

Mountain Valley Developmental Services, Inc.  
Board Meeting Minutes  
January 10, 2024

**Opening:**

The regular meeting of Mountain Valley Developmental Services was called to order on January 10, 2024, at 11:33 a.m. at 700 Mount Sopris Drive, Glenwood Springs, Colorado, by Steve MacDonald.

**Present:**

**Membership:** Judy Oakes, Myra Bone, Steve MacDonald, Melissa Knutson, Milton Rodas, Denise Rahe

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

**Introduction of Guests:** Larry Vasquez, Alfia Lane

**Approval of Minutes:** Approval of minutes from meetings held on November 8, 2023. Motion to approve by Myra Bone; second by Milton Rodas. All approved; motion passed.

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

**Public Comment:** None.

**Director's Report – Sara Sims:**

**Update on DD Enrollments:** We have enrolled three new individuals into our Residential program and will be enrolling another two individuals soon. We are also looking at a potential emergency enrollment for a total of six new enrollments. This will leave us with vacancies in 4 of our group homes, which we may or may not be looking to fill.

**Update on Case Management Redesign:** Finished the first phase of redesign, which was Lake County transitioning on November 1, 2023. The second phase will be Garfield, Eagle, and Pitkin counties. Sara and Brent have been meeting with Garfield County regularly. We plan to start this transition in March and complete these by June. We have also received retention grants that we have been able to pass on to our Case Management team. An additional retention bonus will be paid at the end of the transition period for those who support the agency through this transition & meet expectations of the grant. The goal is to have the least impact on individuals in our services. We have two virtual town hall meetings scheduled with local organizations and vendors. We are finalizing the dates of these meetings, which will allow us to share information about Case Management Redesign.

**Finance Report – Ksana Oglesby:**

**Review Status of Financial Audits:** We have received a draft version of the Audit. Cal will plan to attend our next Board meeting to present the finalized audit.

Motion to adjourn at 12:59 pm by Denise Rahe; second by Larry Vasquez.

**The next Board Meeting will be held on** Wednesday, March 6, 2023, at 11:30 am.

**Minutes submitted by:** Sarah Brotherson, Director of Child and Family Services

**Approved by:** Approved amended Minutes which request adding Denise Rahe as a member who was present during the meeting. Moved by Debbie Anne and second by Judy Oakes.

Mountain Valley Developmental Services, Inc.  
Board Meeting Minutes  
March 6, 2024

**Opening:**

The regular meeting of Mountain Valley Developmental Services was called to order on March 6, 2024 at 11:39 am at 700 Mount Sopris Drive, Glenwood Springs, Colorado, by Steve MacDonald.

**Present:**

**Membership:** Judy Oakes, Milton Rodas, Debbie Anne Moeller, Chris Tolk, Melissa Knutson, Steve MacDonald, Denise Rahe

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

**Introduction of Guests:** Calvin Logan

**Approval of Minutes:** Approval of minutes from meetings held on January 10, 2024. Motion to approve by Debbie Anne Moeller; second by Judy Oakes. All approved; motion passed.

\*Amend to include Denise Rahe present at the January 10, 2024 meeting.

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

**Public Comment:** None.

**Fiscal Year End 2023 Audited Financials – Calvin Logan:**

Opinion is unmodified. Adopted FASB Lease Standard (842) during 22-23 fiscal year.

Subsequent event - upcoming change with Case Management Redesign, as revenue and expenses will both decrease for the next fiscal year.

Developed plan for timely Financial Audit for current fiscal year; asking draft to be presented at September 2024 BOD Meeting.

Approval of audit motion by Denise Rahe; second by Milton Rodas. All in favor; motion passed.

**Director's Report – Sara Sims:**

**a. Update on Case Management Redesign –**

- a.** Began active transition with Garfield County on March 1<sup>st</sup>, around 300 participants will transition on 7/1/24. There has been a confluence of issues that are coming together at the same time to cause problems: unwinding continued Medicaid eligibility from public hx emergency, introduction of new case management data base, and CMRD. All are contributing to problems with participants showing eligibility for services, being able to access care, providers being paid, etc. This is causing some problems for us.

