



## **Board of Directors**

**January 9, 2019**

**Yampa River State Park**

**Hayden, CO**

**Members Attending:** Terry Jost, Jeff Dockstader, Debbie Beckett, Dennis Kuntz, Ron Schaeffer, Bob Grover, Susie Baird (by phone), Tom Soos, Scott Larson, and Lu Etta Loeber

**Members Excused:** Fred Wolf, Julie Pearce, Michael Turner, and Beth Davison

**Staff Present:** Susan Mizen, Matt Morrill, and Meghan McNamara

### **Call to Order**

Terry Jost called the meeting to order.

### **President's Remarks**

Terry and Susan introduced Meghan. In the interest of time, Terry did not make additional remarks.

### **Approval of Minutes**

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

First: Lu Etta Loeber  
Second: Jeff Dockstader

The motion passed unanimously.

### **Director's Report**

**Personnel:** Amy Ibarra resigned effective the end of January. She will consider contract work after that date. We are working hard to plan for a smooth transition. Our adult Service Coordinators are helping out in any way they can. Her position is being advertised internally, in the local newspaper, with the Human Resource Council, and with Alliance. As of 1/9, there are four candidates. Amy has been in her position for 21 years.

Grand County is still fully staffed. Michelle Coverdale is taking on her new responsibilities as the Family Resource Coordinator. On Monday, 12/10, Horizons was well represented at a resource meeting for Grand County families convened by the local Single Entry Point Case Manager. Tonya French is providing stability on the direct service side with adults in the Supported Living Program in Grand County.

Routt County continues to recruit for direct support staff in the adult program. Strategies include more social media ads, the Workforce Center job placement service, and Indeed.com. The situation in Routt County is very serious. In addition to open positions, several full time direct support

staff are out on leave. Yvonne and Heather are covering shifts on a regular basis. Recruitment/retention/referral bonuses are being implemented in Routt County immediately.

Michael Toothaker has been out because of a snowboarding accident. He might return to work part time on 1/10.

A number of staff attended training in Motivational Interviewing. Our Routt County Speech Therapist attended a national conference (with partial support from Horizons).

Amy and Phyllis attended a three day Investigations Training course.

Bonuses for all staff were sent out. Staff were very appreciative and many of them expressed their appreciation with notes to the board of directors.

**Program:** Our Steamboat group homes had a Life Code Safety survey. There are minor things to correct such as the type of locks on client bedrooms and the position of a closet in a client bedroom that is too close to the ceiling (any opening in the wall has to be 18" below the ceiling). Overall, it was an excellent survey.

Tatum is working on Provider Transition Plans (PTPs) for all residential facilities. The PTPs are a new requirement from the federal settings rule. As part of the PTPs, Tatum will present new or revised adult program policies to the board for approval sometime in the next 3-4 months.

Holiday parties: the Routt holiday party was the 18<sup>th</sup> and the Moffat party was the 13<sup>th</sup>.

Lindsey, Matt and Susan are working with Early Intervention Colorado to decide whether or not to participate in the Childfind Pilot. Participation will require more work on our part but will save BOCES and the Moffat County School District money that they currently pay Horizons to conduct Childfind evaluations.

Our Grand County team is holding a Family Fun Day on Friday, 1/25/19, at Snow Mountain Ranch. The event is intended to start the process of getting young adults enrolled in the SLS program.

**Resource Development:** Horizons raised \$6275 on Colorado Gives Day. One of our new donors gave because Tommy Larson and Matt volunteer weekly at Casey's Pond. They have gotten to know the donor's mother who lives there.

The Little Points of Light donor letter was mailed. We raised \$12,443 to date. There have been stories and paid ads in local papers to support the fundraising campaign. Also, we are using emails (Mail Chimp) and social media instead of letters as much as possible.

There was a great story in the Steamboat paper about a new volunteer and a picture of the Knights of Columbus donating tootsie roll proceeds (\$1500) in Craig.

The Home Tour in Meeker was Sunday, 12/9. Natasha Clatterbaugh recruited four great homes and Sarah Grimes worked with Susan to coordinate the advertising and the reception. Ticket sales were down so next year the reception will be first then the home tour.

Deirdre submitted a grant to CDOT for two new wheelchair accessible vans. They have ramps instead of lifts so we are curious to see if they work well for people who are ambulatory but have limited mobility.

We received a check for \$1500 from ACE.

Mountain Parks Electric donated \$1500 toward the cost of repairing the trailer of a woman in the SLS program who lives in Kremmling.

