



**Board of Directors
Zoom Meeting Only
Meeting Minutes
December 8, 2021**

Members Attending: Terry Jost, Leslie Bjorgum, Annette DellaCroce, Dennis Kuntz, Ron Schaeffer, Beth Davison, Julie Pearce

Members Excused: Jeff Dockstader

Staff Present: Tatum Heath, Matt Morrill, Lynne Cleveland-Swanson

Call to Order

Terry Jost called the meeting to order.

Approval of Minutes

Motion: "To approve the board meeting minutes from October 13, 2021."

First: Annette DellaCroce

Second: Julie Pearce

The motion passed unanimously.

Director's Report for October 14th through December 6th 2021:

Program & Personnel

Recently, both Routt and Moffat Counties have consistently been over 10% positivity rate for COVID-19. As a result, staff have been required to participate in surveillance testing two times per week. Rose Street Group Home in Craig recently came out of quarantine after multiple individuals tested positive for COVID. Fortunately, everyone has made a full recovery and did not require hospitalization.

A number of Horizons staff participated in a three-day Person-Centered Thinking course in November and December. This training is the benchmark for provider agencies across the country, and it was good to get new staff up and running on this required training.

There was a quarterly Human Rights Committee meeting on December 1st as well as a Family Support Council meeting on December 2nd.

Thanks to the generosity of Mountain Valley Bank, Milestones held a small Thanksgiving celebration at the bank. For many folks, this is a fan favorite filled with delicious food and good company. Of course, both Moffat and Routt Counties will have small Christmas celebrations that are limited to existing day program groups.

The annual Mill Levy Presentation is scheduled for Monday, December 13th, at 11 am. This is always a great opportunity to update the county commissioners on all things Horizons and how the Mill Levy impacts services. Both Terry Jost and Michael Turner will join the Leadership Team for the presentation.

Madeline and Lindsey met with the Director of Care Management and the Director of Whole Person Health from Rocky Mountain Health Plans. The goal of the meeting was to discuss care coordination, particularly the difficulty finding Medicaid dental providers and the capacity of local behavior service providers in northwest Colorado.

There have been a number of personnel changes throughout the agency these past couple of months:

- Lindsay Schell, the former Star Place House Coordinator, accepted the Residential Coordinator position for Routt County.
- Sarah-Grace Jordan is off and running as the new Milestones Day Program Coordinator.
- Leah Helme is changing her role and becoming a Host Home Provider in January.
- Heather Gibbon was hired as the Human Resource Coordinator.
- Meghan McNamara has been cross training with Lynne and Michele as the new Human Resource Director.
- Finally, Lynne and Michele are both retiring after 36 and 24 years respectively. In so many ways, they have been the foundation for the agency, managing everything from payroll to property. To say that they will be missed is an understatement.

Day Program and Supported Living Services continue to find creative ways to gradually increase activities and services. While COVID is still a limiting factor for all services, the most significant limitation is the hiring crisis. Even though the staff vacancy rate has dropped significantly from 44% to 23%, Steamboat Springs vacancies continue to be a challenge. In an effort to diversify recruitment efforts, we are running radio ads on KFMU and KRAI. Also, Meghan and Madeline attended job fairs at the library and online. The high cost of living and limited housing in Routt County will continue to impact the ability for healthcare workers to live and work.

Resident superstar Sue White was nominated for a special feature article associated with her Special Olympic gold medal in Austria. Stay tuned for more information.

Matt applied for Phase 4 funding on behalf of Horizons in the amount of \$40,000. There is still a lack of clarity regarding eligibility for agencies like Horizons, but the means to return funds is relatively straightforward.



Resource Development & Public Relations

The *Little Points of Light* Virtual Event was a success on December 2nd. Three families were featured and a short video was created that highlighted the impact of Early Intervention. The Worrell Family in Hayden will be featured in this year's appeal letter. The letter will be printed and mailed by the end of this week. Each of the three families will be featured throughout the



month of December to bring awareness to the campaign. In Rio Blanco, The Herald Times ran a short article about Early Intervention, and Craig Daily Press will be running an ad for four weeks. In order to see the video, please click on this link: <https://youtu.be/LwePPy6g0>

Colorado Gives Day was yesterday, December 7th, and Horizons already exceeded the goal of \$10k in fundraising with over \$12k in donations.

Moffat County's Festival of Trees submission date was November 23rd with voting to happen December 9th. The theme was "Anything But Christmas" and Horizons

entered a non-traditional "tree" featuring the artistic work of Craig clients and staff. At the Colorado Association of Nurses for the Developmentally Disabled (CANDD) Conference, Cathy Barnhart found a program called Unspoken Symphony which turns uploaded pictures of art into 40-second pieces of music. Melissa Stadler took the lead in painting CD's during Day Program to feature as ornaments on the display. Each ornament has been paired with its original piece of music and uploaded. They can be found here: <https://qrco.de/bcZjVt>.

The new non-profit, Follow the Footsteps, has joined the Horizons Adventure Club volunteer program, and has offered to supply any adaptive equipment someone might need for any outdoor activity for free. There are two upcoming volunteer trainings for this program followed by a meet-and-greet with clients. The dates are December 9th and 16th.

State News

Tatum and Lindsey met with Amanda Lofgren at Health Care Policy and Financing (HCPF) to discuss aspects of Case Management Redesign and Community Centered Board (CCB) designation. While there will be a Request for Proposal (RFP) for CCB designation, this will only have to be done once every ten years. Similarly, the proposed language surrounding the designation is aimed at maintaining local funding that augments Medicaid services.

The 2.11% rate increases (a retroactive 2.11% rate increase for Home and Community-Based Services from April 1, 2021 through March 31, 2022; a 2.11% rate increase for case management from

April 1, 2022 through March 31, 2023), 2. The rate increases related to the \$15 per hour requirement, and 3. Upcoming grant opportunities under the HCPF plan.

Financials

Through the first quarter of the financials, salaries are under budget by \$44k or 4.1%, driven predominantly by staff vacancies in residential and day program. The \$2.67 per hour cost of living adjustment (COLA) increase will hit the budget next month. Day Program and Supported Living Services revenue continue to be under budget, mostly due to the hiring crisis and limitations related to COVID. However, overall revenue is favorable due mostly to retroactive American Rescue Plan Act (ARPA) funds for Medicaid rates.

Motion: “To approve the financials as presented.”

First: Dennis Kuntz
Second: Annette DellaCroce

Program Presentation

Lynne presented on the updated Employee Handbook which includes new guidance on PTO, COVID, and similar labor law requirements. Follow-up will be done with Bechtel and Santo regarding the existing bereavement leave.

Motion: “To approve the Employee Handbook as presented.”

First: Leslie Bjorgum
Second: Annette DellaCroce

Tatum presented on the SARS-CoV-2 (COVID-19) Immunization Policy.

Motion: “To approve the SARS-CoV-2 (COVID-19) Immunization Policy as presented.”

First: Leslie Bjorgum
Second: Annette DellaCroce

Public Comment

None.

Adjournment

Motion: “To adjourn the meeting.”

First: Annette DellaCroce
Second: Leslie Bjorgum

The motion passed unanimously and the meeting was adjourned.