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CommunityOptionsInc.org

BOARD MEETING MINUTES

February 14, 2023

Present:

Mary Turner
Mary West via Zoom
Carolyn Rettig via Zoom
Dr. Lou Dwyer
Mike Schottelkotte via Zoom
Anne Pratt via Zoom
Mary Dull

Absences:

Darcy Arnold
Trevor Harrison
David Lane

Staff Present:

Jennifer Pelligra
Kevin Sowder
Stacy Clifford via Zoom
Aimee Pruitt

- I. Call to Order: Meeting called to order at 6:27 PM by First Vice President Mary Turner, who declared a quorum.
- II. Absences: See above
- III. Minutes Review. Motion by Mike Schottelkotte and seconded by Mary West to approve minutes from the January 2023 meeting. All in favor, motion carried.
- IV. Public Comment:
 - A. Board Emails: Mary T. reminded everyone to check your COI emails.
- V. Executive Director's Report: Jennifer met with Sarah Curtis of All Points Transit to discuss partnering with them for transportation routes. Sarah also wants to work with us to see which of our clients have a waiver that would allow them bus passes to promote independence. All Points is currently looking for a Mobility Manager who, among other duties, would be able to ride along with our clients and help them learn their routes.
 - Jennifer met with Josie from Hilltop about EI. Hilltop provides services to families who might qualify for EI and Fam Support help but don't know it, so the referral process was discussed.
 - We had a surprise survey due to anonymous complaints, there were 5 allegations toward our HCBS services in total, the survey was conducted by CDPHE. The surveyor was here for a day, went on site visits to some of our facilities and he was very impressed by all of our teams. He was complimentary about how well organized

our records are and how easy they were to maneuver through. None of the allegations were substantiated, the survey was a success.

- Meeting tomorrow (Feb. 15th) about COVID health and the Chapter Two emergency rules. They're talking about basically taking the guidance regarding the respiratory and fit testing, among other things, and making them rules.
- One of our PCA clients got an apartment in Montrose Apartments, it should be a good fit.
- We were sent an amendment to our CCB contract, Jennifer signed it and got it returned.
- COI received donations of \$12,500.00 from Montrose County and \$4,000.00 from Delta County.
- We have two Person Centered Thinking Trainings coming up at the end of February and the beginning of March.
- Jennifer received the Post Payment Contract final review findings and we owe HCPF \$5.74, we have to get a check out to them in the next 30 days.
- There is lots of work being done at Bradford, the most recent project is the floors which are being done with grant funds. We've had some luck with grant funding for projects and repairs for our facilities, we've done the electrical at Cascade, new floors and paint at Bradford, and we've put in for a new kitchen at Hillview.
- The JBC approved a 3% rate increase across the board, still waiting to hear what the increases will be for individualized service areas.
- To get ready for the strategic planning prep meeting there will be a staff survey going out the staff session is scheduled for March 2nd, it will include 8 staff and Lori S. The board session is being planned for the end of March or beginning of April. The main topic at these sessions is going to be the future of COI, where we would like to take our agency and how to get there.

VI. Committee Reports

- A. Finance/Audit Committee: Kevin presented the financials for December 2022, we have a deficit of \$21K for the month.
 - The revised budget was optimistic, the model has shifted a bit but we're still in a better position than we were.
 - December is not a trend setter by any means, our revenue was higher than the previous one.
 - Two sets of GAE billing came in at once, which is not likely to be repeated.
 - We moved out of Canyonview the middle of the month (Dec. 15th) so things are a little different there.
 - Not a lot of surprises throughout, there were some missed expenses from contract services and family caregivers in November, but we found it and made up for it in December. Personnel right around the average, a bit higher due to moves and the consequent overtime. There was also 6 months of billing for Six-Points that came through.
 - Dr. Dwyer motioned to approve financials for December 2022 as presented, seconded by Mike Schottelkotte. All in favor, motion carried.
- B. PR/Fund-Raising Committee: Lori was out but the biggest news to share was the grants for facility projects and repairs.
- C. Program Committee: Discussing how to move forward to make the most out of everyone's time.
- D. Sustainability Committee: We had a couple CDs come to maturity and decided to roll them forward into new CDs.
- E. Governance Committee: Work in progress.

