



## BOARD MEETING MINUTES

November 9, 2021

**Present:**

Darcy Arnold  
Mary Turner  
Mary West  
David Lane  
Mike Schottelkotte  
Trevor Harrison

**Guests:**

Lori Sharp  
Mandy Miller

**Absences:**

Carolyn Rettig  
Julie Hilmes  
David Kienholz  
Dr. Lou Dwyer  
Traci Watson

**Staff Present:**

John Vastag  
Steve Dahlman  
Coreenna Howard  
Kevin Sowder  
Aimee Pruitt

- I. Call to Order: Meeting called to order at 6:38 by President Darcy Arnold, who declared a quorum.
- II. Absences: See above
- III. Minutes Review. Motion by Mike Schottelkotte and seconded by Mary Turner to approve minutes from the October meeting. All in favor, motion carried.
- IV. Public Comment:
  - A. Board Emails: Darcy reminded everyone to check your COI emails. Darcy got a hit from HCPF just to make sure emails are being received at the Boards Community Options email addresses.
  - B. Mandy Miller, a parent of someone receiving services, sat in on the meeting for observation.
- V. Executive Director's Report:
  - John introduced Coreenna to the Board.
  - COVID update, we have two group homes under quarantine, Cascade and Ute. Clients and staff are testing weekly and we're back to wearing masks in all facilities including Admin. There have been increased behaviors by the people we serve because they are going stir crazy. We are having weekly meetings to monitor the numbers.
  - There is an ALLIANCE webinar on the 17<sup>th</sup> to go over the mandates regarding COVID vaccination. Everything is kind of on hold right now. As it stands our group homes are over 90% vaccinated.

- Jennifer P. is reporting to the State on the 1<sup>st</sup> and 15<sup>th</sup> of every month with our COVID related numbers.
- There are several rate increases from the state coming up.
- We currently have 9 open positions; Stacy is still working hard on recruiting. We hired a nurse, but he became COVID positive so can't start right away. A state nurse joined the team temporarily, she will be here for a month and is working mostly at Hillview.
- All of the information for our part of the Economic Impact Study was sent to Gary on the 6<sup>th</sup> of October. We should have the completed study by the end of December.
- The staff surveys for the Economic Impact Study went out October 15<sup>th</sup>. We had 67 turned in, not too bad a little under 50% of staff.
- Our attorney with Philadelphia got all necessary paperwork into Brandon, the investigator for the Attorney General's office, on the 29<sup>th</sup> of October. We haven't heard anything back yet.
- Due to an anonymous complaint at Hillview the Department of Health sent out a surveyor. The surveyor was complimentary, and we only received a couple deficiencies. The plan of correction was submitted and has been accepted.
- John, Jennifer, Damon L., Danielle A., and Vivian H. had a meeting on 11/09 for Vivian to purchase a van from us.
- Some of the ALLIANCE team met with Governor Polis to discuss the DSP work crisis. They went over regulatory relief along with 6-8 bullets on retention and staffing crisis strategy. ALLIANCE would like to see our agency join ANCOR. That would mean a 12% increase to our annual dues, about \$1,200.
- There is a COVID webinar on the 17<sup>th</sup>. That will be led by Michael Sims, a representative from Philadelphia Insurance. The Admin team will sit in on it together.
- John shared the dashboards with the Board and explained their purpose in the group homes.
- Last week, Monday the 2<sup>nd</sup> through Thursday the 4<sup>th</sup>, we had another group of surveyors show up. This makes the third group in the last 3-4 months. The survey went very well, the surveyors found us easy to work with and they thought we made some amazing changes. Our staff is doing such a good job they couldn't tell we have staffing shortages; the homes are clean and the people we serve are well taken care of.
- The separation of Case Management is supposed to be completed by July of 2024. Mandy had a few questions about the catchment areas and what they mean to COI, so Steve gave her a brief run down.

## VI. Committee Reports

### A. Finance/Audit Committee:

- Steve presented the financial report for September 2021. We show a \$17K deficit for September and a \$172k deficit for the year. There are several considerations that help to improve that deficit amount:
  - In August we closed on the land held for sale and received the amount on sale of its book value so basically broke even. The \$60K in closing costs and commissions paid on the land sale, however, was not included in the FY22 budget .
  - Billing is all caught up except for one EI program that will show about \$35k of additional revenue.
  - There is about \$10K worth of client online spending that we haven't been reimbursed for yet. New client debit cards will eliminate the need to use agency purchase cards to complete on-line transactions for client purchases.

