



Board of Directors

April 10, 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), Julie Pearce (by phone), Fred Wolf, Tom Soos, Scott Larson, and Lu Etta Loeber

Members Excused: Beth Davison and Michael Turner

Staff Present: Susan Mizen, Matt Morrill, Michael Toothaker, Jes McMillan, and Tiffany Taylor

Call to Order

Terry Jost called the meeting to order.

President's Remarks

Terry thanked everyone for attending and invited Scott to make his announcement.

Scott informed the board that he accepted a position with the Chamber of Commerce in Laramie and will start his new job on Monday. He resigned from the board but expressed his hope that he can find a way to continue supporting Horizons. The board regretfully accepted his resignation and wished him well.

Terry noted that he will miss the May board meeting. Bob Grover agreed to chair the meeting.

Approval of Minutes

Motion: "To approve the board meeting minutes from February 13, 2019 and March 13, 2019."

First: Lu Etta Loeber
Second: Fred Wolf

The motion passed unanimously.

Director's Report

Personnel: Terry Jost offered the Executive Director position to Tatum Heath and he accepted. The news has been very well received by Horizons staff. Tatum and Susan are beginning to work on a transition plan.

While we are still short staffed in Direct Support Professional positions, things are getting better! Yvonne just hired two new full time employees. We believe that some of our new advertising strategies and referral & retention bonuses are paying off. Also, the approaching end of the ski season can mean that people are looking for year-round positions.

Grand County adult services are still stable! Madeline and Lindsey met with the adult team last week.

The 6.5% rate increase went into effect. The starting hourly rate in Craig is up to \$12.50 and in Steamboat it's up to \$13.83 (with an additional \$.50 after training). The increase went into effect for existing employees effective 2/21/19.

Lindsey has filled all positions within the Service Coordination department. Reid Duval, an adult Service Coordinator in Craig, accepted the Child & Family Service Coordinator position in Steamboat. Reid's position was filled by Tiffany Taylor, who was previously a part time Service Coordinator in Craig. Tiffany's part time position was filled by Sarah Grimes. Sarah works for us in Rio Blanco County and will add 12 hours in Moffat. Lauran Anderson accepted our part time Child & Family Service Coordinator position in Grand County.

When Lindsey accepted the Director of Service Coordination position, she asked to keep her oversight of the Early Intervention program. Early Intervention was moved from the Director of SC to the ED in the summer of 2017. Since keeping Early Intervention oversight increases Lindsey's workload, a new position was created – Team Coordinator for Adult Case Managers (previously known as Service Coordinators). Meghan McNamara accepted the new position which allows her to be a resource for the other two Adult Case Managers.

All required documentation was submitted to HCPF for the Family Support Program Review.

Paige taught a Crisis Prevention and Intervention course on March 11th in Craig.

We presented a 10 year vest to Deirdre Pepin. Two other employees recently passed the 10 year mark. We will present their vests soon.

We received feedback from HCPF about our Business Continuity Plan.

Our annual CCB designation application is due the 15th.

Program: There was a touching memorial service with lots of friends of Mark Leftwich and his family at the community center.

Dan Comstock was back for vocal workshops last week.

The STARS winter program ended.

Another Family Fun Day is scheduled in Grand County. This one will be held at the bowling alley at the Foundry in Winter Park on April 19th.

There is a Family Support Council meeting on April 11th.

There was a Human Rights Committee meeting 3/6 with two new members, one returning member, and 6 current members.

The annual snowmobiling trip was March 30th.

An adult in Routt County received a comprehensive resource from the statewide waiting list. An initial meeting was held with him and his parents to see if they will accept the resource. We just found out that they plan to decline the resource. He will go back on the waiting list in the 'safety net' category.

Phyllis arranged for a presentation about ABLE accounts. One was offered in Steamboat and one in Craig. ABLE accounts are a way to protect assets for people on Medicaid.

Housing: Lynne reported that the process of lining up spring and summer projects is underway.

Dave checked all sump pumps in anticipation of spring runoff.

Westside has a new door.

Per the settings rule, door locks have been installed on bedroom doors at homes in Craig.

Insurance paperwork was submitted for the projects at the 8th Street apartments. Each apartment has a \$2500 deductible.

Resource Development: Pick a Dish is Thursday, April 11th. Plans are progressing very smoothly. We have two new restaurants this year – Ocean Pearl and the Hiway 40 Grill & Lodge. Janalee, who receives services from Horizons in Craig, was a guest reporter for the Craig Daily Press and wrote a great story about the event.

Snowbowl is open again! For their soft opening, they invited people from Horizons and donated proceeds back to us.

Michael Toothaker, Jes McMillan, and Ron Schaeffer represented us at the allocations hearing for Moffat County United Way.

