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BOARD MEETING MINUTES

June 13, 2023

Present:

Darcy Arnold
Mary Turner
Mary West
Carolyn Rettig
David Lane
Anne Pratt via Zoom
Mary Dull
Lorraine Van Gemmert

Absences:

Mike Schottelkotte
Dr. Lou Dwyer

Staff Present:

Jennifer Pelligra
Kevin Sowder
Holly Tea
Aimee Pruitt

- I. Call to Order: Meeting called to order at 6:33PM by President Darcy Arnold.
- II. Absences: See above
- III. Minutes Review. Motion by Carolyn Rettig and seconded by Mary Turner to approve minutes from May 2023 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:
 - Spoke with Cathy Redman of the Montrose Women's Giving Club, she would like to revisit Community Options, Inc. as a recipient for their donations. Kathy is working on a presentation that she will be sharing with us; it was nice of her to think of us and want to advocate for COI.
 - We received \$10K from Western Colorado Community Foundation, bringing our total for facility repairs for the year up to \$54K.
 - We currently have sixteen job openings. Kevin is keeping a close eye on overtime since we are so short-staffed to make sure facilities are keeping to their allotted staffing patterns collaborating closely with supervisors.
 - We have one new PCA client and a new Host Home client. Aspen Crest has a new client and there are three new clients at Park Place.
 - The Host Home and Family Care Giver ad campaign is kicking off with new flyers and posters.
 - Met with Michael Simms, our insurance agent, he is bidding our coverage out this year to make sure we get the best rates. On Michael's advice we cancelled a policy we no longer need.

- A large part of the Admin Team met to go over the ALP report. We evaluated staffing based on utilization. Several open positions were put on hold, we will look to reinstate these positions in the future.
- Staff created the CRC (Community Relations Committee) as a tactic for our Strategic Plan and will be hosting a Career Fair on June 16th.
- We've been talking to Bud Taylor with the Black Canyon Boys and Girls Club brainstorming about working together during the school year with STEM related programs and maybe offering summer support for children with disabilities.
- I am participating in Unity America, a federally funded program that operates on a local level as Unity Matrix. It is an opportunity to meet a community need. The chosen topic is childcare, and we are advocating for inclusion and training. As well as creative ways to meet childcare needs for people with disabilities.
- Met with Ed H. from Integrated Insight Therapy about COI providing training to first responders in crisis situations for people with IDD. It was very thoughtful that Ed wanted COI to be a part of that conversation, we're happy to be a community support for agencies like that.
- HCPF is offering a retention bonus grant for Case Managers, Jennifer applied. It will be the same situation as the last two CM grants, we'll pay and HCPF reimburses.
- No news on the RFP as of this afternoon.

Holly presented about our record keeping systems. Our data systems are 20 years old, they work fine, but data doesn't always cross over. It would benefit us to make a change so everything is cohesive and can be accessed across the board. One repository for our data would be best so we could access all of the information and no one person would have to run certain pieces. We've put together a small research team. The four systems we started out with are simple, integrated, and cloud based. Of those four there are two that we would like to look into deeper. There is AARPA funding we are eligible for, Dollars to Digitize, but we have to wait for the second round to roll out this summer for us to apply, the grant would get us the start-up and first year's operation. All of the vendors have been really helpful and would be willing to help get us off the ground. When we decide on a system, get the finance package together, and get going we would roll it out to a small "test" group. There are lots of opportunities for expansion and while the money is available, we should go for this.

VI. Committee Reports

- A. Finance/Audit Committee: Kevin presented financials for April 2023. There is a \$13K deficit for the month.
- Medicaid revenue for April is a bit less than usual due to residential census.
 - Personnel was pretty regular, nothing that stands out. One line that stuck out in Operations is the food budget, we believe the increase is due to the drop in food stamp allotments since the end of PHE.
 - We made a payment to the property taxes of Second Impressions. Second Impressions stopped taking consignments and we are in the process of getting the tax-exempt status back in place.
 - Utilities have evened back out after the issues of last session.
 - We did receive a \$10K donation for facility repairs. The reimbursement for the new van hit the books in April.
 - The projected rates we received from ALLIANCE all passed, the numbers look very positive, and we're pleased. With the mandatory \$.75 raise for all DSP, we wanted to get ahead of the compression so most of the Admin Team met to go over the ALP report and figure new rates to do just that.

- Kevin shared the current rates for our maturing CDs and some suggestions from our Edward Jones broker with the Board.
 - David Lane motioned to approve financials from April 2023 as presented, seconded by Mary Dull. All in favor, motion carried.
- B. PR/Fund-Raising Committee: Lori Sharp was unable to attend the meeting.
- C. Program Committee: On hiatus.
- D. Sustainability Committee: On hiatus.
- E. Governance Committee: On hiatus.
- VII. Old Business:
- A: Approval of the Strategic Plan. The Board will approve via email, with an official vote at July's meeting. The Strategic Plan has been approved via email.
- VIII. New Business:
- A: Approval of the 2023-2024 Community Options, Inc. Holiday Calendar: Mary Turner motioned to approve the 2023-2024 COI Holiday Calendar, seconded by Lorraine Van Gemmert. All in favor, motion carried.
- B: Investment of proceeds from sale of Popular Road property. The Board discussed the pros and cons of what to invest and where.
- David Lane motioned to put \$29K with the \$371K from the proceeds of the sale of the property on Popular Road for a total of \$400K, to be invested with Edward Jones at CD rates appropriate for 3, 6, 9, and 12 months at \$100K each, seconded by Mary Turner. All in favor, motion carried.
 - David Lane motioned that we leave the Money Market accounts where they are if the difference in the interest rate is 1% or less, if more than 1% we take \$200K and invest with Edward Jones in 2 CDs, seconded by Lorraine Van Gemmert. All in favor, motion carried.
- C: Darcy informed the Board that we have received a letter from the Colorado Department of Regulatory Agencies stating the John Vastag case has exceeded the time limit and there has been no action. There is a 90-day time period, starting May 4th, 2023, where one of three things could happen; the first being nothing, the second a demand letter from Mr. Vastag's attorneys for money, and third there could be a civil suit.
- IX. Announcements: Former Board member Kristi Garner invited Mary Turner to a fundraiser for Mosaic, it was a beautiful luncheon and was executed very well. A new way to think about fundraisers.
- X. Adjournment: Motion to adjourn put forth by Mary Dull. Meeting was adjourned at 8:03 PM.

Respectfully submitted,
Aimee Pruitt