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BOARD MEETING MINUTES

March 14, 2023

Present:

Darcy Arnold
Mary Turner
Mary West @ 6:34
David Lane
Dr. Lou Dwyer
Mike Schottelkotte via Zoom
Trevor Harrison
Anne Pratt
Mary Dull

Absences:

Carolyn Rettig

Staff Present:

Jennifer Pelligra
Kevin Sowder
Aimee Pruitt
Janice Elliott via Zoom

Guest:

Lori Sharp via Zoom

- I. Call to Order: Meeting called to order at 6:24 PM by Mary Dull.
- II. Absences: See above
- III. Minutes Review. Motion by Mike Schottelkotte and seconded by Dr. Dwyer, to approve minutes from the February 2023 meeting. Motion carried.
- IV. Public Comment:
 - A. Board Emails: Darcy reminded everyone to check your COI emails.
- V. Executive Director's Report: The Administrative Team had our strategic planning session with Lori, it went very well. Lori was an excellent facilitator, the team did a great job and everything went well. The next step in the Strategic Planning process is for the Board to have a session with Lori, that has been scheduled for 04/17 at 2:00 PM, Mike S. will most likely have to Zoom in if at all possible.
 - The JBC met and approved a 3% rate increase across the board coupled with targeted rate increases that are not yet finalized. They also approved a wage increase for all DSP from \$15.00 an hour to \$15.75 it won't go into effect until the new fiscal year.
 - Jennifer spoke to Melanie Hall about the leadership program Melanie teaches we are interested in the program for managers/supervisors to boost morale and improve leadership skills. We are looking into an Arpa grant to cover the cost of the program.
 - There is a tentative closing date for Canyonview of 04/06.
 - The Public Forums for COI were held at Park Place and Aspen Crest not a huge turnout.

- Surveys are complete Day Program and Residential did a great job, not a lot of negative feedback, the Client Satisfaction surveys were mostly positive as well.
- The RFP closed for the CMA's and the list of who applied was made public not the catchment area they applied for or how many areas were applied for but Montrose and Delta counties both applied.

VI. Committee Reports

- A. Finance/Audit Committee: Kevin presented the financials for January. We are showing a deficit of \$90K. A large chunk of the deficit is due to a recent bill of \$50K, for Worker's Comp. Insurance that was expensed to the pre-paid insurance tab that is mainly used for Philadelphia insurance not Pinnacol. It was corrected but it's a heavy hit to see in one month, it is correct but it should have been spread out better. Another piece would be \$37K in specialized medical equipment which was a modification to a vehicle for a specific client which will be reimbursed by the state through the clients PAR. Utilities were a bit high in January because of the cold, everything else was fairly normal. We did add a new line to expenses for the employer side of the FAMILI Act. Revenue was comparable to previous months with the exception of two months' worth of SGF billing coming in to operating totals.
- We are running our first payroll cycle without paper timesheets, MITC is fully live so we're keeping our fingers crossed.
 - Kevin will be making a journal entry and correction for the next Board meeting concerning the vehicle expense that was reported in the wrong place last July.
 - Met with the Host Home Contractors, after assessment of all contracts the team decided to increase the rate to create equity and remain competitive. The team did an excellent job under hard circumstances.
 - We received another van from C-DOT, haven't been billed for it yet but we will pay the full \$75K and then be reimbursed 80% of the total.
 - Kevin is hopeful the audit will be completed by the end of March.
 - Mary Turner motioned to approve the financials for January 2023 as presented, seconded by David Lane. All in favor, motion carried.
- B. PR/Fund-Raising Committee: Lori Sharp informed the Board how pleased she was with the dynamic in the room for the staff Strategic Planning session. Everyone had something to add, and no one was afraid to speak up which Lori attributes to Jennifer's leadership qualities. Lori then opened the floor to the Board for any questions about their upcoming Strategic Planning Session. The only tidbit that was shared from the staff session was the fact that everyone seemed interested in revamping our Mission Statement. Darcy will be sending the Board the homework from Lori for their session before the Board meeting in April since the Board session is scheduled for April 17th at 2 PM.
- C. Program Committee: On hiatus until further notice.
- D. Sustainability Committee: The Committee needs to get together so Jennifer will send out some dates and time options. Jennifer would like to meet sometime in the next two weeks, Zoom is always an option if necessary.
- E. Governance Committee: On hiatus until further notice.

VII. Old Business:

- A. Trevor thinks it would be a good idea to have the tour of facilities before the Strategic Planning Session, everyone agreed. The Board discussed and settled on 04/07 at 8 AM, they will meet at the Tom Turner Administration Building and ride together in one of the buses. The consensus was to skip Aspen Crest for now and to hold a Board meeting up there in the near future, we will shoot for June.

VIII. New Business:

- A. Increasing our Depreciation Threshold. Our current depreciation threshold is \$1,000.00 with a 3 year useful lifespan, this has been in place since 1988. Inflation has gone up roughly 154% since that time so to stay current we would need to raise our threshold to at least \$2,500.00. Kevin would like to see us bump it to \$5,000.00. David Lane informed Kevin that we should check out the current requirements of the useful lifespan as well. Trevor Harrison motioned to raise COI's depreciation threshold to \$5,000.00 with a useful lifespan as required by the IRS, seconded by David Lane. All in favor, motion carried.
- B. Corporate Resolutions for Closing: Darcy read the resolution; discussion ensued. David Lane motioned to give Jennifer Pelligra authorization to approve the sale of Canyonview, seconded by Trevor Harrison. All in favor, motion carried.

IX. Announcements: Darcy wanted to recognize Jennifer for her nomination for Woman of the Year. Darcy was impressed by the things people had to say about Jennifer, everyone spoke highly about Jen and the stories they shared about her had a lot of pizzazz. Congratulations Jennifer!!

X. Adjournment: Motion to adjourn put forth by Mike Schottelkotte. Meeting was adjourned at 7:47 PM.

Respectfully submitted,

Aimee Pruitt