- Residential revenue is down a bit and expenses are up but that is due in part to facility maintenance items like tree trimming, appliances, etc. That amount is about \$15k and has \$50k earmarked in the budget for all special facility projects.
  - Mandy works for Black Hills Energy and told the Board about a program for non-profits that helps with rebates on appliances, she'll get Steve more information.
  - We just got rid of 2.5 tons of e-waste to the tune of about \$1,800.
  - The Board discussed topics for the next working session which will be the 23<sup>rd</sup> at 6:30 pm.
  - David Lane moves to approve financial statement for September 2021, as presented, seconded by Mike Schottelkotte. All in favor, motion carried.
- B. PR/Fund-Raising Committee:
- Lori reminded everyone that end of year giving is upon us, so the Board needs to watch for posts on social media and please share them, it helps. Our Town Matters is taking the lead on posting to our social media pages. Our end of year mailer will be coming soon.
  - Our new vehicles arrival keeps getting pushed back it looks like mid-summer 2022 at best now. Working on sponsors to re-commit on current vehicles. DMEA and Elevate have signed on again separately with a total between the two of \$1,200.
  - We have submitted our 2021 award to San Miguel County for payment.
  - Funding for the AED equipment is our next important ask. Think about any connections you may have and let us know.
  - Tanya Maddox, Lori, and John will be meeting next week sometime to run through some ideas.

VII. Old Business:

- A. Update on Vertical Harvest: Grand Junction changed their minds; they don't want to be a part of it anymore and the people in Jackson aren't responding. Tanya is still working on it, but the going is slow.
- B. Darcy brought up Board recruiting, to please keep it in mind and think of people who might be interested.

VIII. New Business:

- A. Remote Work Policy: The new drafting for Policies and Procedures was presented to the Board for their input. John went over the summary of the proposed policy and the Board requested more time to look it over to be decided upon at the December meeting.
- B. The Board thanked Mary West for dinner.

IX. Announcements: Mandy told the Board how awesome COI is.

X. Adjournment: Motion to adjourn put forth by Mike Schottelkotte. Meeting was adjourned at 8:15 PM.

Respectfully submitted,  
Aimee Pruitt

Community Options, Inc.  
FY22 FINANCE REPORT AS OF 9/30/2021  
11/9/2021



**Reports attached:**

1. Balance Sheet/Working Capital Report
2. Revenue and Expense Statement

**Summary:**

**REVENUES** After the first quarter of FY22 revenue is down from budgeted by .71%—about \$53,473 short. All billing is caught up as of the 9/30 except EI GAE. That amount of unrecognized revenue from that could be around \$35k.

**EXPENSES** As of 9/30 we are running about 25% above budgeted numbers or nearly \$20K. Unbudgeted expense in selling the vacant land alone accounts for \$60k. Interestingly, the anticipated higher payroll cost (special budget approval of \$155K in August) did not materialize but I believe it is because of staffing shortages and vacancies.

Working Capital as of 9/30/2021	Current Month	7/1/2021 Balance	Net Change from 7/1/21	Increase of \$ 6,863 from last month.
\$ 2,668,230	\$ 1,922,485	\$ 745,745		

Balance Sheet as of 9/30/2021	Current Month	7/1/2021 Ratio	Net % Change from 7/1/21	
Current Ratio 3.317		2.575	28.84%	
Curr Assets/All Liabilities 1.781		1.354	31.53%	
Capital/Ops Projects: \$ 82	\$ 82	Current Month Year-to-Date		

Revenue to 9/30/2021	Actual	Budget	+/-	
Agency 24.29%	25.00%	-0.71%		
Agency w/o Children's Svc 24.98%	25.00%	-0.02%		

