

Mountain Valley Developmental Services, Inc.
Board Meeting Minutes
January 11, 2023

Opening:

The regular meeting of Mountain Valley Developmental Services was called to order at 11:33 on January 11, 2023, at 700 Mount Sopris Drive, Glenwood Springs, Colorado by Charlie Willman.

Present:

Membership: Brian Wilson, Charlie Willman, Judy Oakes, Debbie Anne Moeller, Melissa Knutson, Denise Rahe, Steve MacDonald

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

Approval of Minutes: Approval of minutes from the meeting held on November 9, 2022 was not given today. These will be approved during the March 2023 meeting.

Introduction of Guests: Milo Dexter, Hollis Vanderlinden

Declaration of Conflict of Interest: None.

Public Comment: None.

Director's Report: Sara Sims

- A. COVID Update:** We had a spike around Thanksgiving but was contained to a few residents in a couple of homes. We have not had any COVID cases since that time. We continue to request employees and residents get the bivalent booster.
- B. Policy Manual Update:** Looking to retire policies that are no longer relevant to us. Reasons for this are that these items are related to our prior homecare agency license or were placed into the manual to satisfy our accreditation through CARF. We are no longer accredited through CARF, so no longer need them.
 - a. Motion to update policy manual by Debbie Anne Moeller, second by Judy Oakes. All in favor, motion passed.
- C. Columbine & Parachute Houses Update:** We have sold Columbine House in Carbondale and have been renting it back while we renovate the new homes in Parachute. We have been delayed with completing remodels due to the requirement to add sprinkler systems. We are still waiting on items for the sprinklers to arrive and be installed. Once they come in, we will need about 5-6 days to complete the installation and gain our CO. At that time, we'll be able to move individuals into the new homes in Parachute.
- D. Ratification of Email Vote:** We hold a 457b investment plan that is in place to benefit a former Executive Director. In order to continue this plan, we needed to update it prior to the end of last year. The updates were to comply with the SECURES-CARES-ACT. An email vote of members was conducted in December and seven of nine members replied to the request, all in favor of making the changes to keep the plan in place.
 - a. Moved by Judy Oakes to amend plan; Melissa Knutson second. All in favor, motion passed.

E. Greenhouse Discussion: We have been looking at many factors related to creating a plan to optimize the greenhouse. These factors are: making it financially viable, maximizing the number of participants engaged with it, increasing its exposure to the community, increasing sales, evaluating the emotional/social/cultural capital it provides, ending subminimum wage, increasing the quality of products sold, making the Greenhouse a desirable place to work, and meeting the federal settings rule for individuals on Medicaid waivers.

a. Phase I started this month –

- i. Increase the # of people who were coming into the Greenhouse for non-vocational services. This approach provides experiences related to horticultural therapy and activities related to growing plants. This should generate an additional \$20,000 - \$25,000 in revenue for the Greenhouse.
- ii. We are exploring ways to increase sales and production..
- iii. We are no longer a Sub-minimum wage certificate holder and are only employing people who are able to earn minimum wage.

b. Phase II (to start in a year) – We will be looking at ways to partner with community members to use our greenhouse space to meet their needs, become more involved in the community, and to increase revenue. This will start in 2024.

F. Request for Proposal for Case Management: This RFP came out from HCPF on 12/30/2022. This is part of the Case Management Redesign (CMRD) conversation we've been having for years. CMRD mandates direct services and case management not be provided by the same agency. MVDS serves about 140 individuals through our PASA. We have about 180 individuals receiving Medicaid waiver case management and about 100 additional people receiving case management through the State General Fund programming. CMRD states that we cannot function as both a services provider (PASA) and a Case Management Agency (CMA). Sara had been waiting for the RFP to come out before asking the Board to decide on writing for the case management contract. After much discussion, a motion was called for.

a. Steve MacDonald moved that we do not apply for the RFP, second by Melissa Knutson. All in favor; motion passed.

G. Human Service Commission Update: Sara is now the co-chair for the HSC of Garfield County. These meetings are held in the mornings on the same dates as our Board meetings so she will have limited availability during that time.

