



Providing Services to Persons
With Intellectual and Developmental Disabilities

BOARD MEETING MINUTES

January 11, 2022

Present:

Darcy Arnold
Mary Turner
Mary West
Carolyn Rettig
David Lane
Julie Hilmes
Mike Schottelkotte via Zoom
Trevor Harrison
David Kienholz

Absences:

Dr. Lou Dwyer

Staff Present:

John Vastag
Corenna Howard
Aimee Pruitt via Zoom
Kevin Sowder
Elaine Wood via Zoom
Holly Tea via Zoom

Guest:

Lori Sharp via Zoom
Gary Horvath via Zoom

- I. Call to Order: Meeting called to order at 6:39 pm by President Darcy Arnold.
- II. Absences: See above
- III. Minutes Review. Motion by Mary Turner and seconded by David Lane to approve minutes from the December 2021 meeting. All in favor, motion carried.
- IV. Public Comment:
 - A. Board Emails: Darcy reminded everyone to check your COI emails.
- V. Executive Director's Report: COVID update: We had a positive case at Admin on Tuesday (Jan. 4th) so on Wednesday (Jan. 5th) Everyone left the building so we could smog and sanitize, we all tested on Friday (Jan. 7th) and had one more positive case. There was also a staff at Vista View that tested positive, so the home is under quarantine again. The numbers around the state are soaring again.
 - Community Options Directors are sitting down with each individual person in their departments to inform them of the approved salary increase as it pertains to them. John wrote a letter to go along with the letter from Governor Polis (regarding the DSP wage increase) that will be handed out to all staff during this discussion.
 - We're down to 12 open positions. Aspen Crest is doing pretty good, they have 3 new hires. We had one new hire who didn't show up for their first shift at Canyonview. Stacy has updated all open positions to reflect the new base rate.

- Still no word from Brandon with the Attorney Generals' office, if there isn't any word by next week John will email him again.
- The Admin building is under contract. The buyers did another walk through today (Jan. 11th). The Big Move Plan is in place, and we should be out of Admin by the end of February. We've secured 5,000 sq. ft. of storage space on Spring Creek Road. Randy is procuring 4 or 5 large bins to put in unit #3 out back of Admin for all the shredding that's going to have to happen. Everyone will box up their own office and John and Randy came up with a color-coded labelling system for boxes; green – goes to Park South, orange – goes to storage for Park North, pink – is rummage sale stuff, and yellow – is garbage. When the moves start Randy will be hiring 3 laborers to help get everything where it needs to go. Zach is handling all maintenance stuff so Randy can concentrate on overseeing the move and all of its working parts. The Large Conference room at Admin is move central, we have boxes, the colored tape, bubble wrap, etc. stored there for everyone to use. February 4th Jennifer and Janice will be moved, February 11th will be EI, February 17th and 18th will be the Business Office, IT, Bob, and Stacy, and February 25th will be John, Midge, and Aimee.
- John received the final drawings from Tom Chamberlain, the architect, so Holly and John went through and noted where we want all of the electrical sockets, switches, and cable/internet connections to be. The final bids from contractors should be rolling in over the next two weeks, we would like to keep the remodel under what we're selling the Admin building for.
- Corenna and John are working with the Directors going over their prospective portions of the budget with a fine-toothed comb. There is a Work Session scheduled for January 25th to present a draft of the revised budget to the Board for input before February's regular Board Meeting.
- January 3rd a challenging resident from Hillview moved home and is now under Family Support. The transition is going smooth so far.

VI. Committee Reports

- A. Finance/Audit Committee: Corenna presented a financial statement in a revised format that everyone liked.
- Corenna has been going over the budget line by line to get an idea of where we are and where we need to be. Lots of reclassing and reallocation of things that have been put in area but are better suited to other codes,
 - We are at 45% of our projected budget 5 months into the fiscal year. For November (2021) we had budgeted for a \$25K deficit and came in at \$22K, so that's positive.
 - David Lane motioned to approve financial statements as presented, seconded by Mike Schottelkotte. All in favor, motion carried.
- B. PR/Fund-Raising Committee: Just a reminder this is Community Options 50th Anniversary year so we want to do something special for our Annual Meeting in October, we would like volunteers for the Planning Committee we are putting in place.
- John and Lori are still working on getting funding for the AED equipment, looking positive.
 - We are still running the van sponsorship program, but it is harder to sell it right now since we have no word on when the new vans will be coming in.
 - The Marketing Team needs to get together soon to go over some stuff.