- b. Recently there was a complaint filed by the Colorado Center on Law and Policy, and the National Health Law Program to seek federal involvement in taking action in solving these problems.
- b. **Update on Art on 8th** – New renter is the Bleu Door Boutique. The owner took possession 3/1 and will open for business 3/15- her hours will be 10:00ish to 7:00ish 7 days a week. Our weavers will continue working M, T, W 10-2; weaving portion of the store open M-F 10:00-5:00.
- c. **Update on Properties** –
  - a. Several properties have experienced water leaks in residential and GES locations and several issues with appliances and needing to be replaced.
  - b. GES kitchen leak & reconstruction: \$45k, working with insurance.
  - c. Received ARPA grant to upgrade residences for supporting people with complex needs: expect to receive \$41k for utility sinks and bathroom remodels.

**Finance Report- Ksana Oglesby:**

- a. January financials were presented.

Motion to approve financials as presented by Judy Oakes; second by Denise Rahe. All in favor; motion carries.

- b. Revised capital budget was presented.

Motion to approve updated capital budget by Debbie Anne Moeller; second by Melissa Knutson. All in favor; motion carries.

**Staffing Update - Courtney Little:** We have ten programmatic open positions and one non-programmatic position. We have one residential setting that is down four positions, which is very challenging. We also have some individuals out on leave for various reasons.

**Report from Representative of Individuals Receiving Services- Larry Vasquez/ Alfia Lane:** Larry not present. Report tabled until next meeting.

**Other Business:** Request to move the May meeting from May 8 to May 15, 2024. Motion to move the May meeting by Denise Rahe; second by Debbie Anne Moeller. 5 in favor; 1 opposed. Motion carries.

**Executive Session:** Motion to adjourn from public meeting into Executive Session at 1:39pm by Debbie Anne Moeller and second by Denise Rahe. All in favor; motion carries.

Motion to adjourn out of Executive Session and into the public meeting at 2:01pm by Melissa Knutson and second by Denise Rahe. All in favor; motion carries.

Motion to authorize Sara Sims to forgo applying for the CCB designation on behalf of MVDS as it is no longer necessary to continue current business operations and will not have an unfavorable impact on our business model, the community, or our services. This motion is subject to

advisement of legal counsel. Moved by Debbie Ann Moeller and second by Denise Rahe. All in favor; motion carries.

Motion to adjourn at 2:11pm by Denise Rahe and Melissa Knutson. All in favor; motion carries.

**The next Board Meeting will be held on May 15, 2024 at 11:30 am.**

**Minutes submitted by:** Sarah Brotherson, Director of Child and Family Services

**Approved by:** Motion to approve by Judy Oakes; second by Milton Rodas. Charlie abstained. All others approved; motion passed.

Mountain Valley Developmental Services, Inc.  
Board Meeting Minutes  
May 15, 2024

**Opening:**

The regular meeting of Mountain Valley Developmental Services was called to order on May 15, 2024 at 11:42 am at 700 Mount Sopris Drive, Glenwood Springs, Colorado, by Charlie Willman.

**Present:**

**Membership:** Judy Oakes, Chris Tolk, Denise Rahe, Charlie Willman, Larry Vasquez, Milton Rodas, DebbieAnne Moeller

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

**Introduction of Guests:** None.

**Approval of Minutes:** Approval of minutes from meetings held on March 6, 2024. Motion to approve by Judy Oakes; second by Milton Rodas. Charlie abstained. All others approved; motion passed.

