



## **Board of Directors**

**February 14, 2018**

**Yampa River State Park**

**Hayden, CO**

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

**Members Excused:** Terry Jost and Fred Wolf

**Staff Present:** Susan Mizen, Matt Morrill, and Nancy Kaminski

### **Call to Order**

Bob Grover called the meeting to order.

### **President's Remarks**

Bob thanked board members for their attendance.

### **Approval of Minutes**

**Motion:** "To approve the board meeting minutes from January 10, 2018."

First: Lu Etta Loeber  
Second: Julie Pearce

The motion passed unanimously.

### **Director's Report**

**Personnel:** A successful transition was made to the new payroll system.

Several things are happening as follow up to the recent employee survey:

1. Tatum arranged for a trainer from Denver to hold two behavior training workshops in March. These workshops will complement the training that Paige Kirchner already does for staff.
2. Horizons is hosting an educational hour followed by happy hour on 2/15. The educational piece will be a presentation from Lisa Lorenz, the director of the Yampa Valley Autism Program. Employees of YVAP are invited to attend a happy hour where Horizons will cover appetizers.
3. Cathy Barnhart, the Moffat County nurse, provided training about dementia to staff at the Rainbow Group Home.
4. There are no open positions in Moffat County. There are open hours in all Routt County adult programs.

Susan Nayden received her 3<sup>rd</sup> Horizons vest – one for every decade. Jon Windham received a Horizons vest for working at Horizons over 10 years. Both Susan and Jon work at the Maple Street Group Home in Steamboat.

There is a new employee orientation in Steamboat on 2/15.

Paige is teaching a behavior class in Craig on 2/8.

**Program:** Francis Y passed away. Francis lived at the Rainbow group home in the last years of his life and Michael Toothaker believes he was happiest while at Rainbow. Everyone took great care of him up until he passed away peacefully with his Horizons family around him. Francis' guardian (not a relation) chose to donate his organs. As a result, he was cremated and his burial expenses will be covered. A memorial to Francis will be held in the spring when it can be outdoors.

The Valentine's Dance in Steamboat was Monday, 2/12 at the Depot. Dinner was provided, DJ Leprechaun volunteered to play music, and Chris Becea set up a photo booth. Because of poor road conditions, no one from Craig was able to attend.

Amy continues to work on the Corrective Action Plan for the case management survey last summer. More policies are coming.

Information is being provided to the Office of the State Auditor for the Performance Audit. Two auditors from OSA will be in Steamboat for the onsite portion on Tuesday, March 13<sup>th</sup>. Their scope of work focuses on state funded Supported Living Services. They have requested information about case managers, compensation, and caseloads.

The local Rocky Mountain Down Syndrome group is bringing a Physical Therapist back to Steamboat for consultations.

The STARS winter sports program is underway. There are two more weeks of programming.

The recent vocal workshops with Dan Comstock were well received. In July, Dan is helping to coordinate performances by Horizons' singers accompanied by local musicians. He is also working with Strings in the Mountains for their annual sensory concert in July.

There is a new person in residential services in Grand County. She has been receiving services from a Front Range provider called Cottonwood Alternatives. Cottonwood pays mom to provide specific support for her daughter. The decision was made that it is best for the individual to continue receiving residential services through Cottonwood. Horizons now has its first program approved service agency (PASA) for residential services.

Amy is working with agencies in Grand County to provide support for an 18 year old who is at risk of homelessness. The plan is for Horizons to request an emergency comprehensive resource then transfer it to the Pueblo County CCB because dad lives in their service area.

The Leadership Team is following up on results from the client/family satisfaction surveys. A letter to parents sharing the positive responses and asking for their financial support is in draft form. Susan requested feedback from Tom and Michael.

All but one group home reduced their utility bills for last month compared to the same month last year. Savings are shared with each home in the form of a Green Fund which can be used to purchase something for the home or the people who live in it (a new grill, patio furniture, pizza, etc.)

Amy, Lindsey, Matt and Tracy are meeting to talk about increasing the accountability for our Family Support program.

Staff from the Disability Law Colorado office in Grand Junction will visit Steamboat on 3/12/18 to introduce themselves and talk about CFCM.

Regional ski competition for Special Olympics was Friday in Copper. The State Special Olympics competition is 2/24 also in Copper.

There is a new volunteer in Craig who is making one birthday cake a month to celebrate all the birthdays for that month.

There are two focus groups in Steamboat on 2/14 for people who receive services through a waiver and their parents or guardians. The focus group was commissioned by HCPF and is being facilitated by the Center for Quality Leadership.

The Horizons dance video is awesome! Once all permissions are in place it will be posted on Horizons' Facebook page. For now, it is for internal viewing only.

Childfind screenings are being held in all counties. This is in collaboration with school districts and other agencies.

Jodi Glaisher and Lindsey Garey have held disability awareness activities in kindergarten and first grade classrooms at the Soda Creek Elementary School in Steamboat.

