 revenue YTD. Revenue is up about \$310,000 and expenses were also up about \$110,000 over budget. Cash on hand is about 73.5 days as of January 31, which is pretty consistent. We had some big cash expenditures in January – one was the vehicles through CDOT. We will be reimbursed for that. The other was about \$39,000 on new computers. We are about 2/3 of the way through the installation. Cash and accounts payable are both increased over last year. Accounts receivable is comparable to the end of the fiscal year, but is up quite a bit YTD from last year. This is mostly due to the timeliness of EI payments from the State. Other receivables shows an increase of 4621%, the percentage is big but the dollar amount is not. This has to do with accounting practices and where information is tracked in addition to documentation of invoices from grants. The prepaid invoices shows insurance premiums that are all paid in October then invoiced out over the year.

We did have rate increases that went into effect January 1, 2020. Some of them were significant, but there was a pretty wide range of the increase. A SIS Level 1 was up 30% but a Level 6 was 1%. But these have had a positive impact on our revenue.

Supported Employment continues to do really well this year. Continue to be supporting individuals with new jobs.

The Behavior program, which is brand new this year, is under budget for revenue. The budget for this was the most aspirational. We continue to work to make advances in this area.

The commercial rent is also done, in part due to utilizing a former rental for an individual in services. The condos in Vail and the house in Edwards are also vacant because they became empty in November. Working to get this resolved.

Currently have 97 individuals enrolled in the Comprehensive waiver and are providing services to 89 of those individuals. We did have one individual recently move to Grand Junction. We have also gained an additional resource in February. We do have a few resources that have been accepted by families, but we have not yet been able to enroll these individuals due to family reasons.

We did have some building expenses in the residential program come up that increased the expenses for the month.

Steve Mac Donald moved to approve the financial statement, seconded by Melissa Knutson.

#### **Action Items – Charlie Willman:**

**a. Resolution for date adjustment for June meeting**

Steve MacDonald moved to approve, seconded by Denise Rahe

#### **Staffing Update – Jake McMillan:**

As of yesterday, we have 10 jobs posted on our website. Current employee count is 141. Turnover in general, from March 2019 – March 2020, is down to 30%. Calendar YTD turnover is 8%. From October –when we changed from ADP to Paycom- to current is showing 14% turnover.

We have not had a full year of HB 1407 and are hopeful that the turnover will continue to decrease because of it.

Social Media continues to be the main way we are getting traction from potential new employees.

Recently attended the Western Slope Job Fair at CMU. Was a good opportunity to get our brand out there. Also went to a Parachute Job Fair put on by the Colorado Workforce Center at the library, which was extremely successful.

Discussing new ideas for retention and appreciation.

**Report from Representative of Individuals Receiving Services – Jimmy Herrera:**

Jimmy went to listen to Governor Polis speak last Friday. Informed us that the individuals who went to IDD Day at the Capital enjoyed their visit and were glad to be able to represent their community.

Consumer Advocacy Group meeting last night went well. Brian shared a video from the visit to the capital. Discussed that they will participate in the Strawberry Days Parade again and are planning to have a booth, as well.

The Consumer Advocacy Group has a lot of individuals participating in their group. They recently moved their meetings to the Weaving Store and are already outgrowing the space!

They are interested in becoming more involved in activities throughout the community to have more of a presence.

**Other Business:** None.

**Adjournment of Public Meeting:**

The meeting was adjourned to executive session at 12:35 pm.

**Executive Session:**

Executive session began at 12:35 pm and adjourned at 1:50pm.

**Next Board Meeting will be held on:** May 13<sup>th</sup> at 11:30am

**Minutes submitted by:**

Sarah Brotherson

**Approved by:** Moved by Chris Tolk, seconded by Melissa Knutson to approve minutes from March 11, 2020.

Mountain Valley Developmental Services, Inc.

Board Meeting Minutes

May 13<sup>th</sup>, 2020

**Opening:**

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:34 am on May 13, 2020 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman

**Present:**

Membership: Charlie Willman, Board President; Steve MacDonald; Myra Bone; Chris Tolk; Judy Oakes; Melissa Knutson; Denise Rahe; and Jimmy Herrera

**Staff:**

Sara Sims; Ksana Oglesby; John Klausz; Jake McMillan; Brenda Scrimsher; Sarah Brotherson

**Introduction of Guests:**

None.

**Member of Public Comment:**

None Present, No comment.

**Approval of Minutes:**

Moved by Chris Tolk, seconded by Melissa Knutson to approve minutes from March 11, 2020.

