

North Metro Community Services Board Minutes

For the meeting held on

May 24th, 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 April 24, 2018 meeting, approve the agenda for the May meeting and to excuse Judy Stevens, John Coates, Paul Yantorno, and Dr. Taylor, Edie Wallace, Matt Drumm (all other board members were present). Bill Taylor made the motion, which was seconded by Mona Valdez and passed unanimously.

Finance Committee Report:

April 2018

Statement of Activities

In the month of April 2018 net revenue of \$98,441 was earned on total revenues of \$2.6 million. The net revenues in April are \$25,000 less than the anticipated budget for the month. For the year we have earned net revenues of \$239,557 and sit \$201,580 under budget for the year. The month of April was a good month financially. The additional funding in the amount of \$9,437 recorded for the Mill Levy increase creates the bulk of the positive variance in Administration. The program areas of Supported Living and Vocational were on budget for the month.

The Resource Coordination department continues to run over budget for salaries. Additional positions added on the adult case management to address procedural changes and continued enrollment increases create much of the \$82,000 salary and benefit variance year to date. The Early Intervention program also contributes to this variance with additional staffing needed to address growth in that program. The \$17,000 monthly salary and benefit variance in Resource Coordination mirrors the amount we are under budget in Resource Coordination in April. The residential department earned net revenue of \$66,415 which was under budget \$16,000. A loss of \$11,000 at Adams House was recorded as we paid the balance of PTO and severance to the staff at that home. The host home program had additional expenses of \$10,500 for basement egresses that were done on two host homes with people living in basements without fire exits that were up to current code. These egresses were done as forgivable loans to the providers. Strong net revenues are expected in May and we will likely book a moderate loss in June as we close up the books for year end.

Statement of Financial Position

Cash balance at the end of April was \$5,587,183 which represents an increase of \$160,127 from the end of the prior month. In addition to the cash we also maintain deposits of \$3,017,831 in CDs. Accounts receivable have decreased \$76,000 and have a balance of \$3,975,655. Current liabilities are \$2.1 Million and reflect a small decrease of \$41,000 since the end of March.

Capital Update

The Capital Budget was completed as of February 2018.

Budget Draft 2018-2019

The initial budget draft for FYR 2018-2019 projects net revenue of \$667,277 for the agency. Early Intervention will be separated into its own department. The overall size of the program and the change in funding

methodology from the state make reporting separation necessary. The Early Intervention program was split between Resource Coordination for the case management portion and Supported Living Service for the direct service piece in prior years.

Total Revenues of \$33,348,287 reflect revenue increases in Administration from capital gains and Mill Levy. Residential revenues are expected to increase as the state has released 168 comprehensive resources for people on the wait list. Of the 168 resources 28 were for people in Adams County. An additional 300 resources will be released over the next 2 years. Early Intervention revenues for service coordination are also projected to increase as we transition to a cost reimbursement contract. Our service coordination and support functions in Early Intervention have been historically underfunded.

There were two base rate increases that impacted our budget. The passage of House Bill 1407 will generate additional revenues of \$403,802 in the current budget. It will annualize to over \$1.2 million in future years. The 6.5% increase related to this bill is expected March 1st 2019. This additional funding must be used for salary and benefits for people identified as providing Direct Service. The budget reflects this revenue as in and out since it must all be expended. As part of the budget a 1% common policy increase that generates \$220,000 is reflected in the budget. This funding is not restricted and will help to provide salary increases for all non-direct service staff.

The budget includes holiday one time bonuses of \$250,000 which is equal to what was done in the current year budget. Staff increases are planned in the budget and would total \$451,681 in next fiscal year. Staff is still determining the best method for distributing these increases. Staff increases would not be done until January 1, 2019 at the earliest.

The capital budget proposal totals \$491,167 with the bulk of the budget relating to purchase of new vehicles as part of our replacement plan. 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. This item is recorded in the operating budget under building improvement and repair since it is not an expense that you would capitalize.

Bill Hawthorne made the motion to accept the Finance Committee report, which was seconded by Pauline Burton and passed unanimously.

Executive Directors Report:

The bill that would allow a pay increase for Direct Support Professionals and Host Home Providers and also address aging caregivers passed. With the passing of this bill there are 300 new comp allocations over the next two years. There will also be a 6 ½ rate increase for compensation for DSP's and a 1% rate increase for any other use. The Host Home Provider bill was scrapped.

New Business

Resolution to Recognize Katina Ryan for her Years of Service to North Metro Community Services and people in Adams County who have Intellectual and Developmental Disabilities

Katina Ryan has been working with people with intellectual and developmental disabilities since graduating from Doane College in 1995. Katina earned her Master's Degree in Counseling Psychology from Regis University in 2004 and became a licensed professional counselor in 2007. She has supported people with IDD in a variety of capacities including residential coordinator, residential director and resource coordinator. Katina was first appointed to the North Metro Human Rights Committee in 2008 and currently serves as the Chair of the HRC and

has brought a wealth of experience to the HRC from her years in the field working with people with IDD. She has been an incredible advocate and support for people with IDD both in as a licensed counselor and as a member of the HRC.

Doug Shepherd made a motion to accept the resolution recognizing Katina Ryan for her years of service to North Metro Community Services. Pauline Burton seconded the motion and it passed unanimously.

Resolution Appointing Melissa Humdy to serve on the NMCS Human Rights Committee

NMCS is required by State law to maintain a Human Rights Committee to protect the rights of the people we serve and we currently have an opening on the Human Rights Committee. Melissa Humdy, who has over 15 years of experience supporting people with IDD, has agreed to serve on the NMCS Human Rights Committee. Her impressive professional experience has included working as a Direct Support Professional and lead staff in a Group Home, serving as a Program Manager for people served in Group and Host Homes and working with people and their teams as a Behavioral Therapist and also includes making presentations to the HRC which has given Ms. Humdy a solid background in the rules and regulations regarding medication reviews, suspensions and restrictions, all of the issue that HRC deals with regularly. Melissa holds a Bachelor's degree in Psychology and has recently completed a Master's degree in Applied Behavior Analysis with an emphasis in Autism. Ms. Humdy's education, experience and personal knowledge of many of the people supported by North Metro make her uniquely qualified to serve on the Human Rights Committee.

Doug Shepherd made a motion to accept the resolution appointing Melissa Humdy to serve on the NMCS Human Rights Committee. Pauline Burton seconded the motion and it passed unanimously.

Feedback on Annual Awards

Starting next year we are looking at having a short board meeting before the awards.

Public Comment

There were no audience members present at the meeting.

Adjournment

Doug Shepherd made a motion to adjourn the meeting which was seconded by Mona Valdez and passed unanimously.

*The next Board Meeting will be held June 28th, 2018