



BOARD OF DIRECTORS MEETING – OCTOBER 25, 2016

PRESENT FROM BOARD:

Scott Coleman, Joe Warner, Jeff Parker, Steve Ammentorp, Jessie Quintana, Jeff Kuhr, Stephanie Keller, Vicki Woods, Tom Motz, Mike Nordine, Marna Lake, Connie Mack

EXCUSED ABSENCE(S):

Judy Thornburg, Moriah Tarpey

PRESENT FROM STRIVE:

Sharon Jacksi, Mary Anne Lawrie, Chris Bergquist, Doug Sorter, Sarah Sharp, Tonya Workman

| OVERVIEW OF MEETING |
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| The minutes from the previous meeting were approved. |
| Executive Session |
| Sharon provided organizational, state and legal updates. |
| Chris provided the current financial report and accepted by the Board. |
| Sarah Sharp presented The Family Support Services Annual Report along with the proposed slates of the Advisory and Allocation Committees. These items were approved by the Board. |
| Policy #6-12, State Fund Support Services was presented and approved by the Board. |
| Doug provided development updates. |

A quorum was achieved and the meeting was called to order at 12:03 p.m. Scott Coleman presided.

MINUTES FROM 09/27/16

Minutes were presented.

It was M/S/P (Quintana/Nordine) to approve the minutes of 09/27/16.

Scott called an Executive Session to discuss personal and confidential issues.

It was M/S/P (Ammentorp/Motz) to adjourn the business portion of the meeting at 12:04 and proceed into Executive Session.

At 1:05, it was M/S/P (Nordine/Parker) to adjourn the Executive Session and resume to the business portion of the Board meeting.

CEO REPORT

Council for Quality Leadership (CQL) – Members were provided a draft of the proposed accreditation schedule for the on-site visit commencing on November 28 and ending on December 1. Also provided were areas that we are strong in and areas that need improvement. The Council will also look at Board participation during their visit and Sharon encouraged members to attend any sessions that would best accommodate their schedule. MaryAnne will forward a copy of the schedule once it has been finalized.

Personnel

- There were 16 terminations/resignations with, 14 of them being direct service professionals (DSPs), for the month of September and October.
- Personnel changes are as follows:
 - Host Home Coordinator – We opted to hire 2 people for this position due to the caseload. These positions were filled internally by Michelle Sharman and Daniel Smith.
 - Evan Vent, former Host Home Coordinator, accepted the position as the Training Coordinator.
 - Healthcare Appointment Coordinator (new) – This position will be responsible in scheduling appointments and assuring that individuals are transported to all of their doctor appointments. This is currently being advertised internally.
 - Individual Funds Manager (new) – To assist individuals with their financial accounts. This position is also being advertised.
- We are currently budgeted for 250-255 direct service professionals (DSPs). September averaged 222 DSPs and October was at 234. We are making strides in addressing the staffing shortage.
 - We have participated in two job fairs with one specifically for STRIVE through the Work Force Center.
- We partnered with Housing Resources to provide a \$500 match to staff who are first-time home buyers.
- There has been an influx in referrals and intakes into services which has

caused us to hire three additional case managers. We had three prospective candidates that were offered the job but they all declined the position due to wages. Sharon has requested Human Resources to contact Alliance and other community-centered boards to obtain their salary range for case managers.

- Seventeen DSPs were hired for the months of September and October.
- We are getting very close to moving the CORE training to the Fruitvale location now that Charter is in the area.

Case Management

- With the growth of referrals and addition of case managers, we will be changing the supervisory structure of the department. There will be two supervisors to support the case managers with Joan overseeing the department. This change is scheduled to take effect in December.
- Sharon is expecting to receive notification from Health Care Policy and Financing (HCPF) requiring us to conduct critical incidents that occur at the regional center.
- We are working towards moving the referral and intake piece of Case Management to the Department of Human Services (DHS). Sharon has not had any further updates from the State DHS or Health Care Policy and Financing (HCPF) in moving forward on this venture.

