

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 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

Mountain Valley Developmental Services, Inc.
Board Meeting Minutes
June 29th, 2022

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:35 am on June 29th, 2022 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

Present:

Membership: Chris Tolk; Brian Wilson; Charlie Willman; Steve MacDonald; Myra Bone; Debbie Anne Moeller; Judy Oakes; Denise Rahe (via phone)

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

Introduction of Guests: None.

Declaration of Conflict of Interest: None.

Public Comment: None.

Approval of Minutes:

- a) March 9th 2022
- b) May 18th 2022

Motion to approve by Myra, second by Chris Tolk, all in favor; passed.

Director's Report – Sara Sims

- a) **Validation of electronic vote to surrender HCA Class B License-** at the meeting, Brian, Charlie, Steve, Chris were all in favor; via email Melissa Knutson, Debbie Anne Moeller, Myra Bone, Judy and Denise all motioned to approve. Motion to approve by Chris Tolk, second by Myra Bone, all in favor; passed.
- b) **Strategic Plan 2022-2026-** Motion to approve by Myra Bone, second by Debbie Anne Moeller, all in favor; passed.
- c) **COVID Update-** No active outbreaks as of today; some individual staff have tested positive but there is no transmission among participants/staff. Booster shots aren't required for staff however Garfield County categorizes us as Blue/Cautious, but the CDPHE states this assessment does not apply to licensed facilities. CDPHE categorizes Garfield County in the High/Substantial category for Community Transmission. This category requires all unboosted staff to conduct PCR tests 2x/week & POCs before each shift. This is causing another issue with staffing- as many feel it is too cumbersome and are vocalizing their displeasure with it. We currently have 10 staff members who are not boosted. Sara Sims reached out to the state and asked them to drop the testing requirement.

- d) **Policy Updates-** added a paragraph to existing policy “VII.11.2 immunization of Employees, Direct Contractors, and Support Staff” to conform with new requirements for in-person option for Case Management activities. Motion to approve amendment by Judy Oakes, second by Chris Tolk, all in favor; motion carried.

Finance Report – Ksana Oglesby

April Financials

The financial outlook is generally positive due to new enrollments and rate increases over the past year. Due to COVID, we are currently \$600,000 down in Supported Employment and Day and don't anticipate making that revenue up. We took on EI evaluations starting May 1st, 2022 and will be expanding the service area for these evaluations starting in July.

Board voted to restrict between \$50,000 and \$100,000 in current year funds to be evaluated expenditure once the FY 21-22 financials are finalized. Motion to approve by Chris Tolk, second by Steve MacDonald, all in favor; passed.

Motion to approve March and April financials by Steve MacDonald, second by Judy Oakes; motion approved.

Presentation of FY '22-23 Budget(s)-

Budget was prepared with five different scenarios. Internal Affairs Committee met with Sara Sims and Ksana Oglesby on June, 25th to discuss the budget proposal. Management recommended scenario #5 which would increase the minimum wage for DSPs to \$20/hr with a corresponding increase for other programmatic staff and a smaller increase for non-programmatic staff. The Internal Affairs Committee recommends scenario #5 be approved by the full board. In addition, the Internal Affairs Committee asked management to revisit the increase for non-programmatic staff at the November board meeting. Motion to adopt the Internal Committee recommendation by Myra Bone, second by Chris Tolk; Motion approved.

Staffing Update – Courtney Little

We currently have 24 Adult Services vacancies: 6 Manager / 16 FT DSP / 2 PT DSP. We received 76 applications from June 1 – June 29 and had 7 no-call, no-shows. The HR team continues to implement new and creative recruitment strategies.

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

Individuals served want to start doing more activities in the community. Suggestion to take an entire residential group home on an outing.

Other Business: Validation of email vote on Resolutions for purchases of properties: 39 Hogan Circle, Battlement Mesa, CO 81635 and 162 Eagle Ridge Drive, Battlement Mesa, CO 81635. Motion to validate resolutions and motion to approve the purchase of the properties by Steve MacDonald, second by Judy Oakes; motion approved.

