



Board of Directors

January 10, 2018

**Horizons Central Office
Steamboat Springs, CO**

Members Attending: Bob Grover, Terry Jost (by phone), Lu Etta Loeber, Dennis Kuntz, Tom Soos (by phone), Fred Wolf (by phone), Debbie Beckett (by phone), Jeff Dockstader, Julie Pearce (by phone), and Michael Turner

Members Excused: Beth Davison, Susie Baird, and Ron Schaeffer

Staff Present: Susan Mizen, Matt Morrill, and Amy Ibarra & Tatum Heath for portions of the program presentation

Call to Order

Bob Grover called the meeting to order. The meeting was held in Steamboat due to poor road conditions. There was a call in option.

President's Remarks

Bob noted that there was a newspaper story Saturday about the Dance Syndrome workshop. He also told the board that the mill levy presentation to the county commissioners went well. He commended staff for their preparation. Nothing unexpected came up and the commissioners were satisfied.

Approval of Minutes

Motion: "To approve the board meeting minutes from December 13, 2017."

First: Terry Jost
Second: Jeff Dockstader

The motion passed unanimously.

Director's Report

Personnel: Twenty-nine responses were received from the employee survey. A summary of the results is available.

The transition to our new payroll system is underway.

Program: Tatum worked with his staff to complete all the required follow up from the health department survey of our group homes.

Tatum finalized our Settings Rule surveys.

Amy has two more policies for the board to adopt.

Matt has provided information to the Office of the State Auditor as part of the upcoming performance audit.

Horizons helped organize two workshops offered by Dance Syndrome, a group out of the UK. The leader for the workshops is a woman with Down syndrome who is passionate about dance. The event was covered by the newspaper and was well received by participants. Becky Johnson organized a workshop in Granby on 1/6/18.

STARS winter programs are underway.

Christmas parties were held in Steamboat and Craig.

The next vocal workshops will be the week of January 22nd.

Resource Development: The Knights of Columbus in Craig raised \$1550 for Horizons through their 2017 tootsie roll drive. They presented a check to Sam Myers and took a photo for the Craig paper.

The new wheelchair van is at Maple Street. The next step is to request reimbursement from CDOT.

The Little Points of Light campaign has raised \$11,000.

Alliance/State News: Instructions have been provided for the Business Continuity Plan that needs to be submitted by July 1.

There is a new director of HCPF – Kim Bimestefer. People who know her believe that she will be approachable and willing to change direction from her predecessor.

Dylan Roberts plans to take a tour on the 15th.

Awareness Day at the Capitol is Wednesday 2/28. The event is in collaboration with the ARC of Colorado and JFK Partners.

CCB Coalition: The CCB Coalition is formalizing its structure. The group has been a valuable resource for CCB issues.

Housing Report: The Breeze Street furnace is installed, the windows for Rainbow are in and Dave Lindahl is prepping to install them, all washer/dryers at Soda Creek have been replaced, and the new snow plow company in Steamboat is doing a good job.

Finance Report

Matt reviewed the financials through October 31. The hourly rate increases went into effect in October which will impact the salary line item more over time.

Revenue is slightly down compared to the budget but the SLS program in Moffat County is ahead of budget. Matt compared the financials to last year at this time. Case Management revenue is up over the first four months of last fiscal year. Expenses are slightly over (1.8%) last year at this point.

Approval of Financials

Motion: "To approve the financials through October 31, 2017."

First: Lu Etta Loeber

Second: Terry Jost

The motion passed unanimously.

The board discussed open positions. Despite attempts to recruit new employees in a variety of ways (newspaper, social media, workforce centers, idealist.org, etc.), there are few applicants. The board asked the Leadership Team to consider referral bonuses, hiring bonuses, reducing classified ads, posting ads on mobile sites, etc. Susan will provide the board with more information about open positions.

Soda Creek Apartments

Susan reported that the Federal Home Loan Bank requested additional information from Horizons and from our sponsor, Mountain Valley Bank. We are working with the FHLB and Wade Gebhardt to provide the information.

Matt reported that our asset manager at HUD told us it is time for SCA to repay any money owed to Horizons. There is a line item in the financials for A/R for Soda Creek. The asset manager also advised Horizons that it is time to close two accounts (escrow and working capital) and open a new restricted residual receipts account. Funds from the new account can only be used with HUD approval. Matt is consulting our auditor prior to closing or opening accounts.

Adoption of New Policies

Amy joined the meeting to request adoption of two new policies: a grievance policy and an incident reporting policy. The grievance policy does not differ significantly from the policy it is replacing but the incident reporting policy is different because of statutory and regulatory changes in reporting requirements. Amy gave the board an overview of the new mandatory reporting requirements.

Adoption of Policies

Motion: "To adopt the grievance policy and the incident reporting policy and authorize the secretary to sign them."

First:	Michael Turner
Second:	Dennis Kuntz

The motion passed unanimously.

Business Continuity Plan

Susan, Matt and Amy gave the board an overview of the Business Continuity Plan process, timelines, and requirements.

Rather than form a board committee at this time, the board asked the Leadership Team to develop a conceptual framework and report back to them next month. The framework will include firewalls and essential changes only.

Consumer/Family Satisfaction Survey Results

Susan noted that one of the survey questions for parents was: Horizons provides both case management and other direct services to my family member and I am OK with this. 100% of respondents answered that they were fine with it. Another question was: the service coordinator knows a lot about local resources and offers choices for my family member as a result of this knowledge. 100% of respondents answered yes.

The board received the three page summary of the results from Third Sector. Responses were very positive from both consumers and parents. Tatum joined the meeting for a discussion of the results. He intends to follow up on responses to: are you afraid of anyone, do you get to choose what you eat, and do you get enough support at day or work.

Fred suggested that Horizons craft a press release that tells our communities how positive the survey results were. Tatum added that the health department is very complimentary about the person centeredness and community based nature of our services. He has a quote that we could use. Susan will follow up.

Susan will write a letter to parents to summarize the survey results and ask for their support to make our programs even better.

Employee Survey Results

Susan handed out a two page summary of employee survey results. About 1/3 of employees responded to the survey which had seven questions. In the summary, Lynne identified themes and gave examples of comments. Results of the employee survey were positive, too.

Two things are already happening as a result of the survey. In Craig, Horizons will purchase a monitor for the conference room for training and for webinars. Tatum has arranged for a behavior specialist to offer training in Steamboat and in Craig in March. Paige will work with the behavior specialist to ensure that she tailors the training to each community and the needs of the people we support.

Susan, Matt and Tatum told the board that employees were appreciative of the gift card they received in December.

Public Comment

There was no public comment.

Adjourn

Motion: "To adjourn the meeting."

First:	Michael Turner
Second:	Jeff Dockstader

The motion passed unanimously and the meeting was adjourned.