



## **Board of Directors**

**June 13, 2018**

**Yampa River State Park  
Hayden, CO**

**Members Attending:** Bob Grover, Terry Jost, Fred Wolf, Tom Soos, Debbie Beckett, Jeff Dockstader, Susan Baird (by phone), Ron Schaeffer, Lu Etta Loeber, and Michael Turner

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

**Staff Present:** Susan Mizen, Matt Morrill, and Amy Ibarra

**Guest:** Scott Larson

### **Call to Order**

Bob Grover called the meeting to order.

### **President's Remarks**

Bob welcomed Scott who introduced himself to the board as a Horizons' volunteer, former employee, former host home provider, and sibling of a man with a developmental disability. Scott currently works at the Steamboat Springs Chamber and is interested in board membership.

Bob informed the board that he attended a meeting for presidents of non-profit boards that was facilitated by Craig Wasserman and organized by the Yampa Valley Community Foundation. Craig is the co-author of a book called *The Invisible Spotlight: Why Managers Can't Hide* and is the keynote speaker for the Alliance Summit next week.

Bob also informed the board of his intention to step down from the presidency at the next election this fall. Terry Jost has agreed to accept the nomination for president of the board. Bob's rationale is that he has been the president for 10 years and the timing is right for a change. He believes it is preferable to stagger his succession and that of the ED so that they do not happen in the same fiscal year. He thinks of it as retiring from the presidency but has every intention of remaining on the board.

### **Approval of Minutes**

**Motion:** "To approve the board meeting minutes from April 11, 2018."

First: Lu Etta Loeber  
Second: Jeff Dockstader

The motion passed unanimously.

## **Director's Report**

**Personnel:** There are open hours in Routt County residential and 22 hours open at the Milestones Day Program. There are 70 open hours in Moffat County – all at Rainbow Group Home. The key program position in Grand County is open. Open hours have a significant impact on Horizons' ability to provide services (especially in SLS), our ability to enroll people from the waiting list, on other staff who end up working overtime to fill shifts, and on supervisors who also end up filling open shifts.

Sam Myers resigned from her position as the Office Manager in Craig because she is moving out of state. Jes McMillan accepted her position. Reid Duval will assume Jes's responsibilities as the Adult Service Coordinator in Moffat County. Amy will recruit for Reid's part time SLS Service Coordinator position.

Our therapists and Child & Family Service Coordinators will meet in Steamboat on June 19<sup>th</sup>.

Several employees attended a Bridges out of Poverty workshop in Grand County on 5/4.

Jodi Glaisher attended a national Occupational Therapy conference in Salt Lake City.

Lindsey Garey and Sarah Grimes attended the Early Intervention statewide meeting.

Horizons nominated Lindsey Garey for Steamboat's 20 Under 40 award. Her nomination letter is available if anyone is interested.

There is training in Steamboat about Assistive Technology on 6/26.

Paige offered Crisis Prevention and Intervention training on 6/12. It was followed by a Horizons Happy Hour with Ian Engle from the Center for Independence.

Alliance's annual Summit is 6/20-22. The Leadership Team will attend. A local, retired consultant, Craig Wasserman, will be one of the keynote speakers.

Horizons will host a two day Person Centered Thinking class in Craig on 8/27 and 28.

All staff retraining in Craig is July 13<sup>th</sup>. Routt all staff retraining was May 15<sup>th</sup>.

Susan was asked to send the Staff Survey Progress Update to all board members.

**Program:** Five surveyors from the Colorado Department of Public Health surveyed day programs, Supported Living Services, apartment programs (PCA), and our home care agency program. Their surveys are always unannounced. They review client files, personnel files, vehicle records, medication records, complaints, investigations, log notes and much more. They were very complimentary but there is a Corrective Action Plan. One piece of good news is that we will no longer need a Home Care Agency Class B license. The personal care services we provide in homes and apartments do not meet the criteria to be considered 'hands-on personal care'. This is good news because the Home Care Agency licensing requirements are different from other programs and are extensive.

Our request for an emergency comprehensive resource for a young woman on our comprehensive waiting list was approved.

As follow up to Tatum's presentation at the April meeting about the settings rule, the July program presentation will address Rights Modifications.

There is a group of people in Grand County working on plans for a building that would accommodate office and program space for local non-profits. Horizons has expressed interest in following the groups' progress but has not committed any resources to it.

An SLS client from Routt County who received many hours of 1:1 services is relocating out of state. Several new SLS clients are in the queue.

We were notified that we will receive a new comprehensive resource for an individual in Routt County. This is one of the 300 new resources with the DSP/Aging Caregiver bill that passed last session.

Horizons helped with an aid station for the Steamboat Marathon. This is an annual tradition.

Bike repair day with mechanics from Steamboat Ski and Bike Kare was June 8<sup>th</sup> with lunch provided at the Oak Street office.

Ron Schaeffer weeded the raised bed gardens at the Rainbow home in Craig.

On the Routt County United Way Day of Caring, a crew of realtors cleaned our vehicles.

There was a Human Rights Committee meeting on June 13<sup>th</sup>.

Steamboat held fire safety training on 6/6.

Special Olympics regional events were held in Craig on 5/11 and 5/12.

Milestones Got Talent was held in early May.

**Alliance/State News:** The DSP and Aging Caregiver bill passed and was signed by the governor. It provides for 300 new comprehensive resources for people with aging caregivers and a 6.5% increase for direct support professionals. There is also a separate 1% increase that can be used at our discretion.

