

Horizons Property Maintenance Tracking 2016-17

Current Projects - BOARD REPORT

Updated 6-14-17

Property	Project	Maintenance Issue	Maintenance Person or Company	Contact	Current Status	Date Completed	Cost
R-1	Oak Office	Countertop & Cabinets - Kitchen	David A. Lindahl & Associates	Dave	Replace countertops (mauve) & replace or refinish some cabinet doors.		
R-1	Oak Office	Exterior Painting	Pinnacle Painting	Buckey	Received a bid from Buckey. He will not go over \$12,000 and will keep it under if possible.	Work Began 6-12-17	
R-1	Oak Office	Sidewalks			Sidewalks in the rear are shifting, and cement stairs out front are deteriorating.		
R-2	8th Street Apts-- Both Buildings	Water Pipes	David A. Lindahl & Associates	Dave	We need to evaluate the situation.	Wait until 2017-18	
R-4	Maple	Storage Units	David A. Lindahl & Associates	Dave	Refurbish & replace the doors.	Wait until 2017-18	
R-4	Maple	Deck	David A. Lindahl & Associates	Dave	Deck needs to be removed and replaced with a cement patio & ramp.	Wait until 2017-18	
R-4	Maple	Storage Shed	David A. Lindahl & Associates	Dave	Purchase a free-standing storage shed & place it in front of the fence & behind the car port.	Wait until 2017-18	
R-4	Maple	Parking			Parking on Maple Street is no longer allowed at all.	Wait until 2017-18	
R-6	The Villa	Carpet	Carpets Plus	Martin	Budget \$10,000-12,000.		
R-6	The Villa	Staff Room	David A. Lindahl & Associates	Dave	Staff room, office, laundry room area needs to be reconfigured	Wait until 2017-18	
R-6	The Villa	Stove	Sears?		The stove is very old & one of the burners does not work (the letters/numbers are even worn off).	Wait until 2017-18	
R-7	Westside	Window Replacement	David A. Lindahl & Associates	Dave	Windows are warped & in poor condition.	Dave will order windows	
R-7	Westside	Window Shades	David A. Lindahl & Associates	Dave	Window shades for new windows.	Dave will order shades	
R-7	Westside	Front Deck (South)	David A. Lindahl & Associates	Dave	Needs staining.		\$182
R-7	Westside	West Deck	David A. Lindahl & Associates	Dave	Posts are set in concrete which is cracked & joists do not sit properly on deck beam.		\$114

Board Presentation for June 14, 2017: Orientation of New Board Members

Horizons must comply with the statutory and regulatory provisions of SB 16-038 which added transparency requirements related to CCB Board of Director's meetings, items that must be posted on CCB websites, and items that must be made available upon request to a member of the public.

As a result, I am requesting your thoughts about revisions to our process for orienting new board members. The relevant wording in SB 16-038 is:

Each CCB shall provide to the incoming members of the Board of Directors training in such topics as the duties of a board member, the financial and fiduciary responsibilities assumed by board members, the intellectual and developmental disabilities system in the state, the overall business functions of the CCB, and any other matters that will, in the determination of the CCB, allow the board member to better understand and fulfill his or her obligations to the Board of Directors and the CCB and the role played by CCBs in the state in connection with the delivery of services for persons with IDD.

Attached are our current BOD Orientation, our current BOD Expectations, and a possible Board Member Agreement. I am not attaching our Conflict of Interest statement, Code of Ethics, or HIPAA sign off because those are not changing.

For the purposes of our discussion on Wednesday, please think about gaps in your knowledge about Horizons and how we could help you fill them. I will take your ideas and incorporate them into our Board Member Handbook. I will bring the handbook back to you at an upcoming meeting for your approval.



Susan

Note: No public comment guidelines from HCPF yet.



Board of Directors Orientation

1. A potential member of the Board of Directors shall attend a minimum of one meeting prior to being elected to the board.
2. All new members of the Board of Directors will attend an orientation session within sixty days of becoming a member.
3. The orientation will include:
 - a. Program visitation scheduled by the Executive Director.
 - b. Review of the Board of Directors handbook, to include a review of the By-laws and Articles of Incorporation, membership of the board, agency mission, organizational chart, Executive Director's job description, roles and responsibilities of the Executive Director and Board of Directors, prior year's audit, current fiscal year's budget, the current year's Plan, and miscellaneous information on the agency and its affiliations. This review will be conducted by the Executive Director.
 - c. Meeting with the board President to include welcoming to the board, importance of commitment to the board, and roles and responsibilities of the Executive Director and Board of Directors. Additional training needs may be identified and shared with the Executive Director for follow-up.
4. Each new member will be required to sign and submit a Board of Director's "Conflict of Interest Statement."