- VII. Old Business:
- A. Storage Options: Not sure what we want to do at this point, some things are still up in the air like the CM files. When we separate are those files going with CM or do we have to retain them since we provided services? This might be a discussion to be had closer to Spring but definitely keep it on the radar. Jennifer will work on getting hard numbers in the upcoming months.
- VIII. New Business:
- A. Strategic Planning: Went over the plan in the Executive Director's Report. Lori S. wants the Board to be thinking about it.
- B. The Board should hammer out the details of a trip to visit the facilities at the Strategic Planning Meeting.
- IX. Executive Session pursuant to C.R.S. 25.5 – 10 -209 (2)(b)(IV)(A) to address the following matters: the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest;" Mike Schottelkotte motioned to go into Executive Session regarding a matter involving the sale of real estate, in particular Canyonview, owned by COI, seconded by Carolyn Rettig. All in favor, motion carried.
- Executive Session began at 7:11 PM and ended at 7:41 PM, at which time Regular Session resumed.
 - Mike Schottelkotte motioned that the Board authorize the Executive Director to communicate a counter proposal to the offer made by prospective buyer of Canyonview, consistent with details discussed in Executive Session, seconded by Dr. Dwyer. All in favor, motion carried.
- X. Announcements: None.
- XI. Adjournment: Motion to adjourn put forth by Mary Turner. The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Aimee Pruitt

Community Options Inc.
Balance Sheet
For the Seven Months Ending Tuesday, January 31, 2023

ASSETS:

Current Assets

| | |
|---------------------------|-------------|
| Operating Cash Accounts | \$1,449,170 |
| Cash Held in Trust | 92,201 |
| Prepaid Expenses | 73,741 |
| SME Trade Receivables | (146) |
| Miscellaneous--Var. Progs | 293 |
| Medicaid A/R | 553,786 |
| Client R&B A/R | 19,906 |
| State Services A/R | 96,181 |
| Miscellaneous A/R | 51,248 |

Total Current Assets: 2,336,380

Long Term Assets

| | |
|------------------------------|---------|
| Work in Progress--Park Place | 421,661 |
|------------------------------|---------|

Total Long Term Assets: 421,661

Fixed Assets (Net):

| | |
|--------------------------------|-----------|
| Office Equipment | 2,407 |
| Transportation Equipment | 153,387 |
| Land | 550,305 |
| Buildings & Improvements | 1,701,220 |
| Program Equipment | 13,260 |
| Current Year Capital Purchases | 74,895 |

Total Fixed Assets: 2,495,474

Restricted Assets:

TOTAL ASSETS: 5,253,515

LIABILITIES & FUND BALANCES:

Liabilities:

| | |
|---------------------|---------|
| Current Liabilities | 787,011 |
|---------------------|---------|

Total Liabilities 787,011

Fund Balances

| | |
|-------------------|-----------|
| Fund Balances | 5,147,481 |
| Net Income (Loss) | (680,978) |

Total Fund & Income Balance 4,466,503

TOTAL LIABILITIES & FUND BALANCES \$5,253,514





NOV22 Y-T-D

FY 2023

| FY23 DEC-JUN Revised Budget | FY23 DEC- JUN Monthly Avg. | December | January | Year To Date |
|--------------------------------|----------------------------------|----------|---------|--------------|
|--------------------------------|----------------------------------|----------|---------|--------------|

REVENUE:

| | | | | | | |
|-------------|-------------------------------|--------------|------------|------------|------------|--------------|
| \$3,117,514 | GROSS OPERATING REVENUES | \$ 4,582,462 | \$ 654,637 | \$ 673,486 | \$ 672,263 | \$ 4,463,263 |
| \$92,086 | IN-KIND & RESTRICTED REVENUES | | | \$ 10,000 | \$ 708 | \$ 102,794 |
| \$3,209,600 | TOTAL OPERATIONAL REVENUE: | \$ 4,582,462 | \$ 654,637 | \$ 683,486 | \$ 672,971 | \$ 4,566,057 |

\$6,000

NON-OPERATIONAL REVENUE:

\$ 6,000

| | | | | | | |
|-------------|----------------|--------------|------------|------------|------------|--------------|
| \$3,215,600 | TOTAL REVENUE: | \$ 4,582,462 | \$ 654,637 | \$ 683,486 | \$ 672,971 | \$ 4,572,057 |
|-------------|----------------|--------------|------------|------------|------------|--------------|

PERSONNEL:

| | | | | | | |
|-------------|---------------------------|--------------|------------|------------|------------|--------------|
| \$1,535,208 | Salaries/Regular Hours | \$ 2,194,734 | \$ 313,533 | \$297,627 | \$320,560 | \$ 2,153,395 |
| \$170,910 | Leave Hours | \$ 141,615 | \$ 20,231 | 43,159 | 28,222 | \$ 242,291 |
| \$29,421 | Other Hours | \$ 13,500 | \$ 1,929 | 4,507 | | \$ 33,928 |
| \$16,485 | Vehicle Maintenance Hours | \$ 23,895 | \$ 3,414 | 3,347 | 2,369 | \$ 22,201 |
| \$192,273 | Relief Hours | | | 31,894 | 26,594 | \$ 250,761 |
| \$0 | Client Hours | | | | | \$ - |
| \$147,648 | FICA | \$ 180,559 | \$ 25,794 | \$ 28,896 | \$ 28,692 | \$ 205,236 |
| \$0 | FAMLI | | | | \$ 1,648 | \$ 1,648 |
| \$2,475 | Unemployment | \$ 2,500 | \$ 357 | | | \$ 2,475 |
| \$164,301 | Health Insurance | \$ 336,002 | \$ 48,000 | \$ 32,658 | \$ 31,711 | \$ 228,670 |
| \$0 | Worker's Comp | \$ 60,238 | \$ 8,605 | | \$ 50,714 | \$ 50,714 |
| \$183,842 | Contract Services | \$ 257,379 | \$ 36,768 | \$ 58,634 | \$ 38,418 | \$ 280,894 |
| \$33,495 | Therapists | \$ 46,893 | \$ 6,699 | \$ 5,130 | \$ 6,540 | \$ 45,165 |
| \$40 | Dental Diagnostics | \$ 56 | \$ 8 | | | \$ 40 |
| \$400 | Dental Treatment | \$ 560 | \$ 80 | | | \$ 400 |
| \$4,932 | Vision | \$ 6,905 | \$ 986 | \$ 986 | \$ 1,226 | \$ 7,144 |
| \$0 | Audiology | \$ - | | | \$ 3,897 | \$ 3,897 |
| \$1,965 | Behavior Services | \$ 2,751 | \$ 393 | \$ 270 | \$ 1,650 | \$ 3,885 |
| \$19,599 | Speech | \$ 27,439 | \$ 3,920 | \$ 2,887 | \$ 2,562 | \$ 25,048 |
| \$2,502,994 | SUBTOTAL PERSONNEL | \$ 3,295,025 | \$ 470,718 | \$ 509,995 | \$ 544,803 | \$ 3,557,792 |

OFFICE OPERATIONS:

| | | | | | | |
|----------|------------------------------|-----------|----------|----------|------------|-----------|
| \$14,375 | Program Supplies | \$ 20,125 | \$ 2,875 | \$ 7,472 | \$ 1,936 | \$ 23,783 |
| \$16,223 | Office Supplies | \$ 22,712 | \$ 3,245 | \$ 1,841 | \$ 4,446 | \$ 22,510 |
| \$910 | Custodial Supplies | \$ 1,274 | \$ 182 | | \$ 171 | \$ 1,081 |
| \$25,845 | Telephone | \$ 36,183 | \$ 5,169 | \$ 5,298 | \$ 4,703 | \$ 35,846 |
| \$1,302 | Postage | \$ 1,823 | \$ 260 | \$ 504 | \$ 7 | \$ 1,813 |
| \$5,788 | Dues & Publications | \$ 8,103 | \$ 1,158 | | \$ 2,561 | \$ 8,349 |
| \$1,603 | Lease of Equipment | \$ 2,244 | \$ 321 | | | \$ 1,603 |
| \$108 | Equipment Repair | \$ 151 | \$ 22 | | \$ 111 | \$ 219 |
| \$8 | Public Relations | \$ 11 | \$ 2 | | | \$ 8 |
| \$3,671 | Staff Development | \$ 5,139 | \$ 734 | \$ 1,800 | \$ 287 | \$ 5,758 |
| \$1,673 | Per Diem | \$ 2,342 | \$ 335 | | | \$ 1,673 |
| \$36,955 | Food | \$ 51,737 | \$ 7,391 | \$ 4,659 | \$ 1,464 | \$ 43,078 |
| \$4,209 | Minor Operating Equipment | \$ 5,893 | \$ 842 | \$ 128 | \$ 492 | \$ 4,829 |
| \$102 | Recreational Activities | \$ 143 | \$ 20 | | | \$ 102 |
| \$35,817 | Fees & Licenses | \$ 50,144 | \$ 7,163 | \$ 9,766 | \$ 15,095 | \$ 60,678 |
| \$3,669 | Unallowable Expenses | \$ 5,137 | \$ 734 | \$ 1,182 | \$ (1,504) | \$ 3,347 |
| \$37,955 | Liability/Property Insurance | \$ 53,137 | \$ 7,591 | \$ 7,011 | \$ 7,011 | \$ 51,977 |
| \$1,568 | Legal | \$ 2,195 | \$ 314 | \$ 2,222 | | \$ 3,790 |
| \$0 | Audit | \$ - | | | | \$ - |
| \$491 | Board Expenses | \$ 687 | \$ 98 | \$ 154 | | \$ 645 |
| \$682 | Advertising | \$ 955 | \$ 136 | \$ 238 | | \$ 920 |
| \$3,320 | Mileage | \$ 4,648 | \$ 664 | \$ 312 | \$ 211 | \$ 3,843 |
| \$12,234 | General Client Care | \$ 17,128 | \$ 2,447 | \$ 2,373 | \$ 1,806 | \$ 16,413 |
| \$75 | Medical--Staff | \$ 105 | \$ 15 | | \$ 401 | \$ 476 |
| \$4 | Pharmacy | \$ 6 | \$ 1 | | \$ 75 | \$ 79 |