On July 26th, 2022 we are celebrating the 32 anniversary of the ADA.

A proposal for the overall operations and promotion of the Greenhouse including options for the Greenhouse space is due to the Board by January 2023. Several ideas were verbalized that will be considered in creating the proposal.

Adjournment of Public Meeting:

Regular session adjourned at 1:17pm. Moved into Executive Session at 1:18pm.

Call to Order for Executive Session: 1:16pm by a motion from Chris that was second by Myra.

During Executive Session, the Board authorized Sara Sims to sell our property at 850 Main Court in Carbondale Colorado 81623 subject to the terms and conditions set forth in the contract, by a motion from Steve that was second by Myra.

Adjournment Out of Executive Session: 1:42pm.

Next Board Meeting will be held on: September 21st, 2022 at 11:30am

Minutes submitted by: Courtney Little

Approved by: Judy Oakes and Chris Tolk

Mountain Valley Developmental Services, Inc.
Board Meeting Minutes
September 21, 2022

Opening:

The regular meeting of Mountain Valley Developmental Services, was called to order at 11:31am on September 20, 2022 at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

Present:

Membership: Judy Oakes, Chris Tolk, Charlie Willman, Brian Wilson, Myra Bone, Steve MacDonald (via phone), Denise Rahe (via phone), Debbie Anne Moeller (via phone)

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

Approval of Minutes: Approval of minutes from meeting held June 29, 2022

- Judy Oakes made motion to approve minutes; second by Chris Tolk. All in favor; motion passed.

Introduction of Guests: Austin Hamilton from Stifel.

Declaration of Conflict of Interest: None.

Public Comment: None.

Annual Review of 403b Plan and Recommendation of Investment Options – Austin Hamilton of Stifel

- Austin Hamilton of Stifel presented the annual plan review.
- Morningstar Report: 76% in the stock market. Right in line with the bench mark.
- Plan Review: From OneAmerica. As of yesterday, \$2.1 million in the plan. This is less than a year ago. Down about 17% for the year. Contributions from 8/31/21 – now added about \$300,000. 29% of those dollars are ROTH, which are contributions made after taxes. Employee participation rate is only at 17%.
- Investment Policy Statement: Developed about 10 years ago by the Board. Reviewed scorecard of mutual funds. Will keep an eye on the mutual funds who are not performing as well this year.
- Costs: Right now, all in costs of the plan is 1.8%. MVDS pays the annual recordkeeping. Stifel has been looking at other plans for the company – Empower is a recommended option. Their costs are 0.3% as opposed to the current 0.8%.
- Market Update: Inflation will be an issue for a while, highly expect volatility in the markets for the remainder of the year. Until the feds stop raising rates, we expect volatility. Likely to be a recession.

- Motion to go with Empower with a 338 Plan by Chris Tolk; second by Myra Bone. All in favor; motion passed unanimously.

Director's Report – Sara Sims

- a. **Annual Membership Statements:** Documents were shared with Board of Directors.
- b. **COVID 19 Update:** Thought we were on the downslide, but COVID continues to be an issue. We have had 3 of our group homes in outbreak status. At this time, all of the individuals in services have been vaccinated. We will have a COVID booster and flu shot clinic at the agency on Friday.
- c. **Review of email vote to approve proposal for use of identified money from last FY:** The total of the proposal is just over \$50,000. Motion to confirm the vote via email.
 - Motion by Myra Bone to approve email vote; second by Judy Oakes. All in favor motion.
- d. **Sale of Columbine House:** We sold Columbine House on August 30. Have entered into a post-occupancy agreement with the purchaser, so that we can reside there through the end of November. The properties in Parachute are waiting on building permits and we hope to have permits in place by the end of the week. We received a CHFA grant to help with the expenses related to the remodels and will continue to look for other funding opportunities.
 - Motion to allow MVDS to spend up to \$225,000 on remodels for both houses approved by Steve MacDonald; second by Chris Tolk. All in favor; motion passed.
- e. **Update on Consumer Advocacy Group:** Have not been able to support these meetings in the past, but it will be a priority to begin these again soon. We have just re-hired a staff who will be able to conduct these meetings.

