



## **Board of Directors**

**April 11, 2018**

**Yampa River State Park**

**Hayden, CO**

**Members Attending:** Terry Jost, Dennis Kuntz, Tom Soos, Debbie Beckett, Jeff Dockstader, Beth Davison (by phone), Susan Baird (by phone), Ron Schaeffer, Lu Etta Loeber, Julie Pearce, and Michael Turner

**Members Excused:** Bob Grover and Fred Wolf

**Staff Present:** Susan Mizen, Matt Morrill, Tatum Heath, and Yvonne Truelove

### **Call to Order**

Terry Jost called the meeting to order.

### **President's Remarks**

Terry noted that Bob is unable to attend the meeting today because he is recovering from recent surgery. The entire board wishes him well.

### **Approval of Minutes**

**Motion:** "To approve the board meeting minutes from March 14, 2018."

First: Lu Etta Loeber  
Second: Jeff Dockstader

The motion passed unanimously.

### **Director's Report**

**Personnel:** A behavior trainer from Denver offered two sessions that were very well-received.

There is one open position in Craig and available hours in Steamboat.

Internet and phone providers are being changed to increase internet speed and manage costs.

Thirteen people attended a new employee orientation.

Lindsey Garey is attending a series of local workshops titled: Your Child's Emotional Needs.

Four staff will attend a workshop called: Is that Home Healthy? The workshop will help identify potential issues when services are provided in the home – whether it's Early Intervention or Supported Living Services.

**Program:** A young man from Grand County who moved to Pueblo County has been placed in a host home.

Amy applied for an emergency residential resource for a young woman in Craig.

Horizons has a new residential client in Grand County. She is being served in the Family Caregiver Model by Cottonwood, a Denver provider.

Community Childfind screenings are over. In Routt County, out of the 18 children who were screened, two will be evaluated based on the results of their screening. In Moffat County, 2 out of 8 children will be evaluated.

Our Craig program hosted a St. Patrick's Day party for both counties complete with games.

Tommy organized a group of volunteers to help with set up for the Autism Program's Masquerade Ball on Saturday, 4/7.

The annual snowmobile trip on Rabbit Ears pass was Saturday, 3/31.

Lindsey Garey and Susan were trained in a new Early Intervention program called Quality Improvement Outcomes.

An SLS planning meeting focusing on Grand County is set for 4/11. A new person was enrolled in the SLS program.

Tatum gave the board an update about recent developments regarding the federal settings rule. The recent news means that it will be more difficult for providers to keep individuals in service and their staff safe. The rule states that individuals can revoke their informed consent. As an example, program would obtain informed consent from an individual in services to keep knives in a secure place if that individual is at risk of using a knife to hurt themselves or others. Now, the rule states that the individual can revoke their consent at any time and knives would have to be unsecured. As a result of this news, it will be even more important to find guardians. Tatum and the board are alarmed by the reality that programs cannot be as proactive as they have been in the past. The board asked Tatum to do an analysis of current informed consent documents to determine how big a problem this will be for Horizons.

**Alliance/State News:** The bill that would designate funding for new residential funding slots and Medicaid rate increases for direct support staff passed out of the JBC with funding but still has a long way to go.

The bill to make CCBs responsible for Childfind evaluations for children birth to three is also still alive.

Susan is working with others on the Leadership Team to put together a Business Continuity Plan based on what we currently know. HCPF accepted Horizons' request for a rural exception and will include it in a document they will submit to CMS by May 31<sup>st</sup>. CMS also needs to approve the rural exceptions.

**Board of Directors:** Efforts have been made to recruit a board member from the Yampa Valley Young Professionals group. Susan gave a presentation to the group in Craig and is waiting to hear if there is any interest. Also, Tatum has a lead in Steamboat.

Susan sent out an updated version of agency goals in the color coded format. She will provide board members with an updated tracking sheet for 2018.

**CCDD:** The CCDD group is pursuing some new leads in the ongoing effort to increase flexibility in implementation of the Conflict Free Case Management rule.

**Resource Development:** Plans for Pick a Dish are coming together very well. Melissa Stadler, who works at Park Place in Craig, takes the lead for much of the work with restaurants, job coaches, decorations and more. She is a tremendous asset in planning this event.

