



**Board of Directors
May 2020
Video & Telephonic Conference**

Members Attending: Terry Jost, Bob Grover, Dennis Kuntz, Annette Dellacroce, Beth Davison, Julie Pearce

Members Excused: Ron Schaeffer, Fred Wolf, Susie Baird

Staff Present: Tatum Heath, Matt Morrill, Madeline Landgren, Lindsey Garey, Lynne Cleveland-Swanson

Call to Order:

Terry Jost called the meeting to order.

Approval of Minutes

Motion: "To approve the board meeting minutes from March 11th, 2020."

First: Annette Dellacroce

Second: Jeff Dockstader

The motion passed unanimously.

Director's Report for February 13th through March 6th, 2020:

Cases of COVID-19 continue to rise across Colorado and have hit residential care facilities particularly hard. An estimated 60% of Colorado deaths due to COVID-19 have been in nursing homes or long-term care facilities. Colorado reported 19,879 confirmed cases and 987 deaths as of today. As a result, Horizons continues to implement preventative measures as advised by the Colorado Department of Public Health and Environment (CDPHE) and the Centers for Disease Control and Prevention (CDC) to protect this vulnerable population.



Program

As of today, Horizons does not have any staff or individuals in services who test positive for COVID-19. Routt County testing took place on April 13, 2020, and a total of 63 staff and individuals were tested. Horizons received 62 negative results and one asymptomatic positive result for an individual receiving services. As a result, Horizons implemented quarantine procedures including full Personal Protective Equipment (N95 masks, safety glasses, isolation gowns, gloves, and shoe covers) for all staff interacting with the individual in quarantine. This individual never developed symptoms and was retested on April 22nd. Negative result was received on Saturday, April 25th, and isolation was ended. Staff followed a newly developed Release from Isolation Procedure to make sure it was safe for the individual to move freely about the home.

Moffat County testing took place on Thursday, April 16, 2020, and tested a total of 46 staff and individuals. Everyone in Moffat County received negative results.

As part of the Public Health Order 20-20 via CDPHE, Horizons created Isolation Plans for each of the six licensed group homes by the May 1st deadline. The thorough nine-page document for each location delineates everything from in-home social distancing to ongoing health monitoring. On April 21st, CDPHE interviewed Horizons about the implemented safety precautions. They were very pleased and comfortable with the established protocols. Horizons was able to add some additional checks and balances (i.e., cleaning sign-off sheets) as a result of the conversation.

The Public Health Order also stipulates in-person monitoring of these homes by the Health Department to ensure proper implementation of these plans. Horizons will receive notification the morning of the survey. Madeline and her team are ready and well-prepared. Tatum Heath participates in ongoing discussions with other rural Community Centered Boards (CCB's) who have already been surveyed and provide detailed information on the scope of the inspections.

Horizons was recently notified by local Public Health that Horizons may start conducting more COVID-19 tests but that agency nurses will be the ones collecting the samples from clients and staff. This will be a critical tool in managing each of the residential facilities and ensuring containment of the virus.

Horizons continues to provide day program services via telecommunication. Day Program Coordinators created Google Classrooms to share information and stay connected with individuals remotely. Even so, all these necessary changes have been hard on people in services to be so isolated within their own homes.

Horizons continues to secure Personal Protective Equipment via Public Health, private donations, and purchases. Inventories have been created using Excel to track and update changes for prompt reports to Public Health.



Marc Swanson, owner of Steamboat Ace Hardware, donated 1,200 N95 masks to Horizons. This amazing donation helps to provide aid during these unprecedented times. Ace has been donating to local food banks and sending desperately needed N95 masks to local hospitals and organizations. This is just one of many examples of the amazing support Horizons receives in the community.



Case Management

Case Management received directive from the State to remain remote at this time. Unfortunately, Elise, the Moffat County Case Manager resigned her position effective May 1st. The resignation was a result of her family relocating out of state. Phyllis Harrelson, who moved to Florida in November, has offered to increase her hours. Reid Duval, Routt County Case Manager, Phyllis, and Lindsey are helping to fill the Moffat County position for the time being. Reid, Phyllis, and Lauran have worked very hard during this difficult time to remain in contact with clients and their program staff to ensure needs are being met and changes are being made to plans as needed.

Early Intervention was given directive from the State last Friday to remain virtual, as well, for the foreseeable future. Staff are constantly encouraged by the acceptance of the telehealth model with families.

Lindsey is on a taskforce with other providers, service coordinators and directors from the State to begin talking about how Case Management can safely transition to at-home visits in the future.

Providing services via tele therapy has definitely presented a silver lining (less travel for providers, more parent involvement, being able to see children even when sick, recording sessions). Lindsey believes that this model will continue to be a part of Early Intervention in the future.



