

Mountain Valley Developmental Services, Inc.
Board Meeting Minutes
January 13, 2021

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:35 a.m. on January 13, 2021 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

Present:

Membership: Charlie Willman, Chris Tolk, Judy Oakes, Denise Rahe, Brian Wilson, Steve MacDonald, Melissa Knutson

Staff:

Sara Sims, Ksana Oglesby, John Klausz, Jake McMillan, Sarah Brotherson

Approval of Minutes:

Motion by Chris Tolk second by Judy Oakes to approve minutes from November 11 2020.; All in favor; motion passed.

Introduction of Guests:

No guests present.

Public Comment: No comments.

Director's Report - Sara Sims

- a. **CDPHE Group Home Survey:** This started on November 16 and they were here in person for 4 days and did their exit on December 15. This was a very challenging time due to holidays and regulations regarding COVID. We are working on Plans of Corrections that were given. Some of the corrections are related to PRN medications, orders and specialty consultations. They noted lack of sufficient documentation, so we are working to get those where they need to be. We plan to have this submitted next Thursday at the very latest.
- b. **COVID Update:** We have the vaccine in the agency today! We are participating in a federal program through Walgreens. Krispen facilitated this clinic today. This has been a quick and well-organized process so far today. Thank you for all of the work that has been to get this done!! About 95% of the individuals in our services are getting the vaccine today and about 50% of employees have opted in to get the vaccine, as well. We had been successful in keeping COVID out of our homes until about Thanksgiving. We ended up with 3 staff and 4 residents testing positive. 2 of our employees resigned because of the outbreak and the Weaving Store was closed for several weeks. So far, we have not seen any long-term side effects in those infected with the virus. Thankfully, we have had no deaths occur. By Public Health Order, we are still required to test employees and individuals in our services once or twice weekly and this is how we caught the outbreak. We

- continue to utilize the FFCRA benefit and have been able to continue to pay staff, who have exhausted their FFCRA and PTO benefits if exposed to the virus through work activities. We are implementing the HFWA requirements.
- c. **Case Management Redesign Update:** The implementation date is now July 2024. Sara is working on a shock team with Alliance to assist in determining definition of CCB moving forward, and legislative language around the new approach to conflict free case management.
 - d. **Vail Properties Update:** We are still awaiting modification to our Master Deed Restrictions from the Town of Vail Attorney. Charlie has offered to intervene if we haven't heard back within the next week or so. Sara has reached out to the Town of Vail and was informed they are just waiting. We have a couple of units open that are not being rented at this time.
 - e. **Department of Labor Review:** We were notified that we have been chosen for a Federal Department of Labor Review. John and his staff have submitted all requested information as of yesterday.

Finance Report – Ksana Oglesby

- a. **Review of Financial Statement:** There is good news to report on the financial side! We are showing a positive number for YTD, which hasn't happened for the last few Board meetings. This is due to receiving the Federal Cares Act funding which was around \$190,000. This was a one-time payment but this did wipe out our negative numbers for the year. We also did get our PPP loan forgiven. We will be recording that revenue on the books in December, most likely. The days cash on hand is about 140 days. That number should decrease as we use those funds to offset some of the losses moving forward. The Governor's office issued an Executive Order last Friday that implements rate increases of 8% and 10%. Group Homes will be increased by 8% and Day Program by 10%. Right now this is only through March 31 and is retroactive to January 1. These will be reviewed on a quarterly basis. We have lost 8 individuals out of our residential program this fiscal year, so that accounts for a lot of the decrease in residential revenue. We have had 1 individual enroll in the Family Caregiver Program. We have another individual who will be enrolling in one of our group homes this coming Monday. Currently, we have 91 individuals in our Comp Waiver and we are serving 81 of them in our residential program. Most of the projections are similar to what we discussed at our last meeting with the exception of the PPP loan forgiveness and the rate increases. Our health insurance premiums also have gone down dramatically as of January 1, so that will have a positive impact on our financials. Our actual revenue is above budget by about \$147,000 for the month and over \$50,000 for the year.
- b. **Grants, Colorado Gives Day & End of Year Giving:** We had a good fundraising year. In December, we had close to \$5,000 in donations on Colorado Gives Day. For year-end giving, outside of that, we had about \$10,000. We had a large donation from a sibling of one of the individuals who passed away. We also received about \$2,000 in stock donations at the end of the year. Our local government partners have not decreased funding, some have even increased the

funds given. Still trying to pursue any grants that may be appropriate. At this point, we will not be eligible for another round of PPP funds, as our loss of revenue has not been enough.