**Executive Director's Report - Sara Sims:**

- a. **COVID 19 Update:** So proud of all of our staff because we have no cases in any location that we operate, which is about 80 vulnerable people served. It has been painful, as people are tired of being cooped up. We are starting to see a lot of adverse behaviors that we haven't seen before. In general, people are safe and somewhat happy. We have had 2 individuals who live at home with their parents who have tested positive. We had a



handful of staff test negative, one staff has tested positive for the antibody. We had one presumed positive employee who was immediately removed from the job and stayed home for a 14-day isolation period. Currently awaiting the Department of Health to arrive and visit all of our COVID free group homes. They are going around to each group home in the State, regardless of outbreak or positive case and are conducting surveys. We feel very well prepared for this upcoming survey. We are confident that we will be fine, but it is extremely unsettling due to the number of people that will be in and out of our houses. We are assessing all staff and visitors at the door. We're utilizing CDCs questionnaire and taking temperatures and having the person declare that they are symptom free. We participated in an abbreviated survey with Health and submitted 9 isolation plans for each of our licensed facilities. HCPF has gotten permission at the federal level for retainer payments, providing services in different locations or through different modalities. because the people in our services can't be unsupported. They have temporarily increased some of our rates to help pay for additional hours and PPE. We're anticipating cuts in the upcoming fiscal year that starts in July, as the state needs to cut \$3.3 - \$3.4 billion dollars. We were anticipating rate increases which will not happen. The End the Wait campaign has been removed from legislation that will run this year. The JBC might be looking at cutting Early Intervention funds and also other state appropriated funds by 25%. We are in constant communication with the Alliance, other CCBs and legislative members to discuss the effects of COVID. Movement was made on our rural stability efforts, as the state has approved a new way to allocate new resources based on a per capita population basis, which will ensure that we will be allocated new DD waiver resources for people in our area.

- b. **Policy Updates – need approval:** Telecommuting Policy. Motion to approve by Myra Bone, seconded by Judy Oakes; motion passed.
- c. **Case Management Rates and Structure:** Moving from 15 minute increments for Targeted Case Management to a per member per month payment. Also moving to fee for service for CCB administrative functions and all Case Management activities. Currently Case Managers are doing some CCB activities. Sara, Ksana, and Brenda will continue to look at how to structure CCB and Case Management to be effective and efficient. Unfortunately, we're looking at around a \$40,000 decrease in revenue based on how the State is reimbursing us for these activities.
- d. **Approval of Resolution for June Meeting Dates:** The new resolution to designate our yearly June meeting on the last Wednesday in June of each year was presented. Motion to approve by Myra Bone, seconded by Melissa Knutson; resolution passed.

### **Finance Report – Ksana Oglesby:**

Financials for the nine months ended March 31, 2020 were presented.

We have been able to obtain funding from federal and other grant sources in order offset the immediate loss of revenue/increases in costs due to the COVID 19 pandemic. Because of this, and the State's allowing for retainer payments, we anticipate ending the year without significant losses. However, due to the pandemic's impact on the state budget, we are looking at the possibility of significant revenue losses going into the next fiscal year. (State budget may include rate cuts of up to 5% for Medicaid). In addition, changes to the payment structure for case management is likely to result in revenue decreases.

In light of these revenue decreases, our 20-21 budget will reflect a conservative approach that focuses on cost containment and pursuing additional revenue in the form of grants where available. We have no plans to reduce staffing at this time.

Amendment to Minutes based on action taken at September 9<sup>th</sup>, 2020 Board of Directors meeting: On April 1<sup>st</sup>, 2020, Sara Sims sent an email to the Internal Affairs/Executive Committee seeking initial review and approval for MVDS to submit a loan application for PPP funds through the Small Business Association. Chris Tolk was the first to reply and thereby moved to approve the application followed by Steve MacDonald, who second the motion. Judy Oakes and Charlie Willman both voted in favor. This initial approval was then brought to the entire Board membership at the May 13<sup>th</sup> meeting for review and approval. It was realized that these Minutes of the May 13<sup>th</sup>, 2020 Board of Directors meeting did not clearly indicate the approval of the PPP Loan Application. When, in fact, the approval was given for the application of \$1.275 million to the PPP loan application by Chris Tolk who moved to approve and Judy Oakes who second the motion; all in favor; motion approved unanimously.

Chris Tolk moved to approve the financial statement, seconded by Judy Oakes; March financials were approved.