Legal

- A demand letter was sent to Summit which in turn they referred to their insurance company. We have forwarded additional information supporting the additional \$25K we are seeking for restoration expenses that were incurred.
- Sharon has requested assistance from David Scanga to review compliance methods in relation to conflict-free case management. Sharon also found out that twenty-seven counties in Alaska applied for a rural waiver which would entitle an agency to provide both services and case management to individuals; only 5 counties qualified for this.

FAMILY SUPPORT SERVICES (FSS) ANNUAL REPORT & APPOINTMENT OF THE FAMILY SUPPORT ADVISORY COUNCIL & ALLOCATION COMMITTEE

It was a very successful for FSS this last year. A total of 133 families were served through the program with only 14 families receiving case management services. The program focuses on reducing, delaying or preventing out-of-home placement, reducing additional stress of supporting a family member with a developmental disability, providing flexible/responsive supports, promoting family choice and encouraging community participation for persons

with disabilities. Out of all services offered, Respite is the one that is mostly utilized with 45% of the FSS budget is used for this resource.

Objectives of the Council are as follows:

- There were no emergency or out-of-home placements for the year.
- Efforts on community outreach continue to ensure families with special needs children are aware of services and supports that are available to meet their needs.
- Continue to work on smoothing the transition of children entering adult service.

Sarah S. proceeded to explain how families received their allocation based on the new assessment tool that was implemented. Sarah S. reviewed the proposed slate for the Advisory Council and Allocation Committee.

A question arose in relation to the frequency of meetings conducted by the Council and Committee. Sarah S. responded that they usually meet twice a year unless a situation arises wherein they would meet more frequently. In relation to resources available to fund the program, Sarah S. commented that the program does receive funding from the State but also receives some donations and grants especially through United Way. The United Way grant is utilized the most since this is designated for Children Services more so than restricted to a particular service. In addition, we also are required to submit regular reporting to United Way on how grant monies were expended. Sarah then provided a brief summation of how the program was drastically cut a couple of years ago and how the program continues to be at risk during the legislative session.

It was M/S/P (Warner/Nordine) to approve the FSS Annual Report and appointment of the FSS Advisory Council and Allocation Committee.

POLICY

Policy #6-12, State Fund Services Program

This policy describes the services and supports offered by the State Fund program, methods used to provide services, criteria for eligibility for services, case management and oversight of the program.

There was some concern in relation to the wording in section 1.3, subsection d, in regards to disputes between the Council and Community-Centered Board (CCB). The dispute process was discussed in addition to this a being a function of the CCB. For clarification purposes, it was suggested to rephrase subsection d, to read "Any dispute with the Council or Community-Centered Board...."

It was M/S/P (Warner/Nordine) to approve Policy #6-12, State Fund Services Program as amended.

FINANCIALS

Finances for the past three-months (July, August, September) were reviewed. Revenue is slightly below forecast due to absences in day programs and targeted case management.

Personnel expenses are below budget due to the continued staffing shortage we are experiencing. With the current recruitment efforts, this should be increasing more towards the actual forecast. Operating expenses were over budget. Chris commented that one of his staff is working on getting purchasing centralized and was addressing areas needing change in relation to purchasing authorities.

Net income is much better than expected. Cash equivalents, working capital, net assets and account receivables are higher than the prior year.

The following departments were highlighted:

- Behavioral Department has had a turnaround in comparison to last year. The professional has made improvements with their billing efficiencies. Behavior line staff still needs to work on increasing their billing efficiencies.
- Sweet Success and Sweet Beginnings' net income has made strides over the past couple of years and continues to be successful.

It was M/S/P (Kuhr/Parker) to accept the financials as presented.

REPORTS

INCREDIBLE YEARS

Due to time constraints, this was deferred to the November/December meeting.

DEVELOPMENT UPDATES

- Doug reminded members to forward him their information on their Strive shirt preferences.
- *Rollin on the River* was successful and raised around \$25K for Children Services. Doug expressed his appreciation and gratitude to members who were in attendance.
- We are currently working on preparations for the Sensory Christmas at the Botanical Gardens.

There were no public comments.

It was M/S/P (Nordine/Lake) to adjourn the meeting at 2:00 p.m.


Secretary

12-6-16
Date