

Mountain Valley Developmental Services, Inc.
Board Meeting Minutes
January 12, 2022

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:31 am on January 12, 2022 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

Present:

Membership: Judy Oakes, Chris Tolk, Brian Wilson, Myra Bone, Charlie Willman, Debbie Anne Moeller, Melissa Knutson, Denise Rahe, Steve MacDonald.

Staff:

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

Introduction of Guests: None.

Declaration of Conflict of Interest: None

Public Comment: None.

Approval of Minutes:

There was a motion by Chris Tolk; seconded by Myra Bone to approve minutes from October 27, 2021 (with correction listed below) and November 10, 2021; All in favor; motion passed. Correction to October meeting minutes: Charlie isn't listed as member present but was in attendance at the meeting.

Director's Report – Sara Sims

1. **COVID Update:** outbreaks in 5 of our group home - approximately 30 staff/residents testing positive; cold-like symptoms, no hospitalizations, no deaths, complying with CDPHE. Art on 8th is open and we do have a few people reporting to work in the Greenhouse, as long as we can avoid cross-contamination.
2. **Strategic Plan:** started this process will culminate in March/April, will be seeking input, will be much shorter than prior one, and will submit to HCPF as part of our CCB application.
3. **Policy Update:** II.3.0 change name to "Hiring Practices and Treatment of Employees" updated with Chapter 24 QMAP background check language, clarified discretionary bonuses, & updated references to internal procedures and language. Same changes for II.3.1 Compensation policy.
 - a. Motion to approve policy changes by Steve MacDonald, second by Melissa Knutson. All in favor; motion passed.

Finance Report – Ksana Oglesby

1. **Review of Financial Statement:** We are ahead of budget YTD as of November. Primarily due to additional HHS funding that we were able to obtain. Raises went into effect 11/1/2021, so financials show only one month of impact.
 - a. Motion to approve November, 2021 financials made by Denise Rahe, second by Chris Tolk.
2. **Health Insurance Update:** we switched to an Individual Coverage HRA plan for insurance this year. This allows employees to get insurance through the Marketplace and then MVDS pays those premiums on their behalf, rather than having a group plan. This helps us keep our insurance costs about the same as they were in 2021 instead of the 32% increase we were presented for 2022. It also provides employees with additional options for coverage.
3. **Grants, Colorado Gives Day & End of Year Giving:** We had our best year ever with Colorado Gives Day and received about \$9,000. Our grants have been fairly consistent with the past year. We have been pursuing some additional grants, as well. We also received an additional \$90,000 in HHS funding.
4. **Update on Recently Adjusted Pay Scale:** Consensus is that our recent increase has increased the number of new employees coming our way. We appreciate the Board's willingness to work with us through all of these rate increases and are happy to report a positive impact on hiring and retention.
5. **Stock Donations:** we had several stock donations at the end of 2021. In order to receive these donations, we had to open an account with Edward Jones.
 - a. Charlie motioned that the Board authorize the opening and closing of an account to receive the donations through Edward Jones and the appropriate and necessary officers be able to sign; second by Steve MacDonald. All in favor; motion passed.

Staffing Update – Courtney Little

We have hired 21 employees since the raises went into effect November 1, which is just about half of the positions that we had vacant on that date. We have only had 1 employee voluntarily resign since the raises went into effect. We have a 12% turnover rate currently, for the same time period last year we were at almost 20%

Board Membership/Election of Officers – Charlie Willman

Motion to approve re-election of officers slated and for Debbie Anne to begin her 3 year term by Judy Oakes; second by Chris Tolk. All in favor; motion passed.

Report from Representative of Individuals Receiving Services – Judy Oakes

Brian reports that many of those in our services are stuck at home right now, but all seem to be doing okay. The group is still not meeting in person due to the PHE.

Other Business: None.

Adjournment of Public Meeting:

Judy Oakes motioned to adjourn the meeting, second by Melissa Knutson; All in favor. Regular session adjourned at 12:09pm. Moved into Executive Session at 12:10pm.

Myra motioned and Chris second the motion to move out of Executive Session and back into Regular Session at 1:08pm.

At 1:09pm, Chris motioned to adjourn the meeting and Myra second; All in favor.

Next Board Meeting will be held on:
Wednesday, March 9, 2022 at 11:30am.

Minutes submitted by:
Sarah Brotherson

Approved by: Myra Bone and Judy Oakes

Mountain Valley Developmental Services, Inc.
Board Meeting Minutes
March 9, 2022

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:35 am on March 9, 2022 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

Present:

Membership: Judy Oakes, Chris Tolk, Brian Wilson, Myra Bone, Charlie Willman, Debbie Anne Moeller, Melissa Knutson, Denise Rahe, Steve MacDonald.

