

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

Mountain Valley Developmental Services, Inc.  
Board Meeting Minutes  
March 8, 2023

**Opening:**

The regular meeting of Mountain Valley Developmental Services was called to order at 11:30 am on March 8, 2023, at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

**Present:**

**Membership:** Brian Wilson, Charlie Willman, DebbieAnne Moeller, Judy Oakes, Chris Tolks, Myra Bone, Denise Rahe, Milton Rodas

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

**Approval of Minutes:** Approval of minutes from meetings held on November 9, 2022, and January 11, 2023.

**Motion to approve by DebbieAnne Moeller; second by Charlie Willman. All in favor; motion carried.**

**Introduction of Guests:** None.

**Declaration of Conflict of Interest:** None.

**Public Comment:** None.

**Director's Report – Sara Sims**

**a. IDD Day at the Capital Reminder: March 29<sup>th</sup>:**

<https://www.alliancecolorado.org/iddawarenessday>: Virtual and in-person attendance options this year. MVDS employees and individuals in services will be attending virtually. Invite anyone interested to participate, as well. Activities are set to start at 9:00 am.

**b. Parachute Properties:** The two homes in Parachute have individuals living in and working in them! The names of the houses are Eagle Ridge and Hogan House. Currently each home has two individuals living but will house three individuals in the near future. We have received positive feedback from employees and individuals who are living in the new houses.

**c. Annual Update to Strategic Plan and Public Forum Date:** Working on Community Center Board Designation. Need to update our plan for the year. Seeking public input to help us identify gaps in services. Will be having a virtual public forum on March 22, 2023. Sara will share notifications of public forums through our website and email. Service Coordinators and Case Managers also provide support to this work by communicating with the families of individuals receiving services.

## **Finance Report – Ksana Oglesby**

- a. **January Financials:** Data provided was for the 7-month period ending January 31, 2023. Numbers are consistent with historical trends and on-budget, discounting the sale of the Carbondale property.

With the Columbine House move completed, we will begin to reevaluate RFPs to bring new individuals into our residential services.

The JBC recommended a 3% across the board increase for HCBS rates, instead of the 0.5% in the Governor's budget. This could still change but is a hopeful sign. Targeted increases are still being contemplated.

There was also a discussion about options to invest funds. Sara and Ksana met with Alpine Bank to discuss money market options for non-profit organizations.

**Motion to approve by Chris Tolk, second by Brian Wilson. All approved; motion carried.**

- b. **Fiscal Year End 2022 Audited Financials:** We do not have this information to share today. Our auditor is unable to attend this meeting, so this will be tabled until our next meeting.

## **Discussion & Plan to address bed vacancies in our homes – John Klausz:**

We have lost several individuals (16) over the last few years but have also enrolled 15 individuals. The big difference is where people were residing previously and the interests of new individuals in services. Most new enrollments are not choosing to live in our group homes, which has resulted in 10 vacancies in our group homes. During COVID, our staffing levels were low, so this was not an issue. We have vacancies in most of our residential settings – both group homes and apartments. Our strategic plan is focused on providing homes with fewer individuals, 3-5 individuals instead of 6-7. We are actively working to enroll more individuals. Most of the individuals on our waitlist are enrolling in our Family Caregiver Program, so are not waiting for placement in one of our locations where we have an open bed.

## **Staffing Update - Courtney Little:**

For programmatic staffing, we currently have 15 direct care positions open and 1 management position open. For non-programmatic staff, we have a Nurse, Accounting Assistant, Residential Area Supervisor, and Quality Assurance positions open. Last week we had 11 interviews scheduled – 3 no-shows, and 3 cancellations but 3 offers were made and 2 positions were accepted. Historically speaking, this has been our slow time for hiring and then things usually ramp up again in the summer. Last year we had a 9% turnover rate, this year it is at 3%. This is largely due to our wage increases and benefits packages.

## **Report from Representative of Individuals Receiving Services - Brian Wilson/ Judy Oakes:**

The advocacy group has been meeting. Getting a lot of concerns that individuals are not aware of the amount of money in their checking accounts or how much they can spend in a month. Discussed that Sara and Ksana will work together to come up with a plan so that information is going straight to individuals receiving services & their staff.