Motion to approve financial report by Steve MacDonald, second by Judy Oakes.

Staffing Update – Jake McMillan: We currently have 129 employees, down 8 from our last meeting. We did lose a few staff due to our COVID outbreak. We have 12 jobs posted on our website, 2 have been offered. Residential DSPs are our biggest need, with 10 openings. For the year of 2020 our turnover rate was 46%, up 9% from our last meeting. DSP specific turnover rate is at 63%. We have had some employees come on board, accept it and then resign shortly after that. We had a walk-in interview clinic and received 2 potential employees from that. Also using Indeed and Facebook, as well.

Board Membership/Election of Officers – Charlie Willman: 3 terms ending – Charlie Willman, Judy Oakes, Jimmy Herrera.
Brian Wilson was elected by the individuals we serve to be their representative on the Board. Charlie Willman has offered to serve another term. Judy Oakes has offered to serve another term.

Motion to reappoint Charlie and Judy as Directors; and to newly appoint Brian as a Director for a three year term made by Melissa Knutson, second by Chris Tolk.

Expiring Officer terms are: Judy Oakes- Secretary and Steve MacDonald- Treasurer. Both agreed to serve another term.

Motion to renew officer terms for one year by Chris Tolk, second by Steve MacDonald.

Report from Representative of Individuals Receiving Services – Judy Oakes/Brian Wilson: Brian has been involved with Mountain Valley over 30 years. He has also been serving on our advocacy group. He is excited to share concerns of other individuals with the Board and help meet their needs. Brian reports that individuals are doing okay but are interested in getting back to work and the day program. They are trying to find things at home to do and they have been doing some things outside, as able.

Other Business

None.

Adjournment of Public Meeting:

Steve MacDonald motioned to adjourn the meeting into Executive Session, second by Chris Tolk. Meeting adjourned at 12:30pm.

Next Board Meeting will be held on: March 10, 2021 at 11:30am

Minutes submitted by:

Sarah Brotherson

Approved by: Judy Oakes motioned to approve these Minutes; Steve requested that the Officer titles for he and Judy were corrected and then second the motion to approve. Changes were made.

Mountain Valley Developmental Services, Inc.
Board Meeting Minutes
March 10, 2021

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:40am on March 10, 2021 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Chris Tolk.

Present:

Membership: Chris Tolk, Melissa Knutson, Denise Rahe, Brian Wilson, Steve MacDonald, Judy Oakes

Staff:

Sara Sims, Ksana Oglesby, Jake McMillan, Sarah Brotherson, Brenda Scrimsher

Approval of Minutes:

Motion by Steve MacDonald second by Chris Tolk to approve minutes from January 13, 2021; All in favor; motion passed.

Introduction of Guests:

No guests present.

Public Comment: No comments.

Director's Report - Sara Sims

- a. **Public Forum for Annual Plan Review:** Sara has sent out information to our Stakeholders, asked Case Managers and Service Coordinators to connect with families, consumer advocacy groups, etc. This will take place next Tuesday, March 16th. Last year we had 3 participants and are expecting the same this year.
- b. **COVID Update:** Everyone receiving services has been vaccinated or were not eligible for the vaccine due to having COVID. We had about 50% of our employees opt in to get the vaccination. We are slowly getting information from the State Department of Health and are waiting for some more direction and will communicate that information to families and individuals in our services. Our HR department will share information on obtaining the vaccination with new employees, as well.
- c. **Case Management Redesign:** Sara is working the Shock Team at Alliance on this. On Friday, they released the bill the introduced to the House. The Shock team is meeting again on Monday, to develop a response. All language and responsibilities for CCBs were struck through the whole bill and includes a new definition for CCBs. There will be a lot of conversation around this. Also, against the Shock team direction HCPF did move 2 of our State funded programs (Early Intervention and Family Support) and imbedded them within the Case Management functions, taking them away from the CCB. Currently CCBs and Single Entry Points provide case management for waiver programs. Senator Rankin was a sponsor of this bill, so we

will reach out to him to discuss the concerns for this bill and discuss what this really means for services. The bill also changes timelines for implementation of some activities.

Finance Report – Ksana Oglesby

- a. **January Financials:** financial picture continues to follow previously reported patterns and we are on track to finish the year in the black. Uncertainty around rates and capacity due to COVID restrictions going into the 21-22 fiscal year continue to be of concern.
- b. **COLA Increase:** We are asking for board approval to implement a COLA (Cost of Living Adjustment) increase to be applied in April. The COLA will increase wages for steps 1-4 by \$1/hour (roughly 7%) and all other positions by 3%.