Staff:

Sara Sims, Ksana Oglesby, Sarah Brotherson, Brent Basham, John Klausz, Courtney Little, Paulette Wilson.

Introduction of Guests: None.

Declaration of Conflict of Interest: None

Public Comment: None.

Approval of Minutes:

There was a motion by Myra Bone; seconded by Judy Oakes to approve minutes from January 12, 2022; All in favor; motion passed.

Director's Report – Sara Sims

- a. **COVID update:** We have weathered numerous outbreaks in our locations. Currently not in outbreak status in any of our locations. All of our day programs and supported employment are open. We just pulled our mask requirements in the agency, they are still required in our homes.
- b. **IDD Day at the Capital Reminder: March 23rd:**
<https://www.alliancecolorado.org/iddawarenessday>
This is hosted by the Alliance and the Arc of Colorado. When in-person there are many activities taking place throughout the day. This year IDD Day is being held virtually. Please join us!
- c. **Next year is MVDS' 50th Anniversary:** We're planning a marketing campaign to go throughout the year with the assistance of Titan Digital.
- d. **Strategic Plan Update:** Our previous plan has expired. This is another 5-year plan and has been simplified from the previous plan. It will focus on supporting participants in smaller settings to promote personal choice and high levels of engagement and create opportunities for reduced dependence on in-person staff supports. This plan also focuses on Mountain Valley effectively implementing change management to ensure meaningful

and seamless service provision. Will hold public forum and ask that this plan be shared with the Consumer Advocacy Group before approving strategic plan.

Finance Report – Ksana Oglesby

This report is through the end of January. Our net revenue for the month was negative due to the fact that we weren't able to run our day program for about 6 weeks due to all of the outbreaks in our group homes. We aren't allowed to bill for day programming provided in the group homes. We received additional HHS funding and had some retroactive rate increases, as well. We are trying to increase revenue, but it is dependent on COVID. The rate increases that were to expire at the end of March, have been extended through the end of July. We have 148 days cash on hand. Currently, we have 99 individuals enrolled with 89 of those individuals being served by our PASA. We will be enrolling several more individuals in the family caregiver program once we have trainings available in Spanish. Residential revenue is looking very strong with the rate increases. At the beginning of the fiscal year, 17 comprehensive resources were allocated to our service area which has allowed us to enroll individuals from our waitlist. The majority of these have enrolled in our family caregiver program.

Motion to approve by Myra Bone, second by Steve MacDonald, all in favor; passed.

Early Intervention Program Update – Sarah Brotherson

Currently, Child Find is responsible for conducting evaluations to determine eligibility for Part C services. However, over the past 2 years, the Colorado Department of Human Services has been working to move Early Intervention evaluations from Colorado Department of Education to CDHS. This transfer will happen on July 1, 2022. However, the State has asked for assistance from CCBs for the months of May and June. MVDS will be taking on evaluations beginning May 1 and submitting an RFP to become an evaluation entity as of July 1. The Office of Early Childhood is also looking at an option to extend Part C services over the summer months for kids who might experience a gap in services. For children who turn 3 after May 1 and have already been evaluated and determined eligible for Part B (preschool based) services. The expectation is that our providers will work on pre-literacy, pre-numeracy and academic skills. Another change is that there is conversation about changing the eligibility criteria from 33% delay in any area of development to 25%, as it had been previously.

Staffing Update – Courtney Little

Staffing continues to be somewhat challenging. Our non-programmatic staffing is full. We are also fully staffed in Vail. We have 6 day services positions open and we have 14 residential openings. We also have 2 positions in our medical office. CDPHE, DOL and the Polis Administration worked to create the Colorado Healthcare Corps to help with staff shortage. We have been selected as a recipient and asked for 6 workers. AmeriCorps pays the salaries and benefit for these positions. They commit to 46 weeks of work.

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

Hoping to get back to their monthly in-person meetings for our Consumer Advocacy Group.

Judy has reached out to staff to resume these meetings.

Had 6 individuals participate in our regional Special Olympics and 2 went on to participate in the State competition.

Other Business: None.

Adjournment of Public Meeting:

Steve MacDonald motioned to adjourn the meeting, second by Denise Rahe; All in favor.
Regular session adjourned at 1:06 pm. Moved into Executive Session at 12:10pm.

Executive Session was adjourned at 1:56pm by a motion o from Denise Raye and a second from
Melissa Knutson.

At 1:56pm, Denise Rahe also motioned to adjourn the meeting and Debbie Anne Moeller
second; All in favor.

Next Board Meeting will be held on:

Wednesday, May 11, 2022 at 11:30am.

Minutes submitted by:

Sarah Brotherson

Approved by: Myra Bone and second by Chris Tolk

Mountain Valley Developmental Services, Inc.
Board Meeting Minutes
May 18, 2022

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:40 am on May 18, 2022 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

Present:

Membership: Chris Tolk; Brian Wilson; Charlie Wilson; Steve MacDonald

Staff: Sara Sims; Ksana Oglesby; Sarah Brotherson; Courtney Little; John Klausz

Introduction of Guests: None.