**Staffing Update – Jake McMillan:** We’ve hired 9 employees since the last board meeting. We currently have 7 openings posted on our website, but 3 of those already have offers and we expect those to be filled soon. The 4 remaining are all to fill vacancies in our residential program. Since COVID, we’ve only had a 3% turnover rate. We have 150 total employees right now and 116 of those are full-time. Recruitment is a little more unique in this environment. Everything is moving to a virtual platform for interviews – via Zoom, Teams, etc. We’ve been able to do orientations virtually and by spreading new employees out throughout the building to places that are not being used currently. We are now able to provide new or on-going training virtually.

**Report from Representative of Individuals Receiving Services – Jimmy Herrera:** Judy has not been able to attend any group meetings – virtual or otherwise. Jimmy was unable to share any information.

**Other Business:** None.

**Adjournment of Public Meeting:**

The meeting was adjourned to executive session at 12:52 pm.

**Executive Session:**

No Executive Session.

**Next Board Meeting will be held on:** June 24<sup>th</sup> at 11:30 am, Executive /Internal Affairs Committee will occur prior to this meeting.

**Minutes submitted by:**

Sarah Brotherson

**Approved by:** Moved by Steve MacDonald, seconded by Myra Bone to approve minutes from May 13<sup>th</sup>, 2020.

Mountain Valley Developmental Services, Inc.

Board Meeting Minutes

June 24, 2020

**Opening:**

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:40am on June 24, 2020 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman

**Present:**

Membership: Charlie Willman, Board President; Steve MacDonald; Myra Bone; Chris Tolk; Judy Oakes; Melissa Knutson; Denise Rahe; and Jimmy Herrera

**Staff:**

Sara Sims; Ksana Oglesby; John Klausz; Jake McMillan; Brenda Scrimsher; Sarah Brotherson, Amanda Fulmer

**Approval of Minutes:**

Moved by Steve MacDonald seconded by Myra Bone to approve minutes from May 13, 2020.

**Introduction of Guests:**

Austin Hamilton, Rodney Naylor, Danny Shapira.

**Member of Public Comment:**

No comment from guests.

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

Portfolio value is nearly \$2 million. Saw a drop in March and April, but fairly quick rebound. The portfolio is about 80% invested in stocks, the rest in cash and bonds. Representative of a good retirement plan. Rate choices on a scale of 1-10 and will recommend changes, as needed, for those scoring low. The costs of the plan are coming down. Seeing a good use of the Roth option within the plan. Within the plan, participants are using a diversified number of funds.

Despite the events of the last few months, 95% of participants are seeing an increase from where they were at this time last year.

Rodney reviewed the performance of the mutual funds being used and recommended changes in using three of them.

Stifel is able to do meetings and enrollments with participants via Zoom or in-person.

Motion to approve 403b Plan and Recommendations of Investment Options by Denise Rahe, second by Chris Tolk.

### **Director's Report - Sara Sims**

- a. **Update on Multiple Surveys by CDPHE for COVID Mitigation** – We participated in 9 remote surveys with administrative staff and another 9 with house staff; submitted 9 isolation plans, one for each licensed home; and received 9 in-person surveys by CDPHE. Five surveyors from Denver went into our licensed homes to ensure we were following guidelines. Overall, we did very well. We received 4 minor deficiencies. Two were about appropriate signage, one was about social distancing while surveying the home, and the last was regarding adherence to symptom monitoring of a few people. Submitted all plans of correction and they were all accepted. We still have no cases of COVID in our homes.
- b. **Moving Forward in Light of COVID** – While we (the state of Colorado) are still in the second phase of the recovery, we are looking at moving into the Protect our Neighbors phase as a state. Governor Polis is seeking input on this and we are awaiting guidance from the Governor and the county about moving forward into it. We have received some guidance to open up day activities; transportation services; and employment opportunities – community jobs, the greenhouse and the weaving store. We have been talking with administrative staff about coming back into the office on a more full-time basis as we move into July, with exceptions around those in need of childcare or feelings of discomfort about coming back into the office.
- c. **Update on Colorado Budget Forecast** – The State of Colorado is facing a dire revenue forecast. Since our main revenue is through Medicaid and SGF dollars, we are on the front line to get cuts. We have received a 1% cut in rates for Medicaid waiver services and Early Intervention at this time. Our State funded programs seem to have come out unharmed, as well. We have some unknowns around our Early Intervention funding. Although it has suffered a 1% known decrease, the Office of State Planning and Budget has recommended that the Department of Human Services/Office of Early Childhood cut up to 10% from the budget. Therefore, our contract for Early Intervention has been held-over until some cost-containment measures at the state level are determined. We don't know what this will entail, as of yet. We are more concerned about the 2<sup>nd</sup> and 3<sup>rd</sup> years following COVID, rather than the upcoming fiscal year. We feel the impacts will be more compound for those years. We will continue conversations to encourage budget-conscious decisions from our staff.
- d. **FSSP Policies - Approval Needed** – Sara distributed 5 new or modified Family Support Program policies to the Board. Up to this point, we have been operating with 10 policies in this program. We were able to condense these policies and they now conform with the new FSSP rules and our contract requirements.