Motion to approve financial report by Judy Oakes, second by Melissa Knutson. All in favor, motion passed.

Motion to approve COLA increases by Steve MacDonald, second by Melissa Knutson. All in favor, motion passed.

Board Member Chris Tolk requested wage analysis of our current pay structure and provide a report with recommendations at the next meeting.

Staffing Update – Jake McMillan: From March 2020 to March 2021, the turnover rate is 45% for the organization and 62% for DSP positions. These rates have dropped 1% since our last Board meeting. We currently have 12 job postings on our website. We are starting to see some positive changes and have been increasing our recruiting efforts over the past several months and have been getting a lot more applicants recently.

Report from Representative of Individuals Receiving Services – Judy Oakes/Brian Wilson: Individuals in our services are glad to be returning to working at the Weaving Store and Greenhouse and resuming some Day Program activities. They are looking forward to returning to their community based jobs, as well. Everyone is trying to maintain positive attitudes and adhere to all the policies in place, but are looking forward to getting back to more in-person activities. Brian presented the idea of adding solar panels to our group home settings to save some money.

Other Business

IDD Awareness Day will be held virtually on March 25, 2021.

Adjournment of Public Meeting:

Chris Tolk motioned to adjourn the meeting into Executive Session, second by Melissa Knutson. Meeting adjourned at 1:16pm.

Chris moved to adjourn out of Executive Session and Denise second the motion at 1:35pm.

Next Board Meeting will be held on: May 12, 2021 at 11:30am

Minutes submitted by:

Sarah Brotherson

Approved by: Chis motioned to approve the amended minutes (the addition of Chris Tolk's request for a wage analysis) and Steve seconded the motion; Charlie abstained as he was not present; all in favor- motion passed.

Mountain Valley Developmental Services, Inc.
Board Meeting Minutes
May 12th, 2021

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:36am on May 12, 2021 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

Present:

Membership: Chris Tolk, Melissa Knutson, Brian Wilson, Steve MacDonald, Judy Oakes, Myra Bone, Charlie Willman

Staff:

Sara Sims, Ksana Oglesby, and Brent Basham

Approval of Minutes:

By request of Judy Oakes, the minutes were amended to include the request of Chris Tolk to conduct a wage analysis study and bring the results back for discussion at today's meeting. There was a motion by Chris Tolk seconded by Steve MacDonald to approve minutes from March 10th, 2021 with the amendment; All in favor; motion passed. Charlie Willman abstained due to not having been in attendance at the prior meeting.

Introduction of Guests:

No guests present.

Public Comment: No comments.

Director's Report - Sara Sims

- a) Introduction of new Case Management Director: Brent Basham has worked with us in the capacity of a residential house manager in 2011 & 2012 & then adult case manager for the past 4 years. Welcome Brent!
- b) Policy Updates— need approval; IV.5.0- Emergency Control, Safety Control, an Restraint; V.1.1 Rights- PASA; V.7.0 Informed Consent – CM; Added language required by CDPHE regarding responsibilities and specifically indicates certain procedures as requiring informed consent. Melissa Knutson offered a motion to accept the changes with Myra Bone providing a second; All in favor; motion passed.
- c) Case Management Redesign- Sara, Ksana, and Brent have met with the contactor (HCBS Strategies) to discuss catchment areas for regional CMAs (this will not affect our PASA, CCB catchment areas, or EI program).
 1. Current proposals are to have Lake join Chaffee, Fremont & Custer Counties & we have provided initial agreement with this change.
 2. The proposals for Garfield, Eagle, & Pitkin counties are for them to remain together.
 3. We are still interested in pursuing our rural exemption if we meet the criteria to use it. There is currently emphasis being place on applying the 'Only Willing and Qualified Provider' qualification to each waiver service..

