



**BOARD OF DIRECTORS MEETING  
DECEMBER 8, 2015**

**PRESENT FROM BOARD:**

Joe Warner, Jeff Parker, Steve Ammentorp, Cathy Staten, Jessie Quintana, Marna Lake, Dick Dowell, Mike Nordine, Judy Thornburg, Fred Burmeister, Scott Coleman

**EXCUSED ABSENCE(S):**

Wendy Schnell, Tom Motz, Jeff Kuhr

**PRESENT FROM STRIVE:**

Sharon Jacksi, Mary Anne Lawrie, Chris Bergquist, Doug Sorter, Sarah Sharp, Valita Speedie

<b>OVERVIEW OF MEETING</b>
The minutes from October's meeting were approved as presented.
Sharon provided organizational and state updates.
Chris provided the current status of the financials since the loss of the database in addition to restoration of the files.
Recommended changes to the By-Laws were reviewed and approved.
Policy #1-5, Quality Management Program replaces Outcome Based Performance policy in order to be in compliance with regulatory guidelines. The policy was approved by Board members.
One policy appeared on the Consent Agenda, #4-16, Abuse Between Individuals Receiving Services. The Consent Agenda was approved.
Valita presented on the different vocational programs that are now in place.
Doug reviewed fundraising events that have been developed over the past five years.

A quorum was achieved and the meeting was called to order at 12:06 p.m. Joe Warner presided.

**MINUTES FROM OCTOBER MEETING**

The minutes from October's meeting were approved as presented.

**It was M/S/P (Staten/Ammentorp) to approve the October minutes.**

**CEO REPORT**

Chris will be providing detailed financial information during his report. Sharon informed members that the main focus is to increase revenue and decrease expenses. We will be revamping the residential schedules to ensure that they are consistent with shifts. We are also moving 25-30 individuals to the Pre-Vocational category in order that we may be able to bill units through the Department of Vocational Rehabilitation, which should generate an additional \$60K in revenue. We will not be doing any training in January since we are currently overstaffed. We are also expecting to receive a couple of requests for comp services. Sixty-four individuals have been determined eligible and have resources for the Supported Living Services program.

The Joint Budget Committee will be addressing all Medicaid/Medicare waiver programs next week and especially looking at the regional centers. There is also a possibility that there may be a reduction in rates. Sharon will know more in the next couple of weeks.

We continue to look at ways to improve safety precautions at the different sites. We are considering reinstalling the doors in the front office along with the installation of glass around the reception area. Sharon would like to get with Mike to discuss the most feasible solution in securing access to 950.

**FINANCIALS**

Chris explained the Accounting department continues to recreate the financials, especially with payroll and W-2s. Chris is hopeful that all payroll information will be entered close to the end of January in order to issue W-2s. We continue to work with attorneys on a potential civil suit against Summit.

The financials this month will be based on revenue in comparison to expenses and will provide a draft overview on our financial status. Operations continue to run high especially in comparison to last year. With the data loss, we are unable to scrutinize departments to make good financial business decisions. Until then, we will have to base expenses from a holistic perspective. As Sharon mentioned previously, we are looking at cutting expenses and increasing the revenue. The income has improved in comparison with last year. This was partly due to property sales. The bottom line through October is estimated around \$169K to the good.

### **BY-LAW REVIEW**

Joe referred members to the proposed changes to the By-Laws and wondered if anyone had additional changes or comments. Scott did raise the question of the role of Secretary in relation to taking minutes. Scott was referred to Article IV, Section 7, wherein it is at the Secretary's discretion to delegate the duties to a STRiVE employee. Changes to the By-Laws consisted of:

- Name change needs to be corrected throughout the document.
- Under Article V, Committees, remove Section 5, The Business Advisory Council and Section 6, The Medical Issue Support Committee.
- Add approval of Consent Agendas to the duties of the Executive Committee.

**It was M/S/P (Parker/Dowell) to approve the aforementioned changes to the By-Laws.**

### **NOMINATING COMMITTEE**

Steve and Sharon had the opportunity to meet with a couple of potential candidates to fill the open vacancies on the Board. The two candidates are Connie Mack, Community Hospital and Michael Santo, Bechtel & Santo. They are interested in serving on the Board and Steve recommends that they be nominated to fill the two vacancies. It was the consensus of Board members to appoint Connie Mack and Michael Santo as new Board members. Joe commented that Terry Pickens expressed an interest on serving on the Board again. Steve will make a notation of this in case another opening would occur.

### **POLICIES**

#### **POLICY #1-5, QUALITY MANAGEMENT PROGRAM**

This policy replaces Outcome Based Performance in addition to being compliant with the new regulatory guidelines.

**It was M/S/P (Parker/Nordine) to approve Policy #1-5, Quality Management Program.**

### **CONSENT AGENDA**

The following policy appeared on the Consent Agenda:

- #4-16, Abuse between Individuals Receiving Services. Changes entailed updating the policy to correlate with the new incident reporting procedures.

**It was M/S/P (Staten/Coleman) to approve the Consent Agenda.**

### **EMPLOYEE HANDBOOK**

Sharon informed Board members that the Employee Handbook has not been implemented as of yet. Since Doug Z's departure, Sharon requested that Stefani do a final review. Stefani recommended a small change to the Worker's Comp policy. The change would be that an employee will not be allowed to supplement work comp benefits with PDO and/or EIB. This is normal practice in most businesses in addition to being a motivational tool for the employee to return work within a reasonable amount of time.

**It was M/S/P (Coleman/Thornburg) to approve the change to the Worker's Compensation policy.**

### **PRESENTATION**

#### **VOCATIONAL DEPARTMENT**

Since Valita has been with STRIVE she has been assessing all the programs in the department to see what's working and what's not. In reviewing the day programs, it was noted that there were some individuals were not achieving their full potential. It was decided to categorize the different programs into the following services:

- Specialized Rehabilitation – This program is specifically designed to maintain individual's daily functioning level. This program focuses on individuals with behavioral issues and on the autism spectrum in addition to the medically fragile that require a more structured environment. Programs that fall within this category are Wellness, Active Wellness, Community Skills, Milestones, Labor Solutions and the Retirement Program
- Pre-Vocational – There were individuals that expressed an interest in other activities instead of shredding. This program highlights on training basic work skills, i.e. showing up for work, working a cash register, customer service, as a stepping-stone to potentially gain community employment. These programs consist of Uniquely Yours and Botanical Gardens.
- Supported Community Employment – These programs are actually creating products to sell in addition to assisting the individual of potentially seeking community employment. Programs involved in this area consist of, Sweet Success, Sweet Beginning, Sweet Treasures, Woodshop and Mobile Crews.
- Community Employment – This program highlights on working with an individual in achieving community employment. The Employment Consultants assist an individual with writing a resume, completing job applications, interviewing process and following up with individuals on the

job site. We currently have over 48 individuals successfully employed and 15 that are actively seeking community employment.

**REPORTS**

**STRIVE OVERVIEW**

Doug provided a PowerPoint presentation highlighting on fundraisers that we have held over the past years. The following are our current fundraising events:

- Easter Egg Hunt
- Tulips & Juleps Derby Party
- Garden Groove Concerts
- JUCO Picnic
- Rollin on the River
- Sensory Santa

Doug further added that this is our first year in being part of Colorado Gives Day, which happens to be today. They will match a certain percentage of the total donations made to an organization. We already have a little over \$2700 in on-line donations.

  
Secretary

  
Date