Motion to approve new policies by Judy Oakes, second by Denise Rahe.

**Finance Report- Ksana Oglesby**

- a. **April Financials** – We are doing well YTD. Net income about \$10,000 ahead of budget for the month. We do anticipate that we will end the year in a good place, largely in part of the efforts of HCPF to mitigate the impacts of COVID-19. We have 105.4 days cash on hand, which is directly related to the PPP funds we were able to obtain. At this point, we haven't gone through the forgiveness program yet, so it is still considered a loan. Accounts receivable are still up, due to changes in billing and payment in EI. Deferred revenue has increased due to the receipt of county grant money. HB1407 revenue is \$399K YTD. This money is ear-marked for direct care staff. Temporary rate increases for residential staff went into effect on April 1, 2020 and will expire on June 30, 2020. Retainer payments for Supported Employment and Day Services were authorized by HCPF, allowing us to continue to bill for services that we have not been able to provide due to COVID-19. Revenue for Behavior Program is currently less than projected. Have analyzed this program and determined what services need to be back-billed and to make sure staff meet billable hour requirements.

Currently have 96 individuals enrolled, 88 are being served by our PASA. We are enrolling a new Comp individual and will be losing another at the end of June. New CDLE regulations went into effect on 3/16. This is partially responsible for the increase in payroll expense in April.

COVID-19 impacts have been mitigated in the short term by funding through the PP, retainer payments and grants. We have not laid off any staff. Starting July 1, Medicaid rates will be reduced by 1% (about \$100,000 annually). Our EI contract is currently being renegotiated and we have been told to expect a decrease. Also anticipate not receiving as much support from local government grants as we have in the past.

Motion to approve the April 30, 2020 financials by Melissa Knutson, second by Steve MacDonald.

- b. **Approval of Budget** – There are some unknowns going into the next year due to the pandemic. This budget is based on the assumption that we will be able to resume somewhat normal operations in the next couple months. This budget does reflect the 1% decrease in Medicaid rates. Case Management reimbursement is changing July 1. Targeted Case Management will be paid in a per-member per-month fee. We will also be paid for specific functions we perform. We are planning a \$40,000 reduction in revenue. Salaries and benefits are a significant increase over this year's budget is threefold– we now have 2 full time and 1 part time therapist in the Early Intervention program, these services were previously provided by contracted providers; the new COMPS order, and an anticipated

increase in health insurance. If we do get the PPP funds forgiven, the likelihood is that the revenue for that will be reflected in the fiscal year that starts July 1, 2020.

Motion to approve the FY 20-21 budget by Steve MacDonald, second by Chris Tolk.

**Staffing Update - Jake McMillan**

Overall, staffing decrease by 5. Currently we are posting for 9 positions – 2 residential managers, 6 DSPs and 1 day program manager. Out of those 9 positions, we have 2 offers out currently.

Turnover YTD, we have seen an increase by 6% since our last BOD meeting, 18.25% YTD company-wide; but DSP turnover has increased to 30% YTD. There has been a 8.45% company-wide turnover since March 15 which was the start of the pandemic.

Currently have 113 FTE and 32 PTE.

**Report from Representative of Individuals Receiving Services- Jimmy Herrera/ Judy Oakes**

Amanda has been providing 1:1 meetings/phone calls/check-ins with individuals since COVID-19. They have not been having their regular monthly advocacy meetings since the pandemic.

**Other Business**

None.

**Adjournment of Public Meeting:**

Chris Tolk motioned to adjourn the meeting, second by Melissa Knutson.

The meeting was adjourned at 12:50 pm.

**Executive Session:**

No Executive Session.

**Next Board Meeting will be held on:** September 9, 2020 at 11:30 am

**Minutes submitted by:**

Sarah Brotherson

**Approved by:**

Steve MacDonald and Judy Oakes