**Comparative Expense Review as of 9/30/2021**

Expenses:	Current Month	From 2 Months Ago	Cur Mth/Last Yr over/(under)	
Agency 0.25%	-0.42%		-1.75%	<b>Comment-See Summary</b>
Agency w/o Children's -25.00%	-0.29%		-1.75%	
Children's Svcs -2.83%	-2.68%		-3.75%	
Day/SLS Program Svc's -4.25%	-1.68%		-5.03%	
Residential Svcs 2.45%	0.67%		0.80%	
Adult Services 0.27%	-0.10%		-1.07%	
Case Mgmt. -1.07%	-0.14%		-1.33%	
Transportation Svc's -0.57%	-1.29%		-7.20%	
Admin 3.14%	-0.55%		-0.93%	







**COMMUNITY OPTIONS, INC.**
**FY22 Initial Budget Revenue & Expense by Program**

25.00%

11/9/2021

ITEM	REVENUE: FY2022 INITIAL BUDGET	REVENUE: FY22 SEP21 ACTUAL	REVENUE: FY22 Y-T-D	REVENUE: FY22 % CHANGE	EXPENSE: FY2022 INITIAL BUDGET	EXPENSE: FY22 SEP21 ACTUAL	EXPENSE: FY22 Y-T-D	EXPENSES: BUD21->BUD22 %/% CHANGE
<b>NEW COMP RESOURCES EST.</b>								
HOST HOME SVCS	122,281			0.0%	0			#DIV/0!
HOST HM ADMIN	947,476	78,583	242,840	25.6%	669,607	52,260	163,279	24.4%
FAMILY CARE GIVER					69,624	6,562	19,796	28.4%
<b>SUBT PCA/HH</b>	<b>1,617,543</b>	<b>136,659</b>	<b>401,662</b>	<b>24.8%</b>	<b>1,250,630</b>	<b>110,473</b>	<b>319,361</b>	<b>25.5%</b>
<b>ALL REIMBURSED MEDICAL</b>								
HUD	9,916	6,442	7,458	75.2%				
CLIENT R/B	10,620	883	2,649	24.9%				
<b>SUBT RESID PROGRAM</b>	<b>4,646,355</b>	<b>383,464</b>	<b>1,133,524</b>	<b>24.4%</b>	<b>3,182,549</b>	<b>284,404</b>	<b>855,327</b>	<b>26.9%</b>
CONTRACT SERVICES								
OHCDS (Prof Svc)					8,500	625	1,925	22.6%
<b>SUBT CONTRACT SERVICES</b>					<b>8,500</b>	<b>625</b>	<b>1,925</b>	<b>22.6%</b>
<b>PROGRAM ADMIN/OTHER:</b>								
RESID ADMIN/SUPPORT					118,200	19,890	55,443	46.9%
MONTROSE MEDICAL SUPPORTS					146,940	13,184	41,553	28.3%
DELTA MEDICAL SUPPORTS					80,152	5,862	18,438	23.0%
OTHER(Cit Vacation Clearing)	0			#DIV/0!	976	-	1,813	185.8%
RESID DEPRECATION					102,000	8,203	24,608	24.1%
SUBT PROGRAM ADMIN/OTHER:	0			#DIV/0!	448,268	47,139	141,855	31.6%
<b>SUBT RESIDENTIAL PROGRAM:</b>	<b>4,646,355</b>	<b>383,464</b>	<b>1,133,524</b>	<b>24.4%</b>	<b>3,639,317</b>	<b>332,168</b>	<b>999,107</b>	<b>27.5%</b>
<b>SUBTOTAL ADULT SVCS:</b>	<b>6,102,884</b>	<b>509,662</b>	<b>1,514,196</b>	<b>24.8%</b>	<b>5,396,158</b>	<b>451,466</b>	<b>1,363,732</b>	<b>25.3%</b>
<b>CASE MANAGEMENT:</b>								
CS MGMT(STATE)	32,157	4,961	14,176	44.1%	358,380	27,213	85,535	23.9%
EI SVC COORDINATORS	82,050	-	-	0.0%	95,327	7,760	22,965	24.1%
CS MGMT(TCM)	358,565	29,594	94,783	26.4%				
CM ADMIN FEES (New 7/20)	0			#DIV/0!				
EARLY INTERV INS TRUST/SC	1,670	1,201	2,948	176.5%				
TCM-EARLY INTERVENTION	28,764	3,332	7,497	26.1%				
OTHER--DRAWER FUND	0			#DIV/0!	1,800	462	484	26.9%