Horizons was awarded \$26,000 by Moffat County United Way and \$5,000 by the Moffat County HRC (city and county).

Horizons received a check from CDOT for \$32,500 for the new wheelchair van.

Horizons received a designated donation of \$15,000 from a parent.

Deirdre Pepin went to Major Gift training offered by the Yampa Valley Community Foundation.

Deirdre wrote an article about self-confidence for the Thoughtful Parenting column of the Steamboat Today paper.

Horizons has received \$15,500 in donations from family members in the past month.

Tanya Ferguson will represent Horizons at a Family Fair on Saturday.

The Moffat Key Club donated \$1000 to the family support program.

**Housing Committee:** Lynne reported that radon testing was done at the Oak Street office and mitigation will happen. It will cost about \$2100.

At the Milestones day program, efforts are underway to make the space more functional. A small remodeling project is happening in the kitchen area.

There was a plumbing problem over the weekend at the 8<sup>th</sup> Street Apartments. A broken pipe caused flowing in the crawl space. Dave was able to address it promptly.

Lynne is working with a donor, Dave, Maple Street staff, and a cement contractor to develop a plan for improving parking, fixing the back deck area, and installing a storage unit at Maple Street. The donor is willing to make a significant donation if the plans are acceptable to her.

The Villa and Rainbow have new Speed Queen stackable washer/dryers.

### **Finance Report**

Matt began his report by reviewing the balance sheet. There is nothing out of line on it. He noted that Wells Fargo confirmed that Horizons could pay off the loan with no penalty as long as no monthly payment exceeds \$250,000. The finance committee will meet within the next 2-3 months to discuss pros and cons of paying off the loan. Before making a decision, they would like to see what happens with the JBC bill to raise Medicaid rates to cover the expense of increasing compensation for direct support staff.

Other highlights from Matt's report include 1) fluctuations in Early Intervention revenue because of numbers of kids enrolled, 2) high food stamp redemption (kudos to Park Place), 3) high SLS revenue in Moffat County, 4) resolution of some day program billing issues, and 5) higher than anticipated revenue from Childfind. Matt is pleased with how Horizons is performing and expressed his confidence that the year will end with a surplus.

### **Approval of Financials**

**Motion:** "To approve the financials through January 31, 2018."

First: Michael Turner  
Second: Jeff Dockstader

The motion passed unanimously.

### **Program Presentation**

Tatum introduced Yvonne Truelove, the Adult Residential Coordinator in Routt County. Yvonne presented information to the board about emergency preparedness. She informed the board that she has been meeting with the emergency management director in Routt County to implement a new system for identifying, tracking and notifying vulnerable people in our county. She told the board that he is less concerned about fires than he is about a hazardous material spill or gas line break. Trucks with hazardous materials travel through downtown on Highway 40. She noted that she plans to work with the emergency manager to set up a user group just for Horizons that she can trigger.

Yvonne also described the routine activities done in the homes to promote awareness and education. Each home has fire drills including occasional nocturnal drills, specific evacuation plans, go bags, and safety topics at monthly house meetings. Also, board members were reminded that any home with four or more people living in it has a sprinkler system.

Board members posed many questions to Yvonne which she answered.

Tatum noted that Michael Toothaker has an emergency preparedness plan that is specific to Moffat County. He will be on a future agenda. Tom Soos told the board that Moffat County systems are not the same as Routt County. Moffat County has a half time emergency manager and Routt County has two full time staff.

The board thanked Yvonne for her presentation and expressed confidence in her thoroughness.

### **Policies**

Amy continues to work on Horizons Corrective Action Plan from the Case Management survey last summer.

Four additional policies are ready for the board to adopt: 1) Service Plan Development, 2) Physical and Mechanical Restraints, 3) Mistreatment, Abuse, Neglect and Exploitation, and 4) Separation of Case Management Services and Delivery of Services.

### **Approval of Policies**

**Motion:** "To adopt four new policies as prescribed by regulation."

First: Michael Turner  
Second: Julie Pearce

The motion passed unanimously.

### **Adjourn**

**Motion:** "To adjourn the meeting."

First: Michael Turner  
Second: Tom Soos

The motion passed unanimously and the meeting was adjourned.