Horizons received almost \$3,000 from the Bessie Minor Swift Foundation to pay for tablets for therapists that will be needed for EVV (Electronic Visit Verification), and a variety of therapy toys for therapists to use and loan to families.

The agency is finalizing end of the fiscal year with family support. A letter went out to families this week asking for all receipts to be submitted by the end of the month.

Finance & Resource Development

- Maintaining Finance schedules (A/P, billing, etc.) while continuing to support staff as they work from home.
- Working with the Leadership Team to determine bonus schedule/hero pay structure.
- Working with Case Management and Program to implement new retainer billing processes.
- Continuing to manage Early Intervention (EI) billing with Case Management and Therapists as changes continue to occur.
- Updating billing as new rate schedules are implemented.
- Coordinating the completion of the audit and providing necessary information for the submission of the 990.
- Assisting with PPE ordering.
- Providing Resource Development with financial information for grant applications.
- Starting to think about what a FY21 Budget is going to look like.
- Deirdre continues to work on grant funding for additional resources.

Personnel & Human Resources

The Families First Coronavirus Response Act (FFCRA) is effective April 1 through December 30, 2020. FFCRA provides three types of emergency paid leave for employees who are unable to work. Lynne has done an excellent job of communicating this benefit to all staff.

The Coronavirus Aid, Relief and Economic Security Act (CARES) is effective March 13 through September 30, 2020. Federal student loan payments and interest are suspended, along with garnishments for student loans.



State News

Horizons joins people across Colorado offering condolences to Jack Taylor's family. As an individual and a legislator, Jack was a friend of Horizons and the people receiving services. In 2005, he arranged for Bruce Rule to lead the pledge of allegiance on Developmental Disabilities Awareness Day at the Capitol. The tradition he started still continues.

The Joint Budget Committee (JBC) has a tough job in front of them. They are being asked to eliminate at least \$3.3 billion in state spending (out of about \$12.5 billion general fund). It has already been communicated that the JBC removed the 1.9% rate increase that was slated to happen this year for IDD services and that the End the Wait Campaign is not an option. The May 12th budget forecast and subsequent JBC decisions will be dramatic and will impact every aspect of state programs.

The state continues to move forward with the restructured CCB and Case Management rate structure. The agency is scheduled to review this information on June 4th. Because of the COVID-19 crisis, there has not been much discussion about these changes. That being said, Horizons will adapt accordingly and utilize some of the efficiencies discovered during the pandemic to move the agency forward.

In terms of the Board of Directors, Debbie Beckett notified Tatum Heath and Terry Jost that she will no longer be able to participate on the board. She has been a valuable and contributing member but needs more time to care for her elderly mother. Similarly, the Board discussed adding Leslie Bjorgum to the Board of Directors. As a parent, volunteer, and community advocate for people with IDD, she is an ideal candidate.

Motion: "To approve Leslie Bjorgum as a member of the Board of Directors"

First: Dennis Kuntz

Second: Annette Dellacroce

The motion passed unanimously.





Horizons acquired the PPP (Paycheck Protection Program) via Mountain Valley Bank. Currently, Tatum Heath is the only signer and the goal is to add Matt Morrill, Lynne Cleveland-Swanson, and Madeline Landgren in order to be consistent with other agency accounts.

Motion: “To add Matt Morrill, Madeline Landgren, and Lynne Cleveland-Swanson as a signer on the Paycheck Protection Program account at Mountain Valley Bank”

First: Dennis Kuntz

Second: Beth Davison

The motion passed unanimously.

Finance Report

Matt presented financials through February of the fiscal year. They do not yet reflect any of the financial impact of COVID on the agency budget. Acquisition of the Paycheck Protection Program will be a critical aspect of financial stability. The agency has spent upwards of \$17,000 thus far on Personal Protective Equipment and office supplies necessary to keep staff and individuals in services safe. Day Program is under budget in both counties. Case Management revenue is unfavorable mainly due to Moffat County staffing changes. Day Program and Supported Employment retainer payments will be extremely helpful during isolation. Horizons has a deficit of \$63,536 through eight months of FY20.

Motion: “To approve the Finance Report as presented.”

First: Annette Dellacrocce

Second: Jeff Dockstader

The motion passed unanimously.

Program Presentation

The Leadership Team participated in the meeting to provide detailed information on agency-related efforts to address COVID-19.

Public Comment: None

Adjourn

Motion: “To adjourn the meeting.”

First: Bob Grover

Second: Jeff Dockstader

The motion passed unanimously and the meeting was adjourned.

The board went into Executive Session thereafter.