

North Metro Community Services Board Minutes

For the meeting held on

June 28th, 2018

Dr. Ed Bertagnolli called the meeting to order at approximately 6:00 PM. He said he would entertain a motion to approve the minutes of the May 24, 2018 meeting, approve the agenda for the June meeting and to excuse Doug Shepherd, John Coates, and Pauline Burton (all other board members were present). Bill Taylor made the motion, which was seconded by Mona Valdez and passed unanimously.

Finance Committee Report:

May 2018

Statement of Activities

In the month of May 2018 net revenue of \$186,951 was recorded. This net revenue was \$111,000 more than what was budgeted for the month. Year to date net revenues are now \$426,507 and are \$91,000 under budget for the year. Additional revenue recorded from the EI program in Administration and Resource Coordination totaled nearly \$85,000 in the month of May. In addition a \$12,000 work comp dividend premium was received from Pinnacol. These additional revenues helped what is a typically strong month of May to be even better financially.

The additional revenues associated with Early Intervention pushed Administration and Resource Coordination well ahead of budget. The other programs still performed ahead of budget on their own. Our primary program areas of Day and Residential were both slightly ahead of budget during the month of May. Day Program has been near budget during the year with only a small variance year to date. Residential is starting to realize the gains from closing Adams House. Resource Coordination had strong revenues in the month. In addition to the Early Intervention revenues for service coordination they had strong revenues for Targeted Case Management. These additional case management revenues help support additional staffing in the adult case management area. If not for over service adjustment the Resource Coordination department would have exceeded \$200,000 in Targeted Case Management Revenue for the first time. We continue to spend down net revenues in the Family Support program as we finish up the fiscal year. The FSSP program has \$18,000 to spend during June in addition to the \$21,000 in additional spending in May. The Vocational program was ahead of budget and earned \$1,528 in net revenue.

Statement of Financial Position

Cash balance at the end of April was \$5,772,154 which reflects an increase of nearly \$185,000 from the end of April. In addition to the cash we also maintain deposits of \$3,017,831 in CD's. Staff has begun the initial steps to change over our operating accounts to Guaranty Bank. Our accounts receivables had a balance of \$4,307,232 and reflect an increase of \$328,000. Our overall receivables balance is high in comparison to the prior month and with May 2017. These balances will be near typical levels in the upcoming months. We received our first payment from Adams County for \$422,605 in June and will

receive a payment for EI services in July for services provided in fiscal year 16-17. Medicaid receivable collections continue to improve as the new state billing system slowly improves.

Edie Wallace made the motion to accept the Finance Committee report, which was seconded by Dr. Taylor and passed unanimously.

Capital Update

The Capital Budget was completed as of February 2018.

Budget 2018-2019

The revised budget projects net revenue of \$618,255. There were only minor corrections made to the budget from the prior month. Changes were made to the budget for insurances based on current quotes. Mileage reimbursement was increased from 46 cents per mile to 50 cents per mile. We had not adjusted this reimbursement rate in a number of years. An additional \$20,000 was added to building improvement and repair for parking lot redesign. Plans for the parking lot have not been finalized but we anticipate doing redesign in the coming year.

The budget projects revenue of over \$33 Million in the next fiscal year. The increased revenues are a result of 1% base rate increase July 1st and a 6.5% increase coming next March. The Early Intervention program which is categorized as its own department continues to grow in both enrollment and funding. The release of 300 new comprehensive allocations will create growth in our programs. Since these are new comprehensive resources growth will be most recognizable in our residential programs. The budget also reflects expected capital gains from the sale of Adams House.

Budgeted expenses reflect a number of changes in next year's budget. Contracted services increased cost reflect the pending change in our current Payroll system from ADP to Paycom. In addition to the payroll change, Paycom will also provide a full Human Resources system. Currently the HR Department is working on an HR system as part of our accounting that does not meet the needs of the department. With approval we are hoping to have this system implemented by October 2018.

The budget contains funding for the one time holiday bonuses and staff increases which are planned after January 1, 2019. The 6.5% increases for DSP salaries and benefits will allow us to provide substantial increases to salaries of our Direct Support Professionals. We also maintain 100% paid employee insurances that include Health, Vision, Dental, and Life. A 5% decrease in our health insurance rates allowed us to increase benefits for life insurance and our employee assistance program. The 4% contribution on the 401k and 457 retirement plans is also part of the annual budget.

The capital budget proposal totals \$489,037 and is basically unchanged from the first presented draft. New Vans and Conversion costs comprise over 80% of the projected capital budget or \$413,568. The budget also includes the final roof top unit on the 1001 building and IT hardware additions. The only large facilities project will be exterior painting of the main building and parking lot redesign. These items are recorded in the operating budget under building improvement and repair since they are not expenses that you would capitalize.

Edie Wallace made the motion to accept the budget for the 2018-2019 fiscal year, which was seconded by Dr. Taylor and passed unanimously.

Executive Directors Report:

2019 Legislative Agenda

The primary goal for 2019 is to gain a rate increase that reflects the consumer price index. The second goal is to assist people moving from SLS to comp resources and to push to reprogram SLS money and resources to fund comp resources. The third goal is pass a host home provider bill.

New Business

Personnel Policy Revisions

Medical Leave Policy

The only change made to the Medical Leave policy was stating that employees may only request one medical leave per year.

The board had more questions about this policy and deferred taking action.

Extended Sick Leave

The only change made to the Extended Sick Leave policy was clarifying which employees are eligible for extended sick leave (ESL). ESL eligibility excludes Support Partners, Family Caregivers, and SCA employees.

Dr. Taylor made the motion to accept the changes to the medical leave policy, which was seconded by Bill Hawthorne and passed unanimously.

Personal Time Off

The only change made to the Personal Time Off policy was clarifying which employees are eligible for personal time off (PTO). PTO eligibility excludes Support Partners, Family Caregivers, and SCA employees.

Bill Hawthorne made the motion to accept the changes to the medical leave policy, which was seconded by Dr. Taylor and passed unanimously.

Public Comment

There were no audience members present at the meeting.

Adjournment

Bill Taylor made a motion to adjourn the meeting which was seconded by Dr. Taylor and passed unanimously.

*The next Board Meeting will be held September 27th, 2018