Capital Budget Update and Recommendations: Ksana Oglesby

- Capital budget from last year – completed all but 2 projects that were on the budget. The last 2 were not done, as they were substantially more expensive than originally planned.
- Plan for FY 22-23 have been presented to the Board. Will seek grant funding to help support the needs and some of the expenses. This is with a 3-year projection. This capital budget is separate from our operating budget.
 - Motion to approve capital expenditure plan by Myra Bone; second by Steve MacDonald. All in favor; motion passed.

Staffing Update & Staff Appreciation: Courtney Little

- Right now, we have 12 full time direct care positions open and 5 part time positions open. At our last Board meeting, we had 24 open positions. We are still seeing some no call, no shows but have been seeing higher quality candidates. We have several manager level applicants who have been hired and will be starting in the next month.
- We will be holding a job fair at the recreation center in Parachute/Battlement Mesa. We have been running ads on the radio and in the paper in Battlement Mesa to prepare for our move into the new homes there.

- Staff Appreciation: DSP week was last week. We have ordered fleece jackets with our logo on them to show appreciation. The governor shared his DSP Week Proclamation last Friday afternoon. The wage increases have been helpful, as well.

Report from Representative of Individuals Receiving Services: Brian Wilson & Judy Oakes

Looking forward to being able to resume meetings for individual in services so they can share their thoughts on how to improve our services. Want to start looking at individuals in services who might be interested in participating in this group.

Other Business: Financials for Year End '22 and July: Ksana Oglesby

- The Draft Statement of Activities for the year ended June 30, 2022 reflects net revenue of \$(67,184) and \$245,193 for the month and year-to-date respectively. Revenue for the month was \$201,530 ahead of budget while expenses were \$270,220 over budget. For the year-to-date, revenue was \$245,193 better than budget while expenses were \$172,504 over than budget.
 - Motion to approve the June 30, 2022 financials by Judy Oakes; second by Chris Tolk. All in favor; motion passed.

Other Business: Charlie Willman – Childcare Coalition that has formed, looking at a ballot questions to form a district Aspen – Parachute. Sara Sims expressed that RMECC is participating in this.

Chris Tolk requested that Ksana and Sara look into investing in 6-12 month CDs at staff discretion.

Adjournment of Public Meeting:

Regular session adjourned into Executive Session at 1:31 motion by Judy Oakes; second by Myra Bone. All in favor; motion passed.

Call to Order into Executive Session: 1:31pm

Call to Adjourn from Executive Session: 2:20pm

Next Board Meeting will be held on: 2022 at 11:30pm

Minutes submitted by: Sarah Brotherson

Approved by: Myra bone, Chris Tolk

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

Opening:

The regular meeting of Mountain Valley Developmental Services was called to order at 11:33am on November 9, 2022, at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

Present:

Membership: Brian Wilson, Charlie Willman, Myra Bone, Melissa Knutson, Chris Tolk (via phone), Debbie Anne Moeller, Steve MacDonald

Staff: Sara Sims, John Klausz, Sarah Brotherson, Ksana Oglesby, Brent Basham

Approval of Minutes: Approval of minutes from meeting held September 21, 2022. Motion to approve by Myra Bone; second by Chris Tolk. All in favor; motion carried.

Introduction of Guests: Milton Rodas

Declaration of Conflict of Interest: None.

Public Comment: None.