VII. Old Business:

- A. Management of Client Funds Policy (Revised). Mike S., Corenna H, Chris M, and John V. reworked this Policy and sent it out for approval. Trevor Harrison motions to

approve the revised Management of Client Funds Policy as presented, seconded by Mike Schottelkotte. All in favor, motion carried.

- B. January 1, 2022, Wage Adjustments/Directors. Corenna presented a worksheet to propose the increase of wages for the Program Directors, the different choices were discussed, and a decision was made. Carolyn Rettig motions to approve the proposed wage increase and to make it retroactive to January 1st, 2022, seconded by David Lane. All in favor motion carried.

VIII. New Business:

- A. Economic Impact Study Presentation.: Guest presenter Gary Horvath thanked John and the Board for the opportunity to work with Community Options on this study. The purpose of an Economic Impact Study is to strengthen the awareness of our agency's necessity/value to our community. COI's impact is roughly \$12 million a year. Mr. Horvath shared a PowerPoint with the Board and answered all questions. The Board thanked Mr. Horvath for his hard work and time.
- John and Lori are working on a presentation that will include this information to take to potential donors/sponsors, a rough draft of their presentation should be done in 3-4 weeks.

IX. Announcements:

- We are getting ready for our Big Move so we will have a ton of furniture to get rid of if anyone knows someone who needs it.
- David Kienholz is going to be leaving the Board as soon as the end of March 2022.
- John thanked the Business Office for crunching numbers and all of the work done getting the revised budget ready.

- X. Adjournment: Motion to adjourn put forth by Darcy Arnold. Meeting was adjourned at 8:30 PM.

Respectfully submitted,

Aimee Pruitt

COMMUNITY OPTIONS INC.

