



Board of Directors

June 8, 2016

Yampa River State Park
Hayden, Colorado

Members Attending: Bob Grover, Terry Jost, Fred Wolf, Jeff Dockstader, Tom Soos, Michael Turner, Lu Etta Loeber, and Susie Baird

Members Excused: Dennis Kuntz, Beth Davison, and Julie Pearce

Staff Present: Susan Mizen, Matt Morrill, Michael Toothaker, and Sylvia McFeaters

Call to Order

Bob Grover called the meeting to order.

President's Remarks

Bob informed the board that he attended the one day Person Centered Thinking overview held in Steamboat in May. Many Direct Support Professionals and the entire Horizons finance department were in attendance. It was a good day for team building.

Bob updated the board about email received at his Horizons' email account. All but one email was spam. The one legitimate email he received was from Denver Fox and addressed enforcement of Senate Bill 038, known as the transparency bill. He offered to forward it to other board members. Bob also mentioned the recent article in the Denver Post.

The Yampa Valley Community Foundation hosted a workshop on June 7th for board presidents. Bob represented us. There were 24 other non-profit directors in attendance. The presenter, Craig Wasserman, offered to give a short presentation to our board at some future date.

Approval of Minutes

Motion: "To approve the minutes from May 11, 2016."

First: Fred Wolf
Second: Jeff Dockstader

The motion passed unanimously.

Director's Report

Personnel: Horizons hosted two more days of Person Centered Thinking training. One day was an overview which was attended by staff, Bob Grover, and other agency representatives. The second day was for Service Coordinators and addressed outcomes based strategies. Amy felt that the tools they were given will help Horizons become a Person Centered Thinking organization.

Jessica McMillan started in her role as the adult Service Coordinator in Moffat County. Her previous experience as a Team Coordinator at the Rose Street home will help her as she learns her new

responsibilities. Michael shared how pleased he is that she is on the Moffat County team. He noted that Moffat County is currently fully staffed and all new staff completed their initial employee training.

Kate Doyle is Horizons' new speech therapist for Routt County. Kate has been a member of our birth to three childfind evaluation team since last fall. Peggy Frias accepted a very part time position as an occupational therapist on our childfind evaluation team for Routt and Moffat counties.

Michael Simms, our agency insurance representative, was in Steamboat on June 2nd to talk about our insurance renewal, OSHA audits, and more.

A runaway truck ran into the side of our Oak Street office building over the Memorial Day weekend.

Upcoming training: Crisis Prevention and Intervention on July 7th, new employee orientation June 7th, all staff retraining in Moffat June 24th, and Touchpoints training for Early Intervention providers June 15th-17th in Granby.

Amy attended a statewide Case Management Directors' meeting on June 2nd.

Program: Horizons hosted an aid station for the Steamboat Marathon for the 18th year.

Steamboat Ski and Bike Kare's annual bike repair day is Thursday, June 9th. Bob and Michael are grilling burgers.

Regional Special Olympics in Craig were held on May 14th. There are photos on Facebook and in the Craig Daily Press. Tom told the board that his son won three medals and had a very good time.

Amy and Susan met with Routt County Human Services to plan for implementation of a mandatory abuse reporting requirement for adults with I/DD. The new reporting requirements go into effect July 1st. Once we have a template for an agreement in Routt County, we will meet with Moffat County Social Services.

Several Horizons representatives went to an informational meeting about the local Food Recovery Program. We might be able to receive excess frozen food from CMC and other local restaurants.

A group from the Soda Creek Apartments went to a Rockies game Memorial Day weekend. The Center for Independence provided a van and driver.

State News: The Department of Health Care Policy and Finance (HCPF) held their Town Hall meetings to present the Navigant consultants' report. The report recommends a rural (capacity) exemption and a longer timeframe for implementation. We do not know if HCPF's final recommendations to the JBC will be consistent with the Navigant report or not. We do not expect HCPF to share their final recommendations with us prior to their presentation to the JBC. They are required to present to the JBC before July 1st.

The 18 CCBs who are contracting with Squire Patton Boggs will meet by phone later this month to discuss whether or not to continue the contract. Horizons' contribution toward the fee is \$250/month.

HCPF is conducting a statewide Medicaid claims audit. We received a letter requesting documentation for 40 claims ranging from residential services to day program to supported employment. Tatum and Matt are working with their staff to collect the necessary backup by the June 14th deadline.

Alliance News: Senate Bill 38 passed and was signed by Governor Hickenlooper. The group that advocated for this legislation is already planning their strategy to ensure that CCBs comply with the new law. The date for compliance is August 10th. The item that impacts board members directly is a requirement for each member to have a Horizons email address. For example: dkuntz@horizonsnwc.org. A one page overview is available for any interested board member.

Alliance's annual Summit is June 15th through the 17th. The Leadership Team at Horizons will attend.

Resource Development: Horizons is part of the Amazon Smiles program. For every dollar you spend, Horizons can receive a small percentage. You sign up at smile.amazon.com.

We have new notecards with artwork created by a volunteer and three people in our programs.

Old Town Hot Springs donated 100 adult day passes to Horizons to use however we please. We were one of several groups selected for their Community Social Responsibility Award for 2016. There is a press release with a photo in the Steamboat paper.

Volunteers from Routt County's United Way Day of Caring cleaned vehicles and moved boxes.

Amy Ibarra and Meghan McNamara represented Horizons at a Yampa Valley Gives social hour to promote Colorado Gives Day.