4. Along with these changes will be changes to where the SGF program administration will land- either with the CMAs or the CCBs.
 5. Continued stakeholder engagement is happening.
- d) Confirm Email Vote- Earlier in the month, board members approved via email vote for MVDS to enter into a contractual agreement with Vail Management Company to manage two of our Vail locations. Judy moved to approve entering into this contract and Chris second the motion; Steve abstained from the vote as he is the owner of Vail Management Company; All in favor.
 - e) Quality Management Plan- This is a requirement of our general licensing standards to evaluate the quality and safety of care in our licensed homes; we have established an internal team which analyzes data to identify trends and problematic practices; and then makes adjustments as needed. Trends are identified at each licensed home, they are tracked, and then discussed at quarterly meetings. A summary of 2020 trends and corrective actions were provided. There were no questions or comments.
 - f) Resource Allotment- Through action by the JBC, there will be 667 new DD resources in the 21-22 FY budget. This is for the entire state. As HCPF is implementing the newly approved manner in which to allocate these resources, there will be 17 coming to people on our waitlist! We are contacting families on the waitlist to inform them and to learn how they will want to use their resource.

Finance Report – Ksana Oglesby

- a. March Financials and Forecast through June were presented; Steve moved to approve the financials and Myra second the motion; All in favor.
- b. Results of the Wage Study requested by the board at the prior meeting were presented and Management recommended the board approve Scenario 2 which would adjust all positions below Admin as indicated by the Wage Study and instruct Management to create a budget that includes increasing the starting wage for DSPs to \$16/hr and increase positions through Asst. Manager by a corresponding %. Management also requested the Board approve the addition of a second Residential Area Supervisor position. Steve moved and Chris seconded to implement Scenario 1 immediately and for Management to create budgets that incorporate the additional changes in Scenario 2 and Scenario 3. All in favor. Motion passed.

Update on Adult Programs- Sara Sims

We are cautiously increasing the number of community activities in both our residential locations and our day program locations. People from different residences are now convening together. Our day programming is at 85% of full participation and our supported employment program is at 60% with 40 people working in community employment with another 20 or so who are waiting to return. We are working to rebuild staffing to accommodate the increasing number of people wanting to work in the community. There are still restrictions in place with catalysts being community positivity rate, and the status of vaccinated and unvaccinated staff and persons supported.

Staffing Update – Ksana Oglesby

In March our overall turnover rate was 48% and in April it was 46%; Our DSP turnover rate in March was 72% and in April it is 65%. Staffing our programs continues to be a priority and we have made some progress recently.

Report from Representative of Individuals Receiving Services – Judy Oakes/Brian Wilson
Brian provided information about plans to get back together in person with the Consumer Advisory Group. He reported that he and many of his peers are going back to their community jobs and are happy to be doing so.

Other Business

No other business noted.

Adjournment of Public Meeting:

Myra motioned to adjourn the meeting into Executive Session, second by Judy; All in favor.
Meeting adjourned at 1:33pm.

Chris moved to adjourn out of Executive Session at 1:35pm and Myra second the motion; All in favor.

Chris moved to adjourn the meeting and Myra second the motion; All in favor.

Next Board Meeting will be held on: June 23rd, 2021 at 11:30am; with an Executive Team meeting to preview the draft budget on June 17th.

Minutes submitted by:

Sara Sims

Approved by:

Steve motioned to approve and Judy offered a second; all in favor.

Mountain Valley Developmental Services, Inc.
Board Meeting Minutes
June 23, 2021

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:34 am on June 23, 2021 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Chris Tolk.

Present:

Membership: Chris Tolk, Steve MacDonald, Judy Oakes, Brian Wilson, Myra Bone, Melissa Knutson

Staff:

Sara Sims, Ksana Oglesby, Sarah Brotherson, Courtney Little, John Klauz, Brent Basham

Approval of Minutes:

There was a motion by Steve MacDonald seconded by Judy Oakes to approve minutes from May 12th, 2021 with the amendment; All in favor; motion passed.

Statement of Conflict of Interest

Introduction of Guests: Debbie Anne Moeller

Public Comment: No comments.

Director's Report - Sara Sims

- a. **COVID Update:** We received directives to loosen restrictions for vaccinated staff and participants. We recently were required to develop ongoing vaccination plans for all of our licensed group homes, reporting out how we will follow all with their vaccination status and encouraging those to get vaccinated. We are actively encouraging our SLS individuals to return to services. We have kicked off our community connections approach to day services for individuals – this seems to be going quite well and those participating are enjoying the new model. Some restrictions on transportation have been lifted. However, we are looking forward to receiving new directives based on the Delta variant, they will likely retract some of these loosened restrictions.
- b. **Policy Updates:**
 - a. **VII.8.6 Infectious Disease Control-PASA:** Updated language to meet CDPHE requirements.
 - b. **VIII.4. FSSP Resource Allocation Committee & prioritization of Funding:** The rules no longer require the use of an Allocation Committee to determine the amount of funding participants receive. We had continued using this committee, knowing it was not a requirement. However, with Brenda Scrimsher's departure we decided to no longer use that committee. Sarah Brotherson will make those decisions with Sara Sims and Ksana Oglesby overseeing, as needed. The revision struck language regarding the Allocation Committee from that policy.