Transportation was another issue that has been brought up. Individuals don't know when their driver will arrive, and this has caused issues with employment. Sounds like this is an issue when individuals are using The Traveler to meet their transportation needs. John will follow up.

A few people have mentioned that they don't have frequent enough communication with their Case Manager in order to build relationships. They feel that they only hear from them when it's time for an IP or other meeting. Would like additional connections with their Case Manager. Brent to follow up.

**Other Business- Approval of new Family Support Council member; Introduction of Aktion Club**

- a. **Aktion Club:** This is a Kiwanis International Club for adults with disabilities. Individuals in the Aktion Club will work with the Kiwanis club on various projects. We have six individuals in services who are interested in participating. They will begin meeting to discuss service projects that they want to be involved in.
- b. **Family Support Council – application of new member:** Presented new member application for Oliver Harrington for the Family Support Council for Board approval. **Motion to approve FSC membership by Judy Oakes, second by Brian Wilson. All in favor, motion carried.**

**Adjournment of Public Meeting:**

Regular session adjourned into Executive Session at 12:51 pm.

**Next Board Meeting will be held on:** May 10, 2023, at 11:30 am

**Minutes submitted by:** Sarah Brotherson

**Approved by: Motion to approve by Myra Bone; second by Chris Tolk. All in favor; motion carried.**

Mountain Valley Developmental Services, Inc.  
Board Meeting Minutes  
May 10, 2023

**Opening:**

The regular meeting of Mountain Valley Developmental Services was called to order at 11:38 am on May 10, 2023, at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

**Present:**

**Membership:** Myra Bone, Melissa Knutson, Milton Rodas, Brian Wilson, DebbieAnne Moeller, Charlie Willman, Chris Tolk, Steve Mac Donald, Denise Rahe

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

**Introduction of Guests:** None.

**Declaration of Conflict of Interest:** None.

**Public Comment:** None.

**Approval of Minutes:** Approval of minutes from meetings held on March 8, 2023

**Motion to approve by Myra Bone; second by Chris Tolk. All in favor; motion carried.**

**Director's Report – Sara Sims**

- a. **Strategic Plan Progress Update:** Sara discussed progress on a sample of Objectives from the current Strategic Plan.
- b. **Quality Management Plan Update:** Table this topic until the November BOD meeting.
- c. **Protected Health Information Breach:** We were notified in April that there was a breach of Protected Health Information from our Medical and Case Management departments. We have been documenting and investigating the incident. We have notified the individual in our services whose information was breached. The staff members involved were spoken with and the incident will be reported to the U.S. Health and Human Services, Office of Civil right. We don't feel that this situation will cause undue harm to the individual. We will continue to follow policy and procedure to remedy this situation.

**Finance Report – Ksana Oglesby**

- a. **March Financials and Forecast through June:** Our net revenue for the year is at breakeven once Columbine House move is accounted for.

Revenue for the year is over budget and expenditures are under budget.

Accounts Receivable – there is some delay in receiving Early Intervention payments, but we have been in contact with the State team to reconcile.



Deferred revenue is up due to grant funding we have received this year.

Residential revenue is off budget due to the individuals we have lost this year. Looking at different scenarios as the budget for next fiscal year is prepared.

Day program revenue is on budget.

Long Bill passed recently with 3% increase and other areas may have targeted rate increases.

**Motion to approve by Chris Tolk, second by Brian Wilson. All approved; motion carried.**

**Resolution/Bylaws Amendment – designating authority to enter into contracts:** This will be tabled until the June BOD meeting.

**Staffing Update - Courtney Little:** We have 10 direct care positions open, typically we have around 15-20. For our non-programmatic staff, we have just a couple open positions. Our increased wages and benefits package have been large contributing factors to our hiring successes.

**Report from Representative of Individuals Receiving Services - Brian Wilson/ Judy Oakes:** During meetings, individuals in services have complained about staff giving different answers when questions are asked. Would like staff to all be in agreement and provide the same answer. Another individual reported some houses are trying to discuss rules at the houses, which take away individual choice. Discussed the financial concerns of individuals and will follow up with Ksana after today's meeting.