**COMMUNITY OPTIONS, INC.**
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A	B	C	D	E
ITEM	REVENUE: FY2022 INITIAL BUDGET	REVENUE: FY22 SEP21 ACTUAL	REVENUE: FY22 Y-T-D	REVENUE: 21BUD-->22BUD %-% CHANGE
DEPRECIATION				
<b>SUBTOTAL CS MGMT</b>	<b>503,206</b>	<b>39,087</b>	<b>119,405</b>	<b>23.7%</b>
<b>TRANSPORTATION SVCS/SUPPORT:</b>				
TRANS	164,581	18,971	62,185	37.8%
OTHER(Vehicle sales, Insurance )	0	847	847	#DIV/0!
DEPRECIATION				
<b>SUBTOT TRANS(IN-HOUSE)</b>	<b>164,581</b>	<b>19,819</b>	<b>63,033</b>	<b>38.3%</b>
HH TRANS PURCHASE SVCS				
<b>SUBTOTAL ALL TRANSPORTATION</b>	<b>164,581</b>	<b>19,819</b>	<b>63,033</b>	<b>38.3%</b>
<b>ADMINISTRATION/SUPPORT:</b>				
SGF M&G (FSSP + S-SLS+ OBRA	30,154	1,244	2,573	8.5%
ADMIN FEE/QA; Ops	0			#DIV/0!
EI CONTRACT INDIRECT (10%)	18,421	584	1,610	8.7%
BUSINESS OPERATIONS	0	4,727	31,211	#DIV/0!
MAINTENANCE				
SAFETY	0			#DIV/0!
TRAINING				
HR				
I.T. SUPPORT				
FUNDRAISING				
DEPRECIATION				
<b>SUBTOTAL ADMIN/SUPPORT</b>	<b>48,575</b>	<b>6,554</b>	<b>35,394</b>	<b>72.9%</b>
<b>LOCAL &amp; OTHER:</b>				
CITIES & COUNTIES	16,500	-	4,000	24.2%
IN-KIND	5,000	-	1,118	22.4%
LOCAL-RESTRICTED	20,000	505	723	3.6%
INTEREST INCOME (inc cmu note)	1,500	238	704	47.0%
CDOT VANS/LOGOS (RESTRICTED)	29,163	5,800	5,800	19.9%
CDOT VANS GRANT (RESTRICTED)	116,653			0.0%
				#DIV/0!

## COMMUNITY OPTIONS, INC.

## FY22 Initial Budget Revenue &amp; Expense by Program

11/9/2021

25.00%

ITEM	REVENUE: FY2022 INITIAL BUDGET	REVENUE: FY22 SEP21 ACTUAL	REVENUE: FY22 Y-T-D	REVENUE: FY21BUD-->22BUD % CHANGE	EXPENSE: FY2022 INITIAL BUDGET	EXPENSE: FY22 SEP21 ACTUAL	EXPENSE: FY22 Y-T-D	EXPENSES: BUD21->BUD22 %/% CHANGE
OTHER (Plug)						686	939	
OPERATING PROJECTS					50,000	-	82	0.2%
FUNDRAISING (UNRESTRICTED)	50,000	16,825	18,862	37.7%				
CAPITAL CAMPAIGN	0		-	#DIV/0!				
<b>SUBTOTAL LOCAL &amp; OTHER</b>	<b>238,816</b>	<b>23,368</b>	<b>31,207</b>	<b>13.1%</b>	<b>55,000</b>	<b>4,672</b>	<b>6,225</b>	<b>11.3%</b>
<b>TOTAL ALL PROGRAMS</b>	<b>7,508,614</b>	<b>632,867</b>	<b>1,823,680</b>	<b>24.3%</b>	<b>7,905,512</b>	<b>649,744</b>	<b>1,995,867</b>	<b>25.2%</b>
REV. BUDGET FISCAL YEAR COMPARATIVE	7,508,614	632,867	1,823,680	24.29%				
EXP. BUDGET /FISCAL YEAR COMPARATIVE	7,905,512	649,744	1,995,867	25.25%				
<b>SURPLUS/(DEFICIT) BY YEARS</b>	(396,398)	(16,877)	(172,187)					