Declaration of Conflict of Interest: None.

Public Comment: None.

There was not a quorum therefore no votes were taken.

Approval of Minutes: No quorum.

Director's Report – Sara Sims

- a. **Strategic Plan:** Public forum provided no changes to the Strategic Plan. Request to review at Board meetings on an annual basis. **Presenting for Board approval- tabled.**
- b. **Quality Management Plan:** This is a process that is required of our general licensing standards for our licensed locations. It addresses safety and quality in our residential settings. Information is reviewed internally on a quarterly basis & reported yearly to the Board. Trends are identified based on data collected. These trends are: medication errors, injuries, missed emergency drills, and CDPHE survey deficiencies. The internal QMP team composed corrective actions for each of these to mitigate them going forward. We are working on streamlining internal processes through Paycom to centralize and expedite record retrieval for training and mitigation activities.
- c. **Results of recent surveys: Compliant & Home Care Agency Licensing:**
 - a. The Class B Home Care Agency (HCA) license we have only applies to 9 individuals who are getting a certain service, in a specific location through a specific funding source. This was the first time we have been surveyed in 11 years, when we initially applied for this license. The surveyor who came out this year informed us that this is an optional license. We reviewed the services and have been working to figure out we can provide comparable services, we vacate the licensure. The majority of these individuals receive these services from a family member and we believe we can vacate the license without negatively impacting services or payments to families. **Presenting for Board approval to**

vacate license. The four members who were present for the meeting indicated their vote in favor of vacating the licensure. A vote will be taken via email prior to next BOD meeting.

- b. The other survey was regarding a number of falls in one of our group homes. We had 2 falls in a group home in a span of 3 months or so. Due to this, there was a complaint lodged with CDPHE and they came out to survey that location. They were looking at 4 things, while they were here. They did cite us for not conducting a thorough investigation, because the investigative report did not mention the required chair alarm. We had not yet placed the alarm on the chair as we had just purchased the chair. They also substantiated us on not having enough staff, since we only had 1 nurse on staff. We were not substantiated on thoroughly training staff, or protecting the individuals from injury.
- d. **COVID Update:** Recently, two individuals in services who tested positive for COVID. Before that, we hadn't seen a positive test for quite a while. We were able to contain these cases so that no other participants or employees were infected. We are currently working with PCPs to determine the need for additional boosters for qualifying individuals, per CDPHE requirements. We are also encouraging our staff to get their boosters, as those who are not boosted are required to be rigorously tested.
- e. **Satisfaction Survey:** This is a requirement for people in our PASA who are enrolled in waiver services every 3 years and our State funded Family Support Services Program every year. We just completed this process using 3rd Sector Innovations. By and large, the responses were positive.

Finance Report – Ksana Oglesby

- a. **March Financials and Forecast through June:** Reflects 2 months of the rate increases. Net revenue was about \$30,000 for the month and \$150,000 YTD. Day Program and Supported Employment continue to be down due to COVID closures. In Early Intervention, we agreed to do evaluations for the months of May and June. We also submitted an RFP to complete these moving forward, which we were awarded.
Presenting for Board acceptance- tabled.

Staffing Update – Courtney Little

Right now, we have 17 open positions between residential and day services. We usually float around 10-15 vacancies on a consistent basis. There are a couple administrative positions also open. Turnover for this year is 13% and last year we were at 20% for the same time period. We are still working with AmeriCorps. They have sent us 8 candidates and so far no one has accepted a position with us.

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

Brian has been trying to get to multiple houses and different day programs to talk with individuals in services about their needs and desires. Brian and a few other individuals in services are going to participate in the Disability Coalition tomorrow at 6:00. This is taking place at the Center for the Arts building. They are trying to resume meetings of this group.

Other Business:

Early Intervention: We have been awarded the RFP to complete Early Intervention evaluations ongoing, beginning July 1, 2022. We have added 2.5 additional providers to support our evaluation needs. We will be changing departments from Colorado Department of Human Services to the Department of Early Childhood. We have begun offering Extended Part C services to families whose children turn 3 after May 1, 2022. All families have been interested in this program and are postponing their Part B enrollment until the fall. There has been talk about changing the eligibility criteria, but there is a lot of work that has to be done prior to making that change so we likely won't see the results of that until the beginning of 2023.

Adjournment of Public Meeting:

Regular session adjourned at 12:59 pm.

Next Board Meeting will be held on: Wednesday, June 29 at 11:30am

Minutes submitted by: Sarah Brotherson

Sarah Brotherson

Approved by: Myra Bone and second by Chris Tolk