Profit and Loss Statement

For the Six Months Ending December 31, 2021

	December			YTD			FY 22 Budget	50% % YTD
	Budget	Actual	Variance	Budget	Actual	Variance		
REVENUE	\$625,718	\$582,312	(43,405)	\$3,754,307	\$4,000,542	\$246,235	\$7,508,614	53%
EXPENSES								
PERSONNEL:								
Salaries/Regular Hours	\$336,803	\$369,892	33,089	\$2,020,818	\$2,069,283	48,465	\$4,041,636	51%
FICA	\$25,747	\$28,297	2,550	\$154,482	\$156,430	1,948	\$308,964	51%
Unemployment	\$1,670		(1,670)	\$10,020		(10,020)	\$20,040	0%
Health Insurance	\$47,547	\$0	(47,547)	\$285,282	\$213,347	(71,935)	\$570,564	37%
Worker's Comp	\$11,346	\$13,083	1,737	\$68,076	\$76,968	8,892	\$136,152	57%
Contract Services	\$12,136	(\$33,088)	(45,224)	\$72,816	\$138,604	65,788	\$145,632	95%
Physician Services			0			0		
Therapists	\$8,617	\$6,522	(2,095)	\$51,702	\$39,092	(12,610)	\$103,404	38%
Skilled Nursing			0			0		
Dental Diagnostics			0			0		
Dental Treatment	\$116		(116)	\$696		(696)	\$1,392	0%
Vision	\$375	\$654	279	\$2,250	\$6,639	4,389	\$4,500	148%
Audiology	\$55	\$1,054	999	\$330	\$8,324	7,994	\$660	1261%
Behavior Services	\$55	\$525	470	\$330	\$3,748	3,418	\$660	568%
Speech	\$0	\$5,109	5,109	\$0	\$27,649	27,649	\$0	
SUBTOTAL PERSONNEL	\$444,467	\$392,048	(52,419)	\$2,666,802	\$2,740,084	\$73,282	\$5,333,604	51%
OFFICE OPERATIONS:								
Program Supplies	\$2,861	\$275	(2,586)	\$17,166	\$15,421	(1,745)	\$34,332	45%
Office Supplies	\$3,729	\$1,971	(1,758)	\$22,374	\$13,978	(8,396)	\$44,748	31%
Custodial Supplies	\$1,526	\$1,131	(395)	\$9,156	\$4,537	(4,619)	\$18,312	25%
Telephone	\$7,089	\$4,009	(3,080)	\$42,534	\$43,349	815	\$85,068	51%
Postage	\$544	\$1,009	465	\$3,264	\$2,942	(322)	\$6,528	45%
Dues & Publications	\$1,642	\$311	(1,331)	\$9,852	\$6,187	(3,665)	\$19,704	31%
Lease of Equipment	\$125		(125)	\$750	\$1,620	870	\$1,500	108%
Equipment Repair	\$256		(256)	\$1,536	\$1,213	(323)	\$3,072	39%
Public Relations	\$333		(333)	\$1,998	\$706	(1,292)	\$3,996	18%
Staff Development	\$1,626	(\$324)	(1,950)	\$9,756	\$4,004	(5,752)	\$19,512	21%
Per Diem	\$741		(741)	\$4,446	\$1,431	(3,015)	\$8,892	16%
Food	\$14,083	\$3,501	(10,582)	\$84,498	\$40,245	(44,253)	\$168,996	24%
Minor Operating Equipment	\$2,289		(2,289)	\$13,734	\$5,411	(8,323)	\$27,468	20%
Recreational Activities	\$286		(286)	\$1,716	\$186	(1,530)	\$3,432	5%
Fees & Licenses	\$4,547	(\$952)	(5,499)	\$27,282	\$30,674	3,392	\$54,564	56%
Unallowable Expenses	\$408	(\$20,100)	(20,508)	\$2,448	(\$1,816)	(4,264)	\$4,896	-37%
Liability/Property Insurance	\$6,685	\$6,691	6	\$40,110	\$40,544	434	\$80,220	51%
Legal	\$375		(375)	\$2,250	\$485	(1,765)	\$4,500	11%
Audit	\$1,417		(1,417)	\$8,502		(8,502)	\$17,004	0%
Board Expenses	\$250		(250)	\$1,500	\$711	(789)	\$3,000	24%
Advertising	\$726		(726)	\$4,356	\$102	(4,254)	\$8,712	1%
Mileage	\$1,497	\$2,946	1,449	\$8,982	\$7,156	(1,826)	\$17,964	40%
General Client Care	\$2,975	\$1,853	(1,122)	\$17,850	\$13,974	(3,876)	\$35,700	39%
Medical--Staff	\$79		(79)	\$474	\$477	3	\$948	50%
Pharmacy	\$12		(12)	\$72	\$38	(34)	\$144	26%
Specialized Medical Equipment	\$282		(282)	\$1,692	(\$1,150)	(2,842)	\$3,384	-34%
Medical Supplies	\$118	\$169	51	\$708	\$4,952	4,244	\$1,416	350%
Household Supplies	\$2,390	\$2,191	(199)	\$14,340	\$16,333	1,993	\$28,680	57%
Freight	\$8		(8)	\$48		(48)	\$96	0%
SUBTOTAL OFFICE OPERATIONS	\$58,899	\$4,681	(54,218)	\$353,394	\$253,710	(\$99,684)	\$706,788	36%