**Other Business: None**

**Adjournment of Public Meeting:**

Regular session adjourned into Executive Session at 12:51 pm.

**Motion to approve by Chris Tolk, second by Melissa Knutson. All approved; motion carried.**

**Next Board Meeting will be held on:** June 28, 2023, at 11:30 am

**Minutes submitted by:** Sarah Brotherson

**Approved by:** Chris Tolk and Debbie Anne Moeller

Mountain Valley Developmental Services, Inc.  
Board Meeting Minutes  
June 28th, 2023

**Opening:**

The regular meeting of Mountain Valley Developmental Services was called to order at 11:25am on June 28<sup>th</sup>, 2023, at 700 Mount Sopris Drive, Glenwood Springs, Colorado by: Charlie Willman.

**Present:**

**Membership:** Melissa Knutson, Brian Wilson, DebbieAnne Moeller (via phone), Charlie Willman, Chris Tolk, Judy Oakes, Steve Mac Donald,.

**Staff:** Brent Basham, Ksana Oglesby, John Klausz, and Sara Sims.

**Introduction of Guests:** Megan Gaytan-HR MVDS

**Declaration of Conflict of Interest:** None.

**Public Comment:** None.

**Approval of Minutes:** Approval of minutes from meetings held on May 10<sup>th</sup>, 2023

**Motion to approve by Chris; second by DebbieAnne. All in favor; motion carried.**

**Director's Report – Sara Sims**

- a) Updated Member List was distributed
- b) Prior Resolution to designate authority for entering into contracts dated 3-13-23 was discussed
  - a. Determined to be appropriate for authority needed.
  - b. No additional amendment needed.
- c) COVID 19 Vaccine mandate- motion to end
  - a. Requirements were aligned with CDPHE mandates during pandemic. Vaccines are no longer mandated by state and federal entities; PHE has ended.
  - b. A formal motion to approve rescinding this mandate was made by Chris, Seconded by Melissa. All in favor, motion carried
- d) Case Management Redesign Update
  - a. Notices of intent to award CMAs were sent to agencies.
  - b. Lake County case management will be overseen by another agency- they are expected to be served by Rocky Mountain Health Plans.
  - c. Garfield County applied to be CMA for Pitkin, Garfield, Eagle and Summit Counties, and has signaled intent to receive that award.
  - d. MVDS is meeting with Garfield County every other week to ramp up transition efforts for the remaining three counties, with an informal goal of 3/1/24.
  - e. Communication to families and the public will be coming soon.

**Finance Report – Ksana Oglesby**

- a. Calvin Logan presented draft of audited financials from Fiscal Year 21-22. Board deferred acceptance of audit until final audit report is received.
  
- b. Presentation and request for approval of budget for Fiscal Year 23-24
  - a. Several budget scenarios were presented.
  - b. The internal affairs committee met earlier in the week to discuss the budget and voted to adopt management’s recommendation of scenario #2, which includes a 5% increase for most positions, and a \$21/hour minimum wage for DSPs.

**Motion to approve FY 2023-2024 budget by Judy, second by Steve. There was no more discussion. All approved; motion carried.**

**Staffing Update – Megan Gaytan**

Twelve FT positions are open, which includes at least one open position per house and day program. January-May turnover rate is at 15%. Last year this timeframe was 27%. For May there was 2% turnover. Wage increases and efforts toward work culture are attributed to improvements.

**Report from Representative of Individuals Receiving Services - Brian Wilson/ Judy Oakes:**

The Aktion Club has been chartered in Glenwood Springs; a Kiwanis affiliated club. Brian is the president of this local chapter. He stated he hopes to increase membership. They will meet twice per month. They will raise their own funding for their activities, and will promote acts of service in the community. About seven clients were in attendance for the first meeting.

**Other Business:** None.

**Adjournment of Public Meeting:**

Regular session adjourned at 12:50pm.

**Motion to adjourn by Brian, second by Chris All approved; meeting adjourned.**

**Next Board Meeting will be held on:** September 13<sup>th</sup>, 2023, at 11:30 am

**Minutes submitted by:** Brent Basham

**Approved by:** Judy Oakes & Melissa Knutson on 9/13/2023.