

North Metro Community Services Board Minutes

For the meeting held on

February 22nd, 2018

Pauline Burton called the meeting to order at approximately 6:00 PM. She said she would entertain a motion to approve the minutes of the February 25, 2018 meeting, approve the agenda for the February meeting and to excuse Dr. Ed Bertagnolli, Bill Hawthorne, Mona Valdez, Lori Freyta, and John Coates (all other board members were present). Dr. Taylor made the motion, which was seconded by Doug Shepherd and passed unanimously.

Finance Committee Report:

January 2018

Statement of Activities

In the month of January 2018 we earned net revenue of \$135,738. This net revenue for the month is \$75,000 less than the budgeted net revenue. Year to date net revenue of \$103,426 is \$92,000 less than the \$195,853 in net revenue expected year to date. The net revenue for the month was largely impacted by the \$263,834 in funding received from Adams County. These funds were targeted for new vehicle purchases and are recorded in day program.

The net revenues in the month of January are impacted by the holiday and an in-service day. These occurrences reduced our gross revenues for January. Our budget reflects the holiday and in-service day revenue shortages. There were a number of expense items that lead to the budget variance in the month. The timing of invoices received in the month of January resulted in over budget expenses for utilities \$6,000 and purchased transportation \$8,000. The purchase of IT and telephone equipment of \$13,624 also pushed expenses higher in the month overall.

Revenues in residential and day program were both short of budget. Day program revenues were under budget by \$24,000 as a result of lower attendance due to illness and weather related delays that reduced Medicaid billings. Medicaid revenues in Supported Living had to be reduced by \$30,000 based on a billing error in the month of December. Medicaid revenues were under budget by \$40,000 in total during January 2018. These revenues are expected to improve as we get through the winter season and continue to enroll people in our residential program. Staffing level changes will reduce salaries expense in residential and employment.

Overall day program performance was near budget for the month despite revenue concerns and the large losses in employment. Employment financial performance will begin to improve based on the recent changes in that area. Despite the overall loss in Vocational we continue to see Data Safe revenues increase. These increased revenues allowed that area to have net revenues of \$3,415 in the month of January. Year to date net revenues in Data Safe are over \$7,000. Resource Coordination had net revenue for the month and is nearly out of deficit for the year.

Looking forward we expect February to about break even due to the short month. The financial performance this year has followed a fairly typical pattern. This pattern shows leaner months in terms of net revenue starting with paying out annual one time increases in November, the holiday effected months of December and January, and short billable days for February. The spring months beginning in March are better in terms of earnings.

Statement of Financial Position

As of January 31st cash in bank balance is \$5,814,782. This balance increased about \$60,000 from the prior month end. Accounts Receivables increased \$456,000 from the end of December. This is caused by slow payment on our state contract and for Early Intervention services. Liabilities were also \$363,000 higher at the month end. The increase is related to operational accruals for salaries and payables.

Capital Update

There were no capital purchases in the month of January. The work floor divider was completed in February and will be reported on at next month's meeting.

Executive Committee Report:

Randy will cover the Executive Committee report in his director's report.

Executive Directors Report:

State Performance audits, in compliance with Senate Bill 38, will began in February and the auditors will be coming by North Metro on the 20th of March. These audits will be taking a closer look at how case management is handled within agencies.

Legislative Developments

Early Intervention is experiencing a funding shortage and we are expecting supplemental funding totaling \$93,000, but the funding will not be paid out until the 2018-2019 fiscal year. A bill is being worked on that would allow a pay increase for Direct Support Professionals and Host Home Providers and also address aging caregivers by automatically providing a comprehensive allocation when either the caregiver or individual being served reach a certain age.

New Business

Resolution Authorizing Holly Ewing to Execute certain contracts with the City of Westminster on behalf of North Metro Community Services, Inc. North Metro Community Services has provided sidewalk sweeping and trash removal for the City of Westminster for over 10 years and Holly Ewing, Employment Services Program Manager, has traditionally signed these contracts on behalf of North Metro Community Services. The City of Westminster is now requiring a board resolution showing that Holly Ewing is officially authorized to execute contracts for this service on behalf of North Metro Community Services. Dr. Taylor made a motion to accept the resolution authorizing Holly Ewing to execute certain

contracts with the City of Westminster on behalf of North Metro Community Services, Inc. Doug Shepherd seconded the motion and it passed unanimously.

Directors Report

Shilo Carson the Resource Coordination Director came to give the board of directors an update on her department. RC provides case management services to over 1200 individuals, 820 of whom are in the Early Intervention program. There are 61 employees in RC including one full time trainer. The trainer is responsible for training all the new RC's as well as keeping all of the RC's up to date on new policies and procedures. We have hired 5 new RC's in order to reduce large caseloads. Laptops and phones have been provided for all RC's so they can now work remotely and can still work if they have meetings off site. North Metro's RC department was chosen by Healthcare Policy and Finance to participate in a short term training program to provide standardized training.

Public Comment

There were no audience members present at the meeting.

Adjournment

Edie Wallace made a motion to adjourn the meeting which was seconded by Paul Yantorno and passed unanimously.

*The next Board Meeting will be held March 22nd, 2018.