



Board of Directors  
February 10, 2016  
Yampa River State Park  
Hayden, Colorado

Members Attending: Bob Grover, Terry Jost, Lu Etta Loeber, Jeff Dockstader, Tom Soos, Julie Pearce and Michael Turner

Members Excused: Beth Davison, Dennis Kuntz and Fred Wolf

Staff Present: Susan Mizen, Matt Morrill and Tracy Sheldon

Guest: Susie Baird

Call to Order

Bob Grover called the meeting to order and welcomed Susie Baird.

President's Remarks

Bob noted that Calvin Logan, our auditor, wrote a letter to the board in response to the findings that Rocky Mountain Human Services (the Denver CCB) misused some of their mill levy funds. Calvin conducted the financial audit of Rocky Mountain Human Services. He wants his other clients to know that the discovery of misuse came about as a result of a compliance audit, which is different from a financial audit. Calvin offered to talk with the board if the board wants to hear directly from him. Bob also noted that Calvin feels our monitoring of the use of our mill levy funds is sufficient. The fact that we have a department for mill levy expenses sets us apart from other CCBs with mill levies and would make it easy for us to provide back up for expenses.

Another state level issue is transparency for CCBs. Senator Aguilar introduced a bill that 1) would require CCBs to comply with the Colorado Open Records Act (CORA) which currently only applies to governmental agencies, and 2) would require a performance audit conducted by the State Auditor's office. It appears that something will pass this session but perhaps not her bill.

Approval of Minutes

Motion: "To approve the minutes from January 13, 2016."

First: Terry Jost  
Second: Julie Pearce

The motion passed unanimously.

Director's Report

Personnel: Horizons submitted two nominations for Alliance's direct support professional (DSP) of the year award. From our Craig program, we nominated Brittany Smale who works on weekends at Rose Street. From Steamboat, we nominated Jana Hoffman who works at Westside. A group of seven people will go to the Capitol and the luncheon: Michael Toothaker, Brittany, Yvonne Truelove, Heather Gibbon, Jana, Amy Ibarra and me.

Horizons will host Person Centered Thinking training this spring as part of a statewide initiative. The presenters' costs will be covered by the Division for Intellectual and Developmental Disabilities. We should be able to get everyone trained in this round.

Susan and Tatum have started to plan for an Innovation Group meeting that would focus on Person Centered Thinking. Tatum and Amy are working with their staff to incorporate PCT strategies and philosophies into their daily work.

Horizons' folks in Craig have a dodgeball team! (Fortunately, they play with nerf balls.) Sam Myers got her picture in the newspaper.

Program: STARS programming is underway. STARS also coordinates Special Olympics skiing. A small group of athletes went to Ski Cooper for a Special Olympics competition.

The Valentine's Dance in Steamboat is Thursday, February 11<sup>th</sup> at CMC.

Tatum and Susan have spoken to two prospective host home providers.

Tanya Ferguson represented Horizons at an informational event for parents about preschool programs in Craig.

Amy Ibarra met with superintendents from across northwest Colorado to offer an overview of our services and eligibility criteria.

On February 10<sup>th</sup>, Horizons and the Yampa Valley Autism Program are offering information about our programs to Spanish speaking families with help from Integrated Community.

Peter Tratiak is Employee of the Month at the Old Town Hot Springs where he helps keep the facility clean.

Housing: Lynne reported that we have purchased many appliances in the past two months and we have applied for rebates for each of them. The next project is replacing appliances for the Breeze Street Day Program kitchen.

We are still waiting to hear if Energy Outreach Colorado will help with new windows at Rainbow. Resource Development: Michael and Susan presented our funding request to the Moffat County United Way allocation committee on Monday, 2/8.

Horizons 4<sup>th</sup> annual Pick a Dish event is set for Thursday, April 14<sup>th</sup> from 5-7:00 at the pavilion in Craig. We are in the process of confirming restaurants and judges. So far for judges, we have confirmed Audrey Danner (Economic Development Partnership), Chris Oxley (Chamber director), Amanda Arnold (United Way director), and Brent Curtice (superintendent).

State News: The Joint Budget Committee voted unanimously to restore the 1% Medicaid rate cut in the governor's budget. They may not be able to hold it once they get close to finalizing the state budget.