The bill to transfer Childfind from CDE to CCBs for children birth to three passed. Next year is a planning year with implementation the following year.

Early Intervention Colorado is implementing a new cost reimbursement method of billing. It will be more onerous than the current method but could have benefits. Matt and Nancy Kaminski attended training in Glenwood Springs. A significant change is that Horizons was required to develop an EI budget to present to EI Colorado.

Horizons has received several requests for additional information from the Office of the State Auditor. They are trying to understand the billing process for State SLS and they are checking for compliance with quarterly face to face contact by Case Managers.

**CCDD:** The new group of CCBs continues to work for flexibility with Conflict Free Case Management at the federal level.

**Resource Development:** Pick a Dish was amazing again this year. It made more money than ever before (\$7500) even though ticket sales were slightly down. We had more sponsors this year than in the past.

Horizons received \$2071 from the Bessie Minor Swift Foundation to be used for supplies for the early intervention program.

**Business Continuity Plans:** Discussions with HCPF about the rural exception are still occurring. At the last Alliance meeting, HCPF staff confirmed that several essential functions will stay with the CCB regardless of where CM ends up. Those essential functions include: eligibility determination, waiting list management, state funded programs (family support, Early Intervention), Supports Intensity Scale determination, Human Rights Committee, and Quality Assurance. They said that rural exceptions could be granted for at least five years as long as there is no other CM provider by July 2019 when HCPF submits Medicaid Waiver revisions to the Center for Medicare and Medicaid Services (CMS) for their approval. Waiver revisions are typically approved for five years.

**Housing Report:** New flooring was installed at Rose Street. Rainbow will also receive new flooring. In Steamboat, bedrooms at the Villa will be re-carpeted. Carpets and couches were cleaned at the Soda Creek Apartments.

Bids are being secured for xeriscaping at Park Place.

Radon mitigation was done successfully at the Oak Street office.

There are concerns about the lift at the Villa. If it cannot be repaired, it will need to be replaced.

Lynne thanked the finance committee of the board for authorizing the parking/patio project at Maple Street despite the fact that there was only one bid. Board members acknowledged the challenges of finding people to bid on projects. Given that this is likely to happen again, the board recommended that staff develop a policy or procedure defining how we will handle future situations when we can only secure one bid.

## **Finance Report**

Matt reviewed the highlights of the financial report through March 31, 2018. He noted that we continue to run a surplus which he expects to last through the end of the fiscal year. Day program revenue in Craig is under budget due to changes in a client's needs. SLS revenue is strong in Craig. Payroll is under budget partly due to open positions.

Worker's comp premiums will increase by \$30,000 next fiscal year which is a 30% increase. Our health insurance broker is starting to work on our renewal premiums.

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

First: Terry Jost  
Second: Jeff Dockstader

The motion passed unanimously.

The board was informed that a van at Milestones needs to be replaced. If it happens this fiscal year, it will cause us to exceed the capital budget of \$150,000. The board is willing to increase the capital budget and recommends purchase of a new van rather than a used one.

**Motion:** "To increase the capital budget for the current fiscal year to cover the cost of a new van for Milestones."

First: Lu Etta Loeber  
Second: Fred Wolf

The motion passed unanimously. The new van will be purchased locally using mill levy funds.

The board was asked to provide guidance to staff in the development of next year's budget in light of the 6.5% Medicaid rate increase. The increase must be used for compensation (hourly rate, taxes, and benefits) for direct support staff and their immediate supervisors. It will go into effect March 1, 2019 and is not retroactive. The board recognizes that Horizons is currently experiencing difficulty recruiting and retaining direct support staff. While there is no guarantee that a higher hourly rate will resolve our hiring challenges, it could help. Matt explained several different scenarios and the cost associated with each one. He clarified that the 6.5% must be used for direct support staff but the 1% across the board increase can be used at our discretion. It can, for example, be used to provide for an up to 2% performance increase for all staff. The board asked staff to develop a budget that includes a DSP hourly rate increase prior to March as long as potential increases in health insurance are factored in. They also asked staff to evaluate how an increase that is only for DSPs impacts other positions in the agency.

### **Program Presentation**

Susan and Amy reviewed the current landscape with Conflict Free Case Management and submission of our Business Continuity Plan which is due by July 1, 2018.

There are still significant unknowns and no crystal balls. It is Susan's opinion that there will not be a viable Case Management Agency serving northwest Colorado by June 30, 2019. Too many things need to happen at HCPF and the markets in the metro areas are so large that even if there are new CM agencies; they are most likely to serve those counties first. If there is no other CM agency in northwest Colorado by 7/1/19, HCPF has gone on record as saying that the rural exception would be valid for the duration of the waiver which means until 7/1/24. Unfortunately, there are no guarantees. The federal Medicaid agency could deny rural exceptions or advocates could rally and accelerate the process of establishing statewide CM agencies.

The board talked about the possibility of dividing Horizons into two entities: a provider and a CM agency. There are unanswered questions about whether or not this would work financially but it is

reassuring that Horizons has a fund balance adequate to cover expenses associated with a separation (legal fees, infrastructure, HR support, etc.). The board did not see a need to specifically designate a portion of the fund balance to this issue.

Susan reminded the board that the Business Continuity Plan is considered to be a working document that can change at any time. Given that it is merely a starting point, the board accepted Susan's verbal outline of her submission.

## **Adjourn**

**Motion:** "To adjourn the meeting."

First:	Terry Jost
Second:	Jeff Dockstader

The motion passed unanimously and the meeting was adjourned.