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

**Public Comment:** None.

**Director's Report – Sara Sims:**

- a. **Update on Strategic Plan:** This plan goes through 2027 with 17 program area goals. Of these, we have completed 11. This plan focused on achieving smaller residential settings and shifting reliance to technology instead of staffing, where appropriate. We have about 27 individuals using TruLink cards, 1 individual using a smart watch that alerts staff, 3 people using electronic medication reminder box that opens at specific times of the day for medications, and we are using Alexa devices in some homes to provide alerts and reminders. We have about 6 openings in group homes and 2 beds in apartments. Last year, we had 10 openings in group homes. Another outcome was to train staff about engaging individuals in their community and accessing their finances. TruLink cards are being used for individuals to access their funds independently. Also have Able Accounts for 29 individuals to alleviate the need for spend downs related to the maximum asset limit of \$2,000. Staffing levels are at their best since the pandemic and will focus attention on training staff to assist individuals in accessing their communities more regularly.
- b. **Annual Review of Quality Management Plans:**
  - a. Have a QA Staff hired who has caught up with QA work: QMP team met recently to review plans and analyze medication errors, injuries, incident reports, and investigations.
- c. **Articles of Incorporation:** Charlie presented the amended Articles for approval. Two small typos were noticed which will be corrected. After approval, Charlie will file with the Secretary of the State.

- a. Motion to approve the updated Articles with the correction of the typos by Chris Tolk; second by Judy Oakes. All in favor; motion passed.
- d. **Update on Case Management Redesign:** We are in our final 2 months of being a Case Management administrator for Medicaid waiver programs for individuals with I/DD. Sara and Brent have been meeting with Garfield County weekly and are ahead of schedule with getting information out to stakeholders. If possible, DHS is planning to keep caseloads with their current Case Manager, to mitigate disruptions for individuals in our services.

**Finance Report- Ksana Oglesby:**

- a. **March Financials:** March financials were presented.

Motion to approve by Judy Oakes; second by DebbieAnne Moeller. All in favor; motion approved.

**Staffing Update - Courtney Little:** We have around 7 total open positions across the agency. 4 of these are DSP positions. This is the lowest we have seen in several years. This allows HR to focus on the compliance issues and employment law that will be coming in the near future. Last year turnover was at 30% (year to date), this year is at 26% (year to date). The national average is 50%, turnover with DSPs nationwide is also at 50%.

**Report from Representative of Individuals Receiving Services – Larry Vasquez/Alfia Lane:** There has been a lot of complaints about participant budgets. Individuals are upset that they may not be aware of how much money they have in their accounts before they go shopping. Would like to look at options for getting a statement about the funds available in their accounts. Also hearing concerns about benefits on food cards, that have been decreased since the pandemic ended. Peers have been sharing that they are happy with new hires and feeling more comfortable with staff.

**Other Business:** For next month's meeting we are proposing the meeting be moved to Thursday, June 27 from 10:00 – 12:00. The Internal Affairs Committee would also meet that day at 9:00.

Regular session was adjourned at 1:18pm by Chris Tolk; second by Judy Oakes. All in favor; motion passed.

**Executive Session**

**The next Board Meeting will be held on June 27, 2024 at 10:00 am.**

**Minutes submitted by:** Sarah Brotherson, Director of Child and Family Services

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

**Mountain Valley Developmental Services, Inc.**  
**\*Special\* Board Meeting**  
**June 13<sup>th</sup> 2024 at 8:30am**

**Opening:** This special meeting of the Officers of Mountain Valley Developmental Services was called to order on June 13<sup>th</sup> at 8:34am via Zoom.

**Present:** Chis Tolk, Steve MacDonald, Denise Rahe, Charlie Willman

**Staff:** Sara Sims

**Introduction of Guests:** None

**Resolution to the Bylaws:** A Resolution to Section 10.1 of the Corporate Bylaws of MVDS was presented by Charlie. A discussion was had as to the reason for the changes to the Bylaws, which will enable the Executive Director to enter into contracts for the purchase or lease of individual vehicles in excess of \$20,000 but less than \$60,000 with written approval of at least three Board Officers. Steve motioned to approve the amendment as written, Denise second, all in favor, motion passed.

**Approval to Make Purchases:** A motion was presented by Charlie to authorize Sara Sims to enter into contracts for leasing 2 vehicles for \$18,000 each over 3 years and 1 vehicle for \$36,000 over 3 years. Chris moved to approve, Steve second, all in favor, motion passed.

**Adjournment & Next Meeting Date:** June 27<sup>th</sup>, 2024 at 10:00am

**Respectfully submitted by:** Sara Sims

**Minutes Approved:** Chris Tolk and Steve MacDonald