Steve MacDonald motion to approve changes to policies, seconded by Myra Bone.

- c. **CMRD Update:** Participating in meetings with HCPF. Provided timeline of activities through next Spring. Continuing to gather stakeholder feedback on the catchment areas for CMAs through July. HCPF will be conducting more focused meetings in August about CBB Designation, the Only willing and Qualified Provider, Organized Health Care Delivery System, and State General Funded Programs. In October, HCPF will work on defining what quality Case Management will look like. In the Spring, they will be looking at the Case Management rates. The federal Centers for Medicaid and Medicare will only be applying the Rural Exemption to Case Management Agencies. This additional clarification basically says that if there aren't providers of a service, the CMA can request to provide those services. However, unless Mountain Valley is a CMA we are not allowed to use that Rural Exemption. This needs to be considered when making our decision of being a CMA or PASA. HCPF is seeking ways to leverage Medicaid to pay CCBs for performing different or new functions. We did receive word of a little victory, HCPF verified that all of our SGF programs will be included in the CCB designation. This includes State SLS, Family Support Services Program, and OBRA (no one is currently enrolled in OBRA).

Finance Report – Ksana Oglesby

- a. **April Financials:** Financials continue along trends from previous months and she should end the year in the black due to additional government we've been able to obtain. Looking into next year, the State has allocated 17 new DD resources to MVDS, while it is likely that not all of them will be accepted (and those not all those that will have services provided by MVDS' PASA), it still represents an expansion of service delivery. In addition, the ARPA bill, there was a 10% increase to the FMAP. HCPF submitted a plan to CMS last week and they have a month to respond. The largest part of these dollars will likely be pass-through compensation for most direct care staff. It also includes funding for smaller settings in rural areas which could help with some of our long term plans. They anticipate we should see this funding by October. This is temporary funding.
- b. **Presentation of FY '22 Budget:** Sara, Ksana, Chris, Charlie and Judy met last week to review the budget. Looked at 3 different scenarios for our fiscal year beginning on July 1, 2021. These came from guidance at the last board meeting based on wage increase scenarios. Management recommends scenario 2, which includes additional wage increases for most direct care staff.

Judy Oakes motioned to approve Scenario 2 and review the budget in January, seconded by Myra Bone. Motion passed.

Capital Budget will be presented at our September meeting.

Staffing Update – Courtney Little

Currently have 12 open DSP positions. We have 2 management positions that are open right now. We are very short staffed at a couple of our group homes – Glenwood and Carbondale. The candidates in western Garfield County are coming in at a higher rate than in the Carbondale area.

Turnover rate is at 49%, national DSP turnover is 51% - and we are at 48% for just DSPs. We are continuing to advertise and recruit in multiple arenas. To date, in June we have had 8 interviews scheduled and 3 of those did not show up for their interview. Courtney will bring more information from exit interviews to our next Board meeting. Other steps that have been taken – we have increased our employee referral fee to \$500; going to do a general branding campaign to reach those who might be new to the area and not know about MVDS; offering shift bonuses for those challenging shifts to fill; bonuses/appreciation pay. Working with house managers, employees, etc to brainstorm new ideas.

Report from Representative of Individuals Receiving Services – Judy Oakes/Brian Wilson

Trying to get back to having individuals getting together on a monthly basis for their advocacy group. Everyone is anxious to get back to more normal and into the community more. Brian reports that the staffing is not an issue and that everyone is doing their best to support the individuals in services and they are pushed to the limit. Reports that some individuals have expressed their gratitude to all the staff that are working to support them. Some negatives are that due to staff shortages, there are not as many activities happening on an individual basis.

Other Business

No other business noted.

Adjournment of Public Meeting:

Chris Tolk motioned to adjourn the meeting into Executive Session, second by Steve MacDonald; All in favor. Meeting adjourned at 1:16pm.

Myra moved to adjourn out of Executive Session at 1:34pm Judy and second the motion; All in favor; Meeting adjourned.

Next Board Meeting will be held on: Wednesday, September 8 at 11:30am IN-PERSON

Minutes submitted by:

Sarah Brotherson

Approved by:

Myra Bone and Steve MacDonald