Mike Bell, a contact of Terry Jost's, donated more beef! Terry arranged for donations of an additional 1800 pounds of meat with funding from Mountain Valley Bank.

Horizons received funding for one vehicle from CDOT. It will be a minivan with a ramp, not a lift. **State News:** The IDD system will only receive a 1% provider rate increase next year along with 150 new comprehensive resources to address the statewide waiting list. Susan wrote a thank you note to Senator Rankin. Also, Matt told the board that there is a targeted rate increase that will raise rates for individuals with low SIS levels who live in their own apartments.

The conversation about addressing rural attrition is continuing with no clear direction yet.

Awareness Day at the Capitol was 2/27. Both Rep Roberts and Senator Rankin attended the luncheon. Susan represented Horizons.

Matt just submitted a budget for Early Intervention to El Colorado for next fiscal year. He has invoiced El Colorado through January.

Board News: As follow up to the retreat, Susan presented a draft of agency goals for 2019 in the same goal tracking format that members are familiar with. There are no separate minutes from the retreat – just the goals.

The primary goal from the retreat was to improve the work environment for staff as a way to retain a highly trained and satisfied workforce to provide excellent services.

Program Presentation

To reinforce the importance of the work environment goal, Michael and Jes were invited to the meeting to talk about ideas for improving the work environment at the Rainbow group home. Tiffany is the Case Manager for the individuals in the home so she joined the presentation. Both Tiffany and Jes were given an opportunity to introduce themselves to the board.

Michael began by thanking the board for the recent hourly rate increase. He then gave an overview of services. Horizons offers group home services to 20 individuals in Moffat County. Two of them are in the PCA (Personal Care Alternative) model and one individual lives in a host home. Of these 20 individuals, nine are age 62 or older, five are age 50 to 61, and six are under the age of 50.

The Rainbow Group home staff provides the level of care that a nursing home would provide:

- Assisting individuals to the restroom or changing them due to incontinence
- Bathing individuals
- Medication passing
- Assisting individuals with getting dressed
- Wound care
- Increased monitoring of blood pressures, weights and oxygen levels
- Meal preparation and sometimes having to physically feed individuals
- Increased monitoring of skin integrity
- Increased overnight monitoring of individuals
- Dealing with combative behavior while providing care
- Providing end of life care
- Cleaning
- Shopping
- Meal planning

With the Rainbow group home being the largest home housing the most individuals, utilizing the most staff and offering the highest level of care, folks that are in need of a higher level of support are moved into that home.

Currently changes are being made to the schedule and to programs we are required to do for the individuals in the home. It is hoped that these changes will decrease staff turnover as they will feel more supported and have the things they need to do their job. Changes are:

- 2 staff for the awake overnight position instead of one
- 4 staff on the weekends instead of 3
- Having a 4 , 3, 2 staffing pattern (4 staff in the morning/afternoon, 3 in the evenings and 2 overnight)
- Providing a beverage/snack station for convenient access for all of the individuals in the home.
- Re-locating the med room to a larger room for the ease of the staff
- Providing a laptop with a mobile stand so that staff can chart and do other paperwork while in the presence of the individuals.
- Providing on-going retraining on subjects suggested by staff, to help them feel more comfortable with providing care to the individuals.
- Running their day programs out of the house instead of day program. We have noticed that as people age, they would rather stay in the comfort of their own home. Staff will help come up with activities based on their skills and interests.

Board members were supportive of efforts to address the work environment at Rainbow for the benefit of the people who live there in addition to the staff. They thanked staff for their ideas. They requested a follow up report from Cathy Barnhart and Jes to find out how the changes have impacted the people who live and work there.

Finance Report

Matt presented the financials through the end of January. He noted that receivables are higher than usual because of the new invoicing process for Early Intervention services. Other noteworthy comments: the restricted cash is the gift annuity that is currently growing, the Wells Fargo loan was paid in full in April, and there is a net surplus of \$51,000 through the first seven months. Also, day program revenue in Routt is up, revenue overall is up \$100,000 to budget and 2.2% compared to last year at this time.

On the expense side, there are food savings of \$14,000 largely due to the donated meat from Terry and Mountain Valley Bank. 6,000 pounds of meat have been donated this year!

Repair and maintenance is over budget largely due to the Maple Street project but overall, expenses are under budget by \$86,000. Not counting payroll, expenses are 5% less than last year.

Approval of Financials

Motion: "To approve the financials through January 31, 2019."

First: Fred Wolf
Second: Bob Grover

The motion passed unanimously.

Public comment

There was no public comment.

Adjourn

Motion: "To adjourn the meeting to go into executive session to discuss a confidential client issue."

First: Bob Grover
Second: Jeff Dockstader

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