**Housing:** Tommy Larson realized our rent subsidies would increase if the assessor's office listed the correct bedroom count at the Villa and Maple Street. A woman from the assessor's office visited each home and agreed with us. Once she updates the official record, our rent subsidies in those homes will increase.

A grant from Operation Round Up at YVEA funded window coverings at Rainbow.

Work has been done on the upstairs bathroom at Rose Street.

Multiple water problems are being addressed at the 8<sup>th</sup> Street Apartments. Two units have been damaged by burst water pipes. Flooring, drywall, and plumbing need to be replaced.

An SLS client in Kremmling had her furnace go out. LEAP will repair then replace the furnace. Horizons' special circumstances funding will cover the hotel for a couple of nights.

**Soda Creek Apartments:** Tim Corrigan, a Routt County commissioner, toured the apartments on Friday, 12/14.

By using a little leverage (mentioning Terry Jost and Cari Hermacinski), the City of Steamboat was convinced to change the way water is metered at Soda Creek. The water bill will decrease approximately \$400/month.

Contract renewal paperwork for HUD was submitted.

**State News:** The Office of the State Auditor released their report about CCBs on Monday, December 3<sup>rd</sup>. They presented to the Legislative Audit Committee with all CCB directors and HCPF leadership in attendance.

Representatives from HCPF are meeting with all CCBs on Wednesday 1/16 to talk about our most pressing concerns.

Representatives from HCPF are meeting with rural boards on 1/17 to talk about how HCPF can insulate smaller CCBs from the impacts of attrition.

Early Intervention contracts were signed and returned but the new invoicing process has not yet been implemented. There are still major unresolved payment issues between EI Colorado and some of the larger CCBs.

**Board news:** The retreat date is Wednesday, March 13<sup>th</sup>. Location TBD. Board members were asked to select their 3 highest priorities for discussion at the retreat. So far, topics for the retreat will include financial sustainability, recruitment and retention, and the future of Case Management. The board asked Matt to provide information about revenue and expenses for Case Management. Terry expressed his hope that we are asking the right questions even if we don't have solutions.

The annual mill levy presentation to the Routt County Commissioners was Tuesday, December 18<sup>th</sup>. Terry, Fred, and Scott attended with the Leadership Team. It was Terry's first mill levy presentation and he was pleased with the confidence the commissioners have in Horizons.

## **Finance Report**

Matt reviewed highlights from the financials through October. He explained the more significant variances. Day program revenue in Steamboat is really strong. Case management billing in Moffat increased to higher than normal levels. Early Intervention is strong but we don't know yet what the impact of the new invoicing process will be. SLS in Moffat remains strong. Individual donations are high. The result of those positive changes is that there is a surplus of \$56,000 on the revenue side. On the expense side, payroll costs are down because of open positions. Food is also down which is likely due to food stamp usage and the donated meat. Total expenses are under budget by \$70,000 but have increased 3.5% over last year. For the first four months of the year, we are in a better financial position than expected.

## **Approval of Financials**

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

First:            Ron Schaeffer  
Second:        Dennis Kuntz

The motion passed unanimously.

The finance committee was asked to meet in the next few weeks to talk about: 1) changing our investment strategies, and 2) the possibility of paying off our loan with Wells Fargo. Susan will schedule a meeting. Terry asked for current information about upcoming capital projects. This information will be provided at the meeting.

Matt told the board that given our financial position through October, he has the confidence to support implementing the DSP hourly rate increase effective 2/21 rather than waiting until March 1<sup>st</sup>. That is our current plan.

### **Program Presentation**

Susan and Meghan provided the board with information about the audit completed by the Office of the State Auditor (OSA). Susan reminded the board of the circumstances leading up to the legislation requiring an OSA audit. She described the scope of the audit then reviewed the findings that impacted Horizons.

She noted that once the audit was underway, the OSA realized they needed to expand the scope to include the role of HCPF. That was an important development because now HCPF is involved in solutions. It is possible that positive changes will come out of the process such as changes in how Medicaid Case Management is billed, improvements in state computer systems, better management of State SLS funds, and changes in the Medicaid Case Management caps. Meghan described these challenges from the perspective of an adult Service Coordinator. While some of the findings for other CCBs were significant, it is important to keep in perspective that questioned costs represent about 1% of all claims paid.

### **Public Comment**

None

### **Adjourn**

**Motion:** "To adjourn the meeting to go into executive session to discuss performance of the ED and a confidential issue regarding a client."

First:            Bob Grover  
Second:         Tom Soos

The motion passed unanimously and the board went into executive session.