



**Board of Directors  
Zoom Meeting Only  
Meeting Minutes  
February 9, 2022**

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

**Members Excused:** Jeff Dockstader & Dennis Kuntz

**Staff Present:** Tatum Heath, Matt Morrill, Meghan McNamara, Lindsey Garey, Michelle Hoza

**Call to Order**

Terry Jost called the meeting to order.

**Approval of Minutes**

**Motion:** "To approve the board meeting minutes from January 12<sup>th</sup>, 2022."

First: Ron Schaeffer

Second: Leslie Bjorgum

The motion passed unanimously.

**Director's Report for January 13<sup>th</sup> through February 4<sup>th</sup> 2022:**

**Program & Personnel**

Horizons continues to navigate the biggest COVID surge of positive cases since the advent of the pandemic. The vast majority of the positive cases are with staff, both in the homes and at the offices. From a client perspective, the positive cases have resolved quickly and without issue. Specifically, Rainbow had 2 outbreaks in the past month. Rose Street and Star Place are both undergoing daily surveillance testing of all residents and staff. Madeline also announced a temporary change in testing procedures due to a backlog of PCR tests at the state level. Temporarily, PCR tests will only be used for outbreaks while rapid tests will be used for all other situations until further notice. But the domino-effect of staff illness and managing related staffing patterns has been extremely challenging. Steamboat has been especially difficult from a coverage standpoint and there was a meeting to marshal resources by temporarily consolidating the staffing from Westside and Star Place.

In addition, CDPHE (Colorado Department of Public Health and Environment), arrived on Monday to conduct a survey of services at all of the licensed health facilities or group homes. In Moffat County that includes Rainbow, Park Place, and Rose Street. In Routt, the survey includes

Maple Street, Soda Creek Apartments, and Village Lane. The Health Department sent 5 surveyors to audit everything from medical care, living environment, training, COVID policies and procedures, service and support plans, and much more. This week-long process involves all program management staff to compile and present necessary documentation. While there are always a few things that the state requires Horizons to address, the surveyors were very complimentary of the excellent quality of services and supports that stem from a person-centered approach.

Lindsey Garey completed a remediation for the annual Quality Improvement Strategy (QIS) review. QIS is a requirement of Centers for Medicare and Medicaid Services (CMS). It looks at ten appendices for each waiver. Six of those appendices have Quality Improvement Strategy components. The Department of Health Care and Financing identifies Performance Measures and annually reviews a sample from each waiver. Once this review is complete, HCPF then reports of QIS results to CMS annually. QIS provides multiple snapshots of effectiveness for individual case management agencies, individual waivers, and statewide performance measures. Horizons case management did very well overall with only three performance measures needing remediation. For this remediation, Lindsey had to report what actions will be taken (Training, Monitoring, or Training and Monitoring), the Action details and the Root Cause Analysis. Lindsey submitted Horizons remediation this past week and started training on these action items this week as well. Lindsey also worked with Telligon, who is a provider contracting with the Department of Health Care Policy and Financing, to complete certain tasks in the Case Management Agency Performance and Quality Review.

Tatum is managing the federal and state Medicaid Revalidation process for all of Horizons' service locations. The process happens once every 5 years to ensure compliance with regulatory requirements aimed at mitigating fraud. One of the new aspects of this process is a virtual site survey in order to geotag service delivery locations and create alignment with EVV (Electronic Visit Verification). Tomorrow, the three group homes in Craig and the day program site will be surveyed.

There was a new employee orientation held for all new staff.

Agency trainer Paige Kirchner scheduled a Person-Centered Thinking training on Feb 22-24. This 3-day required training is the benchmark for the field and is very helpful in providing guidance in supporting the people we serve.

Horizons has been brainstorming fun and different ways of honoring all the amazing Direct Support Professionals. The agency launched a new DSP of the Month recognition program on February 1st. The first Tuesday of every month will highlight a new DSP. Their feature will be posted across all social media platforms and be on the website for the duration of the month in which they are nominated. This past month, Jamey Jacobson was highlighted for all of her amazing work. Jamey has been part of the Horizons' team for almost 15 years. She



loves watching sports, playing golf, and spending time with her kids. Her favorite part of working at Horizons is having a direct impact on the clients she gets to serve.

Here's what a coworker said about Jamey, "We love her! She is gentle and compassionate and is attentive to the needs of those she supports while nurturing their independence. She makes sure that every individual's wants and needs are at the center of everything she does." Thank you for all you do Jamey!

### **Resource Development and Public Relations**

A follow-up interview was scheduled for Moffat County United Way funds for the end of February. A request to apply was submitted to The Standard, a new granting foundation. They should update Horizons' eligibility status within the month. A 'Simple Grants' application was submitted to Rocky Mountain Health Foundation for \$10,000.

The Little Points of Light campaign ended with a total of \$6,994.72 and thank you postcards from the featured family were mailed to all LPOL donors. Tax receipts were also sent to all 2021 donors who had a total yearly giving above \$250.

Sarah-Grace Jordan and Elizabeth Skudneski have been collaborating with volunteers from the Adventure Club and Special Olympics to get people outside and active. In just the first month, there have been a total of 20 volunteer hours between snowshoeing days and the sledding event. STARS is also underway for individuals who chose to participate. At the board meeting in March, there will be a more robust presentation on these activities.

Ron Schaeffer was kind enough to facilitate a wonderful donation from [The Journey at First Baptist, Craig, Colorado](#) to Moffat County Early Intervention and Family Support services. This



program helps support families caring for a child with a cognitive disability and has a direct impact on the well-being of fellow community members. The church donated \$2,500 dollars and Horizons put a thank you ad in the Craig Press the following week to express our gratitude for their generosity. Thank you, Ron!

Tatum Heath represented Horizons' interests at the Brown Ranch Community Presentation on

January 27<sup>th</sup> at the Strings Pavilion. While this project is a long-term potential for staff housing and day program for people in services, it was an excellent opportunity to highlight the critical role of nonprofits in building community. More than 750 people participated in the event.

### **State News**

Last week there were Alliance meetings that included providers, case managers, and CCB's across the state. The focal point continues to be the hiring crisis. One strategy is a push to make the temporary ARPA Medicaid reimbursement rates permanent to help with provider stability.

Due to the massive surge of positive COVID cases, IDD Day at Capital has been postponed until March 23<sup>rd</sup>, and it will be virtual instead of in-person.

**Motion:** "To approve a board resolution to add Meghan McNamara to all Horizons and Soda Creek Apartments, Inc accounts as a signer. Similarly, Lynne Cleveland-Swanson will be removed from these accounts as she retired."

First: Susie Baird  
Second: Beth Davison

### **Financials**

Matt presented the financials through November 30<sup>th</sup>, 2021. Day program revenue continues to trend below budget due to ongoing COVID limitations. Revenue in the homes continues to be strong due to the ARPA rate increases. Salaries are almost \$107k under budget after two full months of the \$2.67 COLA increase. This reflects the continued staffing crisis, especially in Routt County where there is a 45% DSP vacancy rate. The working capital ratio is 8:1 [Current Assets/Current Liabilities].

**Motion:** "To approve the financials as presented."

First: Julie Pearce  
Second: Annette DellaCroce

### **Program Presentation**

Michelle Hoza and Lindsey Garey provided an update to the board on Early Intervention and Family Support. They highlighted many of the positive changes in the programs, including some new therapists/coordinators and the ways in which teletherapy continues to be helpful and effective for families as a teaching model.

### **Public Comment**

None.

### **Adjournment**

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

First: Leslie Bjorgum  
Second: Beth Davison

The motion passed unanimously and the meeting was adjourned.