There are two bills addressing transparency for CCBs. One would require the state auditor to do audits of CCBs in addition to our annual financial audit. The other would require the additional audit and compliance with the Colorado Open Records Act (CORA). CORA applies to governmental entities so it would be a precedent to require non-governmental entities (CCBs) to comply. In the hopes of heading this off, Alliance is working with members to come up with additional voluntary measures to promote transparency. Most if not all CCBs already post board minutes, budgets, and audits on their websites but some advocates are asking for more detail. Susan reviewed with the board a list of possible, voluntary transparency items. Some board members had concerns about a few of the items. Susan informed the board that Alliance was holding a telephone meeting the afternoon of the 10<sup>th</sup> so that all CCBs could talk about which of the items we are willing to do. The board asked Susan to send out a summary of the meeting. No decisions need to be made at this time.

Matt and Susan spoke to Calvin Logan about how we track our use of mill levy funds. He said that we are already doing more than other CCBs with mill levies. As noted in the President's remarks, he had no additional recommendations.

Awareness Day at the Capitol is Wednesday, 2/17. Representative Mitsch Bush and Representative Rankin have invited us to be their guests on the floor of the house. Rep Mitsch Bush will attend the luncheon.

Representatives from Squire Patton Boggs have started their lobbying effort for CCBs. Representatives from two CCBs were in Washington DC the first week of February to ask the Colorado delegation to push for more time and flexibility in the planning and implementation of Conflict Free Case Management. Members of the delegation, especially Representative Diane DeGette, were receptive. Lu Etta and Susan had an opportunity to reinforce the message with Senator Bennet's aide, Noah Koerper, on February 5<sup>th</sup>.

Board News: Susan distributed the 4<sup>th</sup> quarter 2015 update to the strategic goals. Some of the activities to meet the goals will be changed for 2016 to reflect changing circumstances and opportunities.

#### Finance Report

Matt discussed the financials for September. A monthly breakdown was provided to the board for each month - July, August and September. He pointed out that in the revenue side variances are due to timing issues. On the expense side, salaries are a little under and food is a little over. None of the variances cause concern about trends.

#### Approval of Financials

Motion: "To approve the financials through September, 2015."

First:	Lu Etta Loeber
Second:	Michael Turner

The motion passed unanimously.

Matt presented the financials for the Soda Creek Apartments through December 2015. Soda Creek is financially self-sufficient so far.

#### Program Presentation

Tracy offered the board an overview of the major functions of the Finance Department. She brought examples so that the board could see the work involved in paying invoices. She also described how interconnected the Finance Department is with other parts of the agency. Her first example was the Family Support program which gave her an opportunity to talk about the Service Coordinator's role, Amy's role, all the funding sources we use, and the year-end process each June. Next, she spoke about the Lyon Drug bill and its complexities. With the Lyon Drug invoices and the WalMart invoices, she talked about how she and Kay look for red flags or opportunities to save money. They scrutinize phone bills, too, in an effort to maintain loyalty discounts and other savings. Tracy also touched on food stamp usage and Kum and Go gas cards.

Tracy showed the board the breakdown of departments for Tatum's expenses. Processing his purchases used to require coding to 22 different departments. Matt showed Tracy how to set up fixed allocation accounts in Great Plains that will make the split automatically. New procedures such as this one are saving time in the Finance Department. Tracy told the board how appreciative she is for all she has learned from Matt. She now knows why she does things rather than simply how to do them. She has a better understanding of how her entries fit into the bigger picture of Horizons' financials. In turn, she will be able to show Kay more tasks. In response to a question from the board, Tracy described her

absence from the office due to her husband's health which left Matt and Kay on their own soon after Matt started. Kay was able to process checks and keep us current until Tracy returned. Their goal is to continue their cross training efforts.

Although there are internal controls within the Finance Department, the procedures they follow are not currently in writing. This could be a project in the future.

Tracy, Susan and the board thanked Matt for all his hard work. The board thanked Tracy for her informative presentation.

Adjourn

Motion: "To adjourn the meeting."

First:	Lu Etta Loeber
Second:	Jeff Dockstader

The motion passed unanimously and the meeting was adjourned.