Finance Report – Ksana Oglesby

A. Review of Financial Statement: This information is as of the end of November 2022. Nothing is of significant concern based on the trends that we have already been seeing.

- a. November shows -\$60,000 for the month and +\$1.2 million for the year. This is mostly due to the sale of Columbine house, most of which has been reinvested in the homes in Parachute. Revenue for the month was about \$111,000 under budget. Expenses were about \$52,000 under budget. YTD about \$880,000 better than budget and expenses were about \$340,000 under budget.
- b. 135 days cash on hand as of November.
- c. We did see a significant cash increase – partly due to the receivables decrease from collecting end of year billings.

- d. Prepaid expenses have increased due to the annual insurance premiums.
- e. Net fixed assets have increased due to the purchase of the properties in Parachute.
- f. Accounts Payable decreased significantly from the previous year due to payment of the RMECC expenditures from the fiscal year-end.
- g. Supported Employment revenue is down for the year, mostly due to being understaffed.
- h. Behavior revenue is off-budget partially due to being short-staffed and partially due to billing issues that we are still working through.
- i. Early Intervention revenue is off partially due to timing issues and partially due to the inability to fill 1 open position. RMECC revenue and expenses are lower than budget due to timing.
- j. Net revenue is roughly -\$30,000, which is still about \$60,000 better than the budget.
- k. Currently we have 94 individuals enrolled with 84 of those being served by our PASA. We are looking to enroll 2 additional individuals in the Family Caregiver Program within the next few months. Once the Columbine House move is complete, we will also begin to reevaluate RFPs to bring new individuals into residential services.
- l. The governor's budget contains a 0.5% across the board increase for the HCBS rates along with undetermined targeted rate increases. The current state revenue outlook is not very positive and recently passed mandates from ballot initiatives give the governor and legislature less discretion on spending.

i. Motion to approve financial statements from Denise Rahe, second by Brian Wilson. All in favor; motion passed.

B. Grants, Colorado Gives Day & End of Year Giving: We have been more aggressive in going after grant funding. For this fiscal year, we got \$75,00 from Pitkin County. \$52,000 from Garfield County. And \$30,000 from Eagle County. We got \$15,000 from Aspen. The city of Aspen had an Inflation Impact Grant where we received \$14,000. We also received \$15,000 from the Aspen Community Foundation. We got about \$8,000 from Colorado Gives Day. We also received about \$37,000 in individual donations. There are a couple of grants still outstanding right now. The State also has some grant opportunities available due to funding through ARPA. Looking at our needs for their technology grant.

C. Investment Update: We are looking at how we can utilize some funds to earn more money from us. Ksana has been in communication with Alpine Bank about an investment ladder, which looks like we can earn about 4.3%. Also talking with Edward Jones about options.

Staffing Update – Courtney Little

We have 10 direct care positions open, at this time. Around this time last year, we had about 40 open direct care positions. We have about 6 non-programmatic openings currently, which we are struggling to fill. Some of these positions have been open for quite a while.

Board Membership/Election of Officers – Charlie Willman

Myra Bone, Chris Tolk, Denise Rahe, Steve MacDonald, and Melissa Knutson have all agreed to serve for another term.

- a. **Motion to reappoint members by Judy Oakes, second by Charlie Willman. All in favor; motion passed.**
- b. **Motion to reappoint officers by Melissa Knutson, second by Denise Rahe. All in favor; motion passed.**

Milton Rodas was at our last Board meeting and would like to serve on our Board.

- a. **Motion to appoint Milton Rodas as a new Board member by Judy Oakes, second by Brian. All in favor; motion passed.**

Report from Representative of Individuals Receiving Services – Judy Oakes

Have not been able to meet recently due to the weather. Looking to hold 2 meetings per month so that more individuals can participate. Alfia will work on scheduling these meetings to allow increased participation.

Other Business:

Thank you from Sara Sims to everyone who has provided testimonials for our 50th-anniversary email campaign.

Adjournment of Public Meeting:

The regular session adjourned into Executive Session at 1:27 pm motion by Melissa Knutson; seconded by Judy Oakes.

Next Board Meeting will be held on: March 8, 2023, at 11:30 am

Minutes submitted by: Sarah Brotherson

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