	Budget	December Actual	Variance	Budget	YTD Actual	Variance	FY 22 Budget	50% % YTD
FACILITY EXPENSES:								
Rent	\$5,156	\$4,840	(316)	\$30,936	\$28,900	(2,036)	\$61,872	47%
Property Taxes	\$0		0	\$0	\$220	220	\$0	0%
Interest Expense	\$7,250	\$4,019	(3,231)	\$43,500	\$25,312	(18,188)	\$87,000	29%
Utilities	\$15,534	\$7,174	(8,360)	\$93,204	\$82,491	(10,713)	\$186,408	44%
Maintenance	\$2,598	\$4,704	2,106	\$15,588	\$25,748	10,160	\$31,176	83%
Minor Facility Equipment	\$1,350		(1,350)	\$8,100	\$20,186	12,086	\$16,200	125%
SUBTOTAL FACILITY EXPENSES	\$31,888	\$20,737	(11,151)	\$191,328	\$182,857	(\$8,471)	\$382,656	48%
VEHICLE EXPENSES:								
Minor Vehicle Equipment	\$4		(4)	\$24		(24)	\$48	0%
Vehicle Insurance	\$6,720	\$6,720	0	\$40,320	\$40,319	(1)	\$80,640	50%
Gas & Oil	\$5,833	\$1,961	(3,872)	\$34,998	\$43,128	8,130	\$69,996	62%
Vehicle Maintenance	\$6,250	\$9,344	3,094	\$37,500	\$30,441	(7,059)	\$75,000	41%
VEHICLE EXPENSE TOTAL	\$18,807	\$18,025	(782)	\$112,842	\$113,888	\$1,046	\$225,684	50%
TOTAL OPERATIONS	\$554,061	\$435,491	(118,570)	\$3,324,366	\$3,290,539	(\$33,827)	\$6,648,732	49%
NON-OPERATION EXPENSES:								
Direct Family Support Expenses	\$11,729	\$3,201	(8,528)	\$70,374	\$41,134	(29,240)	\$140,748	29%
Facility Capital								
Vehicle Capital								
Equipment Capital	\$0	\$315	315	\$0	\$315	315		
Operating Projects	\$0			\$0	\$82	82	\$50,000	0%
Purchased Services	\$5,000		(5,000)	\$30,000	\$15,612	(14,388)	\$60,000	26%
Host Home /Assisted Living Purchased Serv	\$54,153	\$51,023	(3,130)	\$324,918	\$324,728	(190)	\$649,836	50%
Restricted Purchases	\$0	(\$505)	(505)	\$0	\$4,350	4,350	\$0	0%
In-Kind Usage	\$0	\$4,732	4,732	\$0	\$6,725	6,725	\$0	0%
Depreciation	\$25,979	\$25,978	(1)	\$155,874	\$155,870	(4)	\$311,748	50%
TOTAL NON-OPERATIONAL EXPENSE	\$96,861	\$84,744	(12,117)	\$581,166	\$548,816	(32,350)	\$1,212,332	45%
							\$44,448	
TOTAL DEPARTMENTAL EXPENSE	\$650,922	\$520,235	(130,687)	\$3,905,532	\$3,839,355	(\$66,177)	\$7,905,512	49%
NET INCOME(LOSS)	(\$25,204)	\$62,077	87,282	(\$151,225)	\$161,187	312,412	(\$396,898)	

Community Options Inc.
Balance Sheet
December 31, 2021

ASSETS:

Current Assets

Operating Cash Accounts	\$3,317,096
Cash Held in Trust	144,143
Prepaid Expenses	44,679
SME Trade Receivables	577
Miscellaneous--Var. Progs	(3,436)
Medicaid A/R	507,905
Client R&B A/R	8,953
State Services A/R	53,013
Miscellaneous A/R	<u>92,102</u>

Total Current Assets: 4,165,032

Long Term Assets

Work in Progress--Park Place	4,590
Notes Receivable	<u>20,139</u>

Total Long Term Assets: 24,729

Fixed Assets (Net):

Office Equipment	3,361
Transportation Equipment	243,093
Land	592,605
Buildings & Improvements	1,940,736
Program Equipment	17,921
Current Year Capital Purchases	<u>315</u>

Total Fixed Assets: 2,798,031

Restricted Assets:

TOTAL ASSETS: 6,987,792

LIABILITIES & FUND BALANCES:

Liabilities:

Current Liabilities	1,015,849
Long Term Liabilities	<u>985,408</u>

Total Liabilities 2,001,257

Fund Balances

Fund Balances	4,778,012
Net Income (Loss)	<u>208,523</u>

Total Fund & Income Balance 4,986,535

TOTAL LIABILITIES & FUND BALANCES \$6,987,792

