



BOARD OF DIRECTORS MEETING MINUTES – SEPTEMBER 26, 2023

PRESENT FROM BOARD:

Dave Hayden, Tawny Espinoza, Terry Pickens, Brandi Coleman, Randy Brown, Justin Aubert, Mike Nordine, Krista Ubersox, Tamara Krizman

EXCUSED ABSENCE(S):

Kevin Fitzgerald

SPECIAL GUEST(S):

Jeff Franklin, Potential Board Candidate

PRESENT FROM STRIVE:

Grant Jackson, Mary Anne Lawrie, Chris Bergquist, Khristina Kukus, Heather Parga, Hailey Oldham, Tanya Workman

OVERVIEW OF MEETING
Minutes were presented and approved.
Introductions were made
Grant provided state and organizational updates.
Financials were reviewed and accepted.
Tanya presented the Family Support Services Annual Report along with Slate for the Family Support Council for 2023-2024. The Board approved the FSS Council Slate for 2023-2024.
The Nominating Committee recommended approving Jeff Franklin, a member of the Board of Directors.

A quorum was achieved at 12:01 p.m. Dave Hayden presided.

Dave introduced Jeff Franklin. Jeff currently is a Foundation member and is interested in serving on the Board of Directors. He would fill Jim Grisier's seat for the remainder of the year. The Nominating Committee will be providing a report at the end of the meeting.

Dave announced Brandi will provide an update on the status of her business at the end of the meeting.

MINUTES FROM 08/29/2023

Minutes were presented and approved.

It was M/S/P (Coleman/Ubersox) to approve the minutes from 08/29/2023.

The meeting adjourned at for Lunch at 12:04 p.m. The meeting reconvened at 12:15 p.m.

PRESIDENT/CEO REPORT

The Case Management Department will be transitioning to Rocky Mountain effective November. HCPF has given clearance in notifying the community and providers. We are still waiting for the final communication memo from HCPF to start notifying families/guardians of these changes. Grant took this time to provide a small summation of the history and fruition of conflict-free case management to Jeff. There are 26 Case Managers that are affected. They are going through all the interview and screening processes. A question arose regarding benefit pay outs and the financial impact this move will have on the budget. Chris reported case managers who have PTO will be paid their remaining balance. This will be reflected in the November financials. There has been a lot of teamwork with Rocky Mountain to make the transition as smooth as possible.

The State's Department of Early Childhood Intervention will be releasing a Request for Proposal (RFP) for Early Intervention Services in the next couple of months. They are holding their first "Listening Session" next week. RFP process for Early Intervention as well this fall. Grant will be working closely with Chris, Tanya, and Jennifer in getting this completed along with Alliance's EI Subcommittee. Grant along with Tanya, Jennifer and Chris will be working together on this. This led to a discussion regarding the number of current staff, program funding, would this impact the CCB designation, the possibility of another provider submitting an RFP, the number of CCBs providing early intervention services, considering getting our lobbyist involved and/or hiring a professional grant writer, etc.

The first meeting with the State and stakeholders was conducted recently regarding oversight of host home regulations and if they need to be upgraded. The meeting was somewhat disorganized, and the State decided to splinter off into sub-committees to address different areas and then reconvene for a more productive meeting.

The City cancelled the walk through of Botanical Gardens last week. Grant and Chris have been trying to get them out to address various issues that we are experiencing, i.e., irrigation not working, problems with the greenhouse regarding leaks and raccoons, etc. Grant is attempting to get this rescheduled to address these issues.

The City approved The Joseph Center purchasing the Teller/Belford building. Grant informed members that since the building had been vacant for a while, a water leak occurred. When the contractor came across some asbestos when he was doing the repairs. The estimate to eradicate it was not that much and will proceed with the abatement. The Joseph Center has been notified and they will move forward with the purchase.

Attention turned back to the first item on the Agenda identification of potential conflict of interest. It was the consensus of the Board that a conflict of interest did not exist.

FINANCIAL REPORT

Chris reviewed the August financials which was not a good month. Operating income came in at a loss of \$86K. The main driver was giving a 5% pay increase across the board. Adding donations back in leaves a deficit net income of \$74K. Sort of the same perspective for year-to-date operating income shows a loss of \$46K, adding donations back in reflects a \$30K deficit.

Revenue is slightly under forecast. Chris referred to the year-to-date chart denoting a significant decrease in comparison to last year due to individuals switching providers for host home and vocational services.