CDOT requires Horizons to have a board approved Title VI Plan (Civil Rights). The plan is adapted from samples provided to us from CDOT so the language is fairly standard. The proposed policy was sent to board members on June 6th. Susan asked the board to approve the plan.

Approval of Title VI Plan

Motion: "To approve the Title VI Plan as presented."

First: Terry Jost
Second: Fred Wolf

The motion passed unanimously.

Board news: Susan proposed that the annual luncheon be held on Wednesday, August 10th at the Star Place home in Steamboat II. The agenda for the day would include time for a tour of the home and an overview of the responsibilities of House Coordinators. Outside guests would be invited to the luncheon.

Fred recommended moving Public Comment to the beginning of the agenda.

Housing Committee Report: Before the meeting was called to order, Lynne reported on all the active and upcoming projects. The long list includes:

1. Preparing homes and bedrooms for the moves that took place in the spring
2. Removal of a fence at Westside
3. Tree trimming at Westside
4. Finalizing a bid for staining at Maple Street
5. Painting three bedrooms
6. Repairing the Oak Street office after it was hit by a truck
7. Installing a sump pump in a downstairs bedroom at the Villa that has had water problems
8. New flooring at the Villa
9. Kitchen renovation at the Breeze Street day program site
10. Repairs to the Rose Street garage
11. Improvements to the gutters at the Rainbow home
12. New windows at the Rainbow home (Energy Outreach Colorado will contribute \$10,000 toward the \$20,000 project)

Finance Report

Matt reviewed the financials through March. He talked about our request to increase our hourly rate for Early Intervention services. We submitted our revised rate calculations to Early Intervention Colorado. Once the rate is approved, we will draw down our state contract revenue more quickly.

Matt also reported that our agency liability policy premium will remain the same and our worker's comp premium will increase by \$10,000 because of a bad claims year. He noted that we are now in a small group for our employee health insurance. Our premiums will increase by over 9% unless we choose to make adjustments to our coverage. Options we have explored include offering up to four health insurance plans and adjusting our system for calculating the employee's share of premiums. Scott Erickson is preparing spreadsheets for us that we can use to calculate the employee's portion and Horizons' portion based on each plan. The board asked staff to consult with the recruitment/retention

subcommittee of the board before making a decision. Fred noted that some dental offices offer affordable coverage (Pine Grove Dental).

Matt told the board that Wells Fargo Bank needs 3-5 work days to prepare information about early pay-off of our loan. The board directed staff to request the information.

Before the meeting was called to order, Lynne presented information to the board about termination of Horizons' retirement plan. The Leadership Team recommends termination of the plan because: 1) the annual cost to Horizons is \$3600, 2) individual employees also have annual fees, 3) Horizons has not contributed to the plan since January 2013 for the fiscal year ending 6/30/12, and 4) it is unlikely that Horizons will be in a position in the future to contribute to the plan. Lynne is working with our plan administrator at CBIZ to develop a step by step process for closing the retirement accounts. Fred asked for an assurance that each employee would be considered 100% vested since it is Horizons' choice, not theirs, to close the accounts.

Approval to Terminate the Retirement Plan

Motion: "To terminate Horizons retirement plan effective 6/30/16 and to consider each employee to be 100% vested."

First: Fred Wolf
Second: Jeff Dockstader

The motion passed unanimously.

Tom reported on a meeting of the Recruitment/Retention subcommittee of the board (Tom, Julie and Beth). The committee advocated for finding ways to fund increases in compensation for Direct Support counselors. Their priorities are an overnight stipend for Moffat County counselors and an increase in the hourly rate of all counselors. In order to explore the extent to which this is possible, Susan asked for guidance from the board about: 1) paying off Horizons' loan, 2) the right amount for our fund balance, 3) their comfort level with a deficit budget, and 4) management of our employee health insurance benefits. Members of the Finance Committee agreed to meet earlier in the budget development process to provide guidance to the Leadership Team.

Approval of Financials

Motion: "To approve the financials through March 31, 2016."

First: Lu Etta Loeber
Second: Michael Turner

The motion passed unanimously.

Program Presentation

Sylvia McFeaters gave a presentation to the board about our vocational programs in Moffat County. She began by reviewing her varied responsibilities: working in the SLS department in Craig, working with Vocational Rehabilitation (DVR) with job coaching and job searching, and conducting Supports Intensity Scale assessments for each adult in services.

Seven adults have competitive jobs. Employers include: Walgreens, Hatten Enterprises (a Pick a Dish Restaurant), Thunder Rolls Bowling Alley, the Jungle Pet Store, Yampa Valley Psychotherapists, Murdoch's, and the City of Craig. Two people have seasonal jobs on a work crew that cleans at Cedar

Mountain (they stumbled on a rattlesnake last week!). Two to three people are on a crew that cleans and shreds paper at the Breeze Street office.

Sylvia explained the relationship between Horizons and Vocational Rehabilitation. We talked about the DVR and Medicaid reimbursement rates for job coaching which are higher than day program rates. The state's intention is to provide a financial incentive for employment related activities.

Michael noted that the number of people employed has increased significantly under Sylvia's leadership – from 3-4 three years ago to 12 now. Sylvia acknowledged the effort of the School to Work Program (SWAP), DVR, and other Horizons' staff in locating job placements. It is truly a team effort.

The board thanked Sylvia for everything she does and acknowledged her accomplishments.

Adjourn

Motion: "To adjourn the meeting."

First:	Jeff Dockstader
Second:	Susie Baird

The motion passed unanimously and the meeting was adjourned.