The orientation will be the shared responsibility of the Executive Director and the Board of Directors' President or his/her designee.

Revised: September 08, 1999/August 20, 2003



Board of Directors' Expectations

1. To regularly attend scheduled Board of Directors meetings, including the board retreat.
2. To attend the board orientation sessions in order to become familiar with Horizons Specialized Services' mission, purposes, goals, policies, programs, strengths, and needs.
3. To attend annual staff and board events.
4. To accept the role of fund raising as a board responsibility and specific assignments of this role.
5. To attend public events where Horizons is the beneficiary.
6. To pledge an annual gift to Horizons. The initial pledge should be designated within sixty days of election to the board. Members are only expected to give within their means.

Other thoughts:

Avoid even the appearance of a conflict of interest that might embarrass the board or the organization and disclose any possible conflicts to the board in a timely manner.

- **Pros:** The department would like it because it aligns with SB 038
- **Cons:** It isn't necessary because there is a separate Conflict of Interest sign off

Delete second sentence in #6. Timing doesn't matter. Sounds heavy handed.

Add Board Member Agreement – see page two



Board Member Agreement

As a member of the Board I will:

- Keep well informed of developments related to issues that may come before the Board
- Participate actively in Board meetings
- Participate and assist with one event
- Bring to the attention of the Board any issues I believe will have an adverse effect on Horizons or those we serve
- Refer complaints to the Executive Director or Board President
- Recognize that my job is to insure that Horizons is well managed, not to manage operations
- Represent all those whom Horizons serves and do my best to ensure that it is well maintained, financially secure, growing, and always operating in the best interests of those we serve
- Respect and support majority decisions of the Board
- Declare conflicts of interest between my personal life and my position on the board and abstain from voting when appropriate
- Participate in establishing policies that advance the mission of Horizons
- Refrain from discussing confidential proceedings of the Board outside of the meetings

Board Member Signature

Date

HORIZONS SPECIALIZED SERVICES
Statement of Activity
For the Nine Months Ending Thursday, March 31, 2016/2017