**Resource Development:** The Little Points of Light campaign generated just over \$17,000.

A Smartboard was ordered for Milestones.

Deirdre is working on a press release to highlight Horizons recent accomplishments.

The annual Pick a Dish event will be Thursday, 4/12 at the Clarion Inn. The John Wayne Band will be back as will John Ponikvar as our MC. The committee is confirming restaurants and recruiting judges.

Deirdre applied to the El Pomar Foundation for operating expenses in Grand County.

Michael, Susan and Cathy Barnhart will give a presentation to the allocations committee of Moffat County United Way on Tuesday, 2/27 at 1:30.

**Alliance/State News:** The CCB Coalition submitted a letter to HCPF with questions regarding the Business Continuity Plan that is due July 1<sup>st</sup>. Horizons will submit a plan that essentially maintains the status quo but begins to build in 'firewalls' or safeguards against conflict of interest. Some of the changes may be as simple as dividing Amy's job description into two parts: 1) targeted case management, and 2) CCB administrative functions. It will not change what she does, but will begin to separate the functions. At a recent webinar, the department confirmed that a program provider can also be a Community Centered Board.

Susan is currently working on the annual CCB designation application.

Awareness Day at the Legislature is Wednesday, February 28<sup>th</sup>. Rep Rankin is the keynote speaker at the luncheon. He requested success stories from his district so one was submitted for Jason L. Michael Toothaker plans to bring Jason to Denver so he can meet Rep Rankin. Rep Dylan Roberts plans to attend the event. Horizons did not submit any nominations for the Direct Support Professional award.

The JBC hearing for figure setting for IDD will be held on February 27<sup>th</sup>. Matt plans to attend.

**Soda Creek Apartments:** Matt spoke to our auditor and finalized our plan for transferring funds and closing two bank accounts that we no longer need. Soda Creek repaid Horizons for expenses incurred by Horizons on behalf of Soda Creek. The funds have been transferred and the accounts were closed.

**Housing:** Lynne reported that the new, larger windows were installed at the Rainbow home. In the springs, plans include addressing the landscaping at Rainbow to create a space in memory of Francis and Garry. Also at Rainbow, a washer/dryer was replaced and the accessible bathroom was re-tiled.

There is a new washer/dryer at Maple Street.

The bathroom at Park Place was upgraded.

Fire inspections were conducted at all Routt County properties.

**Board News:** Ron, Tom, Debbie and Susie attended a finance orientation with Matt prior to the board meeting.

## **Finance Report**

Matt reviewed the financials through the end of November and noted that there is a surplus of \$85,000. We are under budget in revenue but under budget in expenses, too. There continues to be a favorable variance in the salaries line item.

Early Intervention Colorado notified Horizons of a \$75,000 reduction in the EI contract. Funds are needed to pay for services in other parts of the state. There will be a statewide reconciliation at the end of the fiscal year. EI Colorado is requesting supplemental funding from the Joint Budget Committee.

The SLS program in Moffat County is doing a great job generating revenue.  
Horizons is in a strong cash position.

### **Approval of Financials**

**Motion:** "To approve the financials through 11/30/17."

First: Michael Turner  
Second: Jeff Dockstader

The motion passed unanimously.

### **Program Presentation**

Matt introduced Nancy Kaminski, the billing coordinator at Horizons. Nancy has been processing billing at Horizons for 10 years. She gave the board an overview of how she receives billing information – sometimes on paper and sometimes through Therap. Nancy is diligent about capturing Medicaid reimbursement for all the services Horizons provides. This involves frequent communication with service coordinators, program coordinators, and counselors. She researches denied claims, re-bills them to preserve timely filing, requests changes to prior authorizations (PARs) when necessary, and uses rainbow sheets to track everything. The Bridge (for entering PARs) and the Medicaid portal (for submitting claims) need to communicate for Horizons to be paid and that hasn't always happened. Problems with the Bridge persist. The finance department receives remittance sheets on Mondays that need to be reconciled with billing. It is a time consuming process. Nancy told the board that there has been some cross training within the finance department and that she is starting to document the process for submission of claims.

The board president and other members acknowledged Nancy and Matt for their attention to detail. It is a critical but tedious part of maximizing our revenue.

### **Business Continuity Plan (BCP)**

The BCP is due July 1<sup>st</sup> even though the department has not yet determined that Horizons qualifies for a rural exception. Horizons' plan is to assume the answer will be yes and design a plan accordingly. At a recent webinar, the department confirmed that the CCB function and program provision can be one entity which is essential for Horizons. CCBs drafted a letter to the department with concerns about the BCP process. The department will respond to the letter in a conference call on 2/22. Susan will be unavailable but Matt and Amy plan to participate on the call.

### **Public Comment**

There was no public comment but the board engaged in a conversation about mandatory reporting laws, the role of county departments of human services, Adult Protective Services, and guardianship implications.

### **Adjourn**

**Motion:** "To adjourn the meeting to go into executive session to discuss performance and compensation for the Executive Director."

First: Beth Davison  
Second: Jeff Dockstader

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