Personnel expenses are starting to trend up. There are still a couple of positions needing to be filled. As reported, with the current trend in competition and individuals switching providers, staffing numbers may need to be reassessed due to the decrease in the number of people served. Chris will be closely monitoring these expenses in comparison with the current revenue stream.

Total operating expenses are slightly above forecast. This is primarily due to the final audit payment.

Operating income is over forecast and shows a loss for the month. Chris showed a decrease in income over the next few months with an increase in December from the County funding and then will slightly decrease over the remaining months of the year. Net income is similar to operating income.

Attention turned to the following Metrics:

- Behavior is slightly below target due to staff turnover. Chris discounted to a more sustainable goal.
- Vocational is below target. As explained in previous meetings, this area is hard to forecast since it involves whether individuals opting to attend programs or not. Chris discounted the target to be in line with current attendance.
- Staff occupancy is under target. We continue to review rosters and determine areas that need more or less staff.
- Operating costs are over forecast as previously explained regarding timing of payments.

Actual financials for the month of August were reviewed along with projections for the rest of the year. The forecast for the year-end reflects a deficit of \$200K. There is a substantial increase in revenue for the month of December due to acknowledging the funding from Mesa County and drops back down.

The balance sheet is considerably healthy for the month. There is nothing really standing out that needs reporting on.

It was M/S/P (Ubersox/Nordine) to approve the July Financials as presented.

SUGAR & ICE

An email thread has been going on regarding the franchise agreement and purchase of Sugar and Ice. A small subcommittee was formed to review the agreement, address all Board concerns with the contract in order to come to an acquiescence between both parties.

Terms of the final agreement are:

- \$100K – Trailer Purchase

- \$25K – Truck and Inventory
- \$25K - Franchising Agreement
- Royalty payments were reduced to 7%

Training will consist of:

- Two weeks, 6 hours a day upfront
- Twelve hours a month for ongoing support/training for the life of agreement
- Manuals and recipes will be provided upfront

It was M/S/P (Coleman/Aubert) to approve the purchase of Sugar and Ice.

FSS ANNUAL REPORT

Tanya informed members that FSS is part of Case Management's transition over to Rocky and this would be the last report. Family Support Services (FSS) receives funding from the State's general fund. This funding is given to families to help offset the costs of raising a child with an intellectual/developmental disability. The FSS program was allocated around \$179K last fiscal year enabling us to provide services and support to sixty-eight families in the program. These funds were allocated to families for respite, professional services, assistive technology, home modifications, medical/dental expenses, transportation, parent/sibling support and other areas that families may need assistance in. Out of all the services offered, respite is one that is mostly utilized with 73% of the budget used for this resource.

A question arose regarding the allocation process. Tanya reported the FSS Allocation Committee meets on bi-annual basis to review reserves and allocate funding to families as needed. The amount of money allocated is based on the needs of the family more so than allocated the same amount across the board. Tanya is unsure how this will work after the transition.

Each year the Family Support Council sets objectives for the new year. Again, with the transition, they opted to keep the same goals from the previous year.

FSS FAMILY COUNCIL SLATE OF OFFICERS FOR FY2023-2024

The composition of the Family Support Council member for FY23-24 is the same as the previous year. Tanya requested a motion for appointment of FY22-23 slate of FSS council members.

It was (Espinoza/Coleman) to approve the FY2023-2024 Slate of FSS Council Members.

COMMENTS

Heather invited Board members to the Staff Appreciation Picnic at Botanical Gardens this Friday.

Brandi provided an update on Brandi's Blessings. She announced that invited everyone to her cookie tasting party at Appleton Christian Church on October 14th. She is very excited about opening her store downtown and has a ribbon cutting scheduled for Monday, October 2 @ 4:00 p.m. She provided an update on the renovation that was done in addition to adding a variety of items to her menu.

NOMINATING COMMITTEE

Dave announced the Board has been experiencing some turnover with Jim and Stephanie resigning. Dave nominates Jeff to fill Jim’s spot on the Board. At this time, Jeff provided a brief summary of his background and is very interested in being a member of the Board. The Nominating Committee moves to approve the nomination of Jeff Franklin to the Board of Directors.

It was M/S/P (Ubersox/Coleman) to approve Jeff Franklin as a member of the Board of Directors.

The meeting was adjourned at 1:27 p.m.

Minutes Approved via Zoom on 10/31/2023

Secretary

Date