	July 2015 - March 2017	July 2015 - March 2015	Variance	% Variance	Notes
Revenue					
Day Program	\$422,672	\$436,221	(\$13,548)	-3.1%	Modest Day Program
Early Intervention	\$257,104	\$206,558	\$50,546	24.5%	Change from \$100/hr to \$130/hr
Case Management	\$200,763	\$214,618	(\$13,855)	-6.5%	TCM Down \$17K (EITCM Billing Issue)
Administration	\$39,402	\$37,716	\$1,686	4.5%	Trust Broker Fees up (percentage of OS)
Homes	\$1,731,529	\$1,735,015	(\$3,485)	-0.2%	Many changes here - negligible variance
Supported Living Services	\$296,746	\$329,489	(\$32,743)	-9.9%	Room 3.5K; Modest -10.5K; Grand -4.7K; RB -4.6K
Vocational Rehabilitation	\$2,063	\$4,675	(\$2,612)	-55.9%	4 clients in F16; (RM, DR, MA, J1); 2 in F17; (SM, WO)
Work Crews	\$5,229	\$4,842	\$386	8.0%	Increased hourly rate
Private Pay	\$999	\$3,706	(\$2,707)	-73.1%	Different clients (TA in -16 KH in 17) 7K higher utilization
CEIS	\$31,456	\$42,693	(\$11,237)	-26.3%	Fewer clients in F17; Staffing issue in Modest
Room & Board	\$229,314	\$229,606	(\$292)	-0.2%	Many changes here - negligible variance
Other Income	\$46,355	\$45,871	\$484	1.1%	Many changes here - negligible variance
Gov't Grant Support/HUD, etc	\$39,416	\$36,792	\$2,624	7.1%	Increased Childfund payments and REUE payment
Gov't Grant Support/Part C	\$48,882	\$41,750	\$7,131	17.1%	Change in Allocations - Increased Soc Coor Payments (\$5.8K)
Individual Pledges and Donations	\$74,313	\$25,977	\$48,335	186.1%	Maureen Florence Estate Donation (\$50K) in F17
Foundation Grants/Support	\$52,890	\$90,400	(\$37,510)	-41.5%	COOT Grant (\$35K) in F16
Cities and Counties - Grants/Support	\$12,250	\$4,250	\$8,000	188.2%	Timing/Mispost on county grants
County Mill Levy	\$825,997	\$797,883	\$28,114	3.5%	Per County Assessor, valuations increasing
Fundraisers	\$20,082	\$22,138	(\$2,056)	-9.9%	Slight decrease in LPOL fundraising - P&O should offset in April
United Way - Grants/Support	\$18,600	\$18,750	(\$150)	-0.8%	Small change in United Way support
Total Revenue	\$4,356,060	\$4,328,948	\$27,112	0.6%	
Expenses					
Salaries, P/R Taxes & Benefits	\$2,946,834	\$2,884,387	\$62,447	2.2%	Expected increase with \$0.60 increase and Modest Overnight spend
Vehicle Expenses	\$43,303	\$35,345	\$7,958	22.5%	Maple Street Van (up \$5.7K) and Park Pledge (up \$2.8K)
Purchased & Medical Services	\$138,778	\$158,961	(\$20,183)	-12.7%	Fewer hot home clients
Depreciation & Amortization	\$143,375	\$129,815	\$13,560	10.4%	Increases as Capital Additions are purchased
Telephone	\$31,101	\$26,866	\$4,235	18.0%	Changed providers, up front cost but cheaper in the long run
Utilities	\$40,703	\$41,733	(\$1,031)	-2.5%	Many small variances
Insurance	\$457,043	\$473,066	(\$16,023)	-3.6%	\$8K in savings in both Health and Work Comp
Interest	\$19,976	\$21,943	(\$1,967)	-9.9%	Interest decrease per amortization schedule of loan
Bank Charges	\$1,888	\$1,979	(\$91)	-4.6%	Nominal
Dues, Subscriptions & Fees	\$13,676	\$11,663	\$2,014	17.3%	SCA licensure of \$2,375 in F17 not F16
Supplies	\$84,080	\$89,237	(\$5,157)	-5.8%	Household supplies down \$7.7K (including 8th Street); Day Supplies down \$3.7K; RD up \$4.6K; Client up \$2.1K
Fundraising Expense	\$5,874	\$4,667	\$1,207	25.9%	Payment to Conesco Life Insurance
Professional Fees	\$22,972	\$13,557	\$9,415	69.4%	Timing on Therap
Food (net of stamps)	\$62,316	\$62,191	\$125	0.2%	Amazing how close this number is year over year
Postage & Express	\$4,519	\$4,536	(\$18)	-0.4%	This too...
Repair & Maintenance	\$66,111	\$83,659	(\$17,549)	-21.0%	\$12K less in Homes; \$2.7K less at Day; \$4.3 less at 8th Street
Building Lease	\$104,971	\$103,097	\$1,874	1.8%	Annual rent increase at Park Ave
Property Tax	\$3,226	\$4,929	(\$1,703)	-34.5%	8th Street Apartments
Staff Development & Recognition	\$7,886	\$16,940	(\$9,054)	-53.4%	Admin \$1.5K less; Grand \$1.5K less; Rainbow \$2.1K less; others <1K - some of this is hitting related
Meetings, Conferences & Training	\$8,285	\$14,309	(\$6,024)	-42.1%	Admin \$2.5K less; EI \$2.5K less
Promotional Expense	\$6,282	\$11,762	(\$5,480)	-46.6%	Anniversary Parties in F16; Press passes
Travel	\$5,962	\$7,303	(\$1,341)	-18.4%	Bowers travel in F16
Mileage Reimbursement	\$16,007	\$19,441	(\$3,433)	-17.7%	\$3.2K savings Rio Blanco \$1.5 - staff change
Client Assistance	\$36,331	\$30,231	\$6,101	20.2%	Coding and Timing of Family Support reimbursements
In-kind	\$1,437	\$854	\$583	68.3%	Small dollar amount - ending figure much higher after counting all in-kind donations of goods and services
Total Expenses	\$4,272,936	\$4,251,970	\$20,966	0.5%	
Net Surplus (Deficit)	\$83,124	\$76,978	\$6,146	8.0%	