| NOV22 Y-T-D | FY 2023 | Revised Budget | Avg. | December | January | Year To Date |
|--------------|--------------------------------|----------------|------------|-------------|-------------|--------------|
| \$3,444 | Specialized Medical Equipment | \$ 4,822 | \$ 689 | \$ 64 | \$ 37,015 | \$ 40,523 |
| \$3,512 | Medical Supplies | \$ 4,917 | \$ 702 | \$ 736 | \$ 942 | \$ 5,190 |
| \$17,056 | Household Supplies | \$ 23,878 | \$ 3,411 | \$ 3,931 | \$ 556 | \$ 21,543 |
| \$0 | Freight | \$ - | | | | \$ - |
| \$232,599 | SUBTOTAL OFFICE OPERATIONS | \$ 325,639 | \$ 46,520 | \$ 49,691 | \$ 77,786 | \$ 360,076 |
| | FACILITY EXPENSES: | | | | | |
| \$26,105 | Rent | \$ 36,547 | \$ 5,221 | \$ 4,481 | \$ 4,481 | \$ 35,067 |
| \$0 | Property Taxes | \$ - | | | | \$ - |
| \$0 | Interest Expense | \$ - | | | | \$ - |
| \$90,369 | Utilities | \$ 106,517 | \$ 15,217 | \$ 12,722 | \$ 21,447 | \$ 124,538 |
| \$24,745 | Maintenance | \$ 34,643 | \$ 4,949 | \$ 3,916 | \$ 7,844 | \$ 36,505 |
| \$1,691 | Minor Facility Equipment | \$ 2,367 | \$ 338 | | | \$ 1,691 |
| \$142,910 | SUBTOTAL FACILITY EXPENSES | \$ 180,074 | \$ 25,725 | \$ 21,119 | \$ 33,772 | \$ 197,801 |
| | VEHICLE EXPENSES: | | | | | |
| \$0 | Minor Vehicel Equipment | \$ - | | | | |
| \$30,240 | Vehicle Insurance | \$ 42,336 | \$ 6,048 | \$ 6,048 | \$ 6,048 | \$ 42,336 |
| \$40,059 | Gas & Oil | \$ 56,083 | \$ 8,012 | \$ 5,272 | \$ 4,868 | \$ 50,199 |
| \$21,233 | Vehicle Maintenance | \$ 29,726 | \$ 4,247 | \$ 1,786 | \$ 5,231 | \$ 28,250 |
| \$91,532 | VEHICLE EXPENSE TOTAL | \$ 128,145 | \$ 18,306 | \$ 13,106 | \$ 16,147 | \$ 120,785 |
| \$ 2,970,035 | TOTAL OPERATIONS | \$ 3,928,883 | \$ 561,269 | \$ 593,911 | \$ 672,508 | \$ 4,236,454 |
| | NON-OPERATION EXPENSES: | | | | | |
| \$35,434 | Direct Family Support Expenses | \$ 49,608 | \$ 7,087 | \$ 4,618 | \$ 4,615 | \$ 44,667 |
| \$74,895 | Vehicle Capital | \$ - | | | | \$ 74,895 |
| \$323,899 | Operating Projects | \$ 70,000 | \$ 10,000 | \$ 7,665 | \$ 11,703 | \$ 343,267 |
| \$0 | Purchased Services | \$ - | | \$ 18,065 | \$ 3,135 | \$ 21,200 |
| | Host Home & Assisted Living | | | | | |
| \$311,276 | Purchased Services | \$ 357,260 | \$ 51,037 | \$ 54,043 | \$ 48,262 | \$ 413,581 |
| \$7,611 | Restricted Purchases | \$ 10,655 | \$ 1,522 | | \$ 1,829 | \$ 9,440 |
| \$0 | In-Kind Usage | \$ - | | | | \$ - |
| \$130,730 | Depreciation | \$ 183,022 | \$ 26,146 | \$ 26,146 | \$ 26,146 | \$ 183,022 |
| \$883,845 | TOTAL NON-OPERATIONAL EXPENSE | \$ 670,545 | \$ 95,792 | \$ 110,537 | \$ 95,690 | \$ 1,090,072 |
| \$3,853,880 | TOTAL DEPARTMENTAL EXPENSE | \$ 4,599,428 | \$ 657,061 | \$ 704,448 | \$ 768,198 | \$ 5,326,526 |
| \$ (638,280) | Net Gain/Loss | \$ (16,966) | \$ (2,424) | \$ (20,962) | \$ (95,227) | \$ (754,469) |