Director's Report – Sara Sims

a. Presentation of 2023 meeting Dates:

- a. January 11, 2023
- b. March 8, 2023
- c. May 10, 2023
- d. June 28, 2023
- e. September 13, 2023
- f. November 8, 2023

b. **Update on Columbine move/Parachute homes:** Progress has been delayed, as we have had to install sprinkler systems in both homes. We are looking at moves to occur December 15, 2022, which is delayed from the end of November. Sara & John have been meeting with the HOAs in Battlement Mesa to communicate who we are and what we do. They have been very welcoming to us.

c. **Information from Recent Survey:** Recently had the State show up for two complaints. Both were unsubstantiated. However, one did show that we were not in compliance with notifying guardians of incident reports. This has been resolved and the plan of correction has been corrected. We self-reported an occurrence to the State regarding medications, so they also pulled that and reviewed that. We have corrective measures in action, so there was no additional follow-up.

d. **Colorado IDD Alliance:** This is comprised of affiliates of Alliance, who join independently on behalf themselves personally, not as a representative of their employer. Sara and John are currently members. This gets us in front of some

legislators to discuss issues affecting our industry and also enables member to donate to campaigns. Lastly, it provides greater opportunity for the lobbyists to talk with legislators about laws, rates, etc.

Finance Report – Ksana Oglesby

- a. **Health Insurance Proposal Date:** In 2022, we went with the ICHRA model of coverage – our staff purchases insurance through the marketplace. Allows for employees to choose coverage that they need. This has also saved us about \$500,000 in our insurance costs. We will do this again for 2023. Currently in the process of getting this set up on the back end. We do not have the rates for these plans yet, but Courtney is working with Scott Bolitho to get this done.
- b. **Review of Financial Statements:** For the first three months of our fiscal year. Net revenue is \$(28,756) for the month. \$1,165,488 for the year, but this is largely due to the sale of Columbine house. We have almost 141 days cash on hand as of the end of September. Cash increased and Accounts Receivable decreased. As of the end of September, we are on budget with the deficit that was approved by the Board. We have lost a few individuals; we will see those impacts beginning in October. We still have 6 resources that have been offered to individuals and are in the process of being finalized.
 - i. **Motion to approve financial reports by Steve MacDonald; second by Myra Bone. All in favor; motion carried.**
- c. **Other Business:** At this time, additional wage increases for non-programmatic staff are not recommended based on the current state of our budget. This was a request from the Board to review from the Board meeting from June.
- d. **403b:** Courtney and Ksana are working with Stifel to transition to Empower. This will start next month and takes about 90 days to finalize. The annual cost for the current plan is about \$23,000 and with the change, it will reduce to \$13,000.
- e. **Report on investments:** Will be looking at Money Markets and CDs for investments, as the interest rates are high right now.

Staffing Update

We currently have 15 open positions on the direct care side. Most of these are DSP positions, with two being managers. On the non-programmatic side, we currently have 7 open positions. The wage increases we have given over the past year have made a huge difference. The recruitment efforts of our HR department have been impactful, as well. From the Career Fair in Battlement Mesa, we found three new employees.

Report from Representative of Individuals Receiving Services – Brian Wilson

At the recent advocacy meeting individuals are expressing that staff can help them feel more comfortable around other individuals in services. They also discussed that they would like to see employees take a minute to really listen to the needs of individuals in our service – if it's a medical issue, if they don't have a way to get to work, etc. The group worked together through role-playing and being able to communicate their wants and needs and being able to express their

thoughts and feelings to others. The group is also hoping to have more people participate in this group and hopefully be able to meet on a more frequent basis, looking at meeting twice each month. Also trying to get ideas of what activities and/or social gatherings individuals are in for the winter.

Other Business:

- a. Next year, we are going to kick off our 50th anniversary campaign. It is the 50th anniversary of our inception program, Happy Time School. We will be sharing information via email blasts over the next year.
- b. We had a potential Board member join our meeting today. We have two vacancies on the Board, currently.
 - a. **Motion to invite Milton Rodas to join us as a Board Member by Chris Tolk; seconded by Steve MacDonald. All in favor; motion carried.**

Adjournment of Public Meeting:

Regular session adjourned into Executive Session at 1:00 motion by Myra Bone; seconded by DebbieAnne Moeller.

Next Board Meeting will be held on: January 11, 2023, at 11:30am

Minutes submitted by: Sarah Brotherson

Approved by: Motion to approve by Debbie Anne Moeller; second by Charlie Willman