



**BOARD OF DIRECTORS MEETING – OCTOBER 27, 2020**

**PRESENT FROM BOARD:**

Terry Pickens, Tawny Espinoza, Jim Grisier, Kevin Fitzgerald, Justin Aubert, Krista Ubersox, Dave Hayden, Steve Ammentorp, Randy Brown, Stephanie Keller, Scott Coleman, Justin Ward

**EXCUSED ABSENCE(S):**

Tracey Garchar, Mike Nordine

**PRESENT FROM STRIVE:**

Grant Jackson, Mary Anne Lawrie, Chris Bergquist, Laura Russell

<b>OVERVIEW OF MEETING</b>
Minutes from the previous meeting were reviewed and approved.
Grant provided State and organizational updates.
Financials were presented and accepted
Laura provided a summation of the changes made to Policy#6-6, Human Rights Committee (HRC). Amendments to the policy were approved.

A quorum was achieved, and the meeting was called to order at 12:03 p.m. Tawny Espinoza presided.

**MINUTES FROM 9/29/2020 MEETING**

The minutes from the meeting 9/29/2020 were reviewed and approved.

**It was M/S/P (Fitzgerald/Ubersox) to approve the 9/29/2020 minutes as presented.**

**PRESIDENT/CEO UPDATES**

On the State level things are slow with not a lot of change going on. On the federal level, discussions on retainer payments have started up again.

There has been a slight increase of COVID exposures with individuals in host homes. This led us to shut down one of the day programs for several days. When these cases arise, we immediately contact the Health Department for guidance and advice on how to proceed. To date, there have not been any cases within the group homes.

With the rise in COVID cases in the community, we implemented mandatory testing for all employees either bi-weekly or weekly depending on the position. Since the number of cases recently started increasing implementation of weekly mandatory testing is now enforced for all employees. This has caused concern with some employees over how

intrusive the testing is. This led to a discussion pertaining to positive asymptomatic cases, other testing alternatives available other than the nasal swab, testing locations, etc. Grant further added that there was four-hour wait today for testing due to the cold weather and if the delays continue it will cause undue hardship on our employees due to the wait time. It was suggested to reach out to the Health Department to inquire if additional testing sites may be added.

Leadership Team continues to reassess vocational programs due to the decrease in revenue and operating them at a 50% capacity. Discussions are being held to possibly condensing a few programs and repurpose and/or lay off staff. We are looking at other creative ways to provide vocational services and supports to our individuals. Grant and Doug met with the Executive Director with the Work Force Center recently to discuss potential businesses that may need assistance. He provided us a couple of companies that may be interested who may need help on their production. A couple he referred to us was one that makes fishing line and the other one dealt with insulation. We currently have a crew assisting Enstroms on their production in preparation for the holidays. Doug has also reached out to CapCo for another potential opportunity. The thought is to have certain selected crews go and assist with these businesses providing the individuals community-based opportunities along with inclusion. A suggestion was made to reach out the Chamber of Commerce for other potential businesses that may be interested in this venture.

Alida's did not fare well with the peach sales this year. Hopefully, next year will be better. They are currently gearing up for the holidays. Chris was able to secure a kiosk at the mall again this year.

Discussions continue with the State on the topic of conflict-free case management. They still have not given any guidance or insight on how the model is supposed to look. A question arose as to the timeline that on implementing conflict free case management. Grant responded that they have extended the implementation date to 2025.

We are still interviewing for the HR position.

## **FINANCIAL REPORT**

Chris provided an overview of September financials. September's net income is at a loss of \$141K, removing donations reflects a deficit of \$136K. The primary driver is the severe reduction in Vocational revenue since we are unable to run at full capacity. Leadership Team is assessing the shortfall with potentially considering closing some programs and laying off staff. Year-to-date net income is a loss of \$510K, removing donations reflects a deficit of \$471K. This news was very concerning to the Board. Chris further commented the PPP and other funding provided some relief but if these numbers continue the way they are we will not be able to maintain sustainability. Grant added that Alliance is conducting a statewide survey with all providers on the financial impact the pandemic has had on their agencies and will be sharing this information with the State. Rumor has it that State is sitting on \$7+ million that is allocated for programs. Alliance's intent is to have them distribute a portion of that to the providers to offer some relief. Chris further noted the rate structure change for Targeted Case Management to per member/per month also impacted the revenue. This led to a lengthy discussion involving the PPP loan and status of forgiveness, serious consideration given to staff layoffs, the financial impact of other providers throughout the state especially with the smaller ones, putting pressure on the State for funding purposes, consequences of shutting down all programs, development of a subcommittee to strategize on some form of remedy during this period, obtaining Gayle's

assistance once the election is over, etc.

Attention was turned back to the financials and review of the various graphs:

- Personnel expenses are slightly under forecast. This is based on fewer group homes and less staff.
- Operating expenses are under forecast due to programs being shut down.
- Operating income and net income were previously discussed.

Chris then reviewed the metric analysis which reflected residential occupancy is over targeted amount due to the closure of a couple of group homes. Major concerns are in the shortfalls with vocational billing and staffing. Total residency occupancy, inclusive of group homes and host homes, is at 91.5% which is under the target goal of 93%. This is based on some host homes transitioning to another provider.

- Group home residential occupancy is at 77.68% and is below the target goal. As previously stated, one of the group homes were shut down earlier this month. Grant & Chris continue to talk with DOLA and other entities on repurposing the house.

The balance sheet is very askew due to the PPP loan since it still shows as a debt and not a credit. Once it has been forgiven, the balance sheet should normalize somewhat.

**It was M/S/P (Fitzgerald/Grisier) to accept the financials as presented.**

## **POLICIES**

### **Human Rights Committee – Policy #6-6**

Amendments to the policy were to address issues surrounding conflicts of interests that may occur during a meeting. Laura explained that this issue recently emerged when a family requested the guardian, who also was an HRC member, to recuse themselves from the meeting which caused some significant issues at the meeting. In accordance with the Final Settings Rule and conversations with the State, it was suggested that the CCB should have some control over the Human Rights Committee and create a conflict of interest section to be incorporated into the policy to rectify any issues if this type of scenario would occur again. Changes to the policy consisted of:

- A Committee President and Vice-President will be voted on annually.
- The CCB is responsible for recruiting members along with the dismissal of any member.
- An HRC renewal form will be completed by each member on an annual basis.
- If a conflict exists between members, they should try to resolve the issues. If unable to come to an agreement, the CCB will intervene.
- If a conflict exists between a member and provider, the member should recuse themselves from the meeting.

A question arose if there is a conflict is there some avenue that the person can voice his concerns. Laura responded that they would be able to voice their concerns after the meeting was adjourned. Laura explained another avenue is that the agenda is made up 6 months prior to the meeting, so there would be ample time to know if a conflict is going to exist and address it in advance of the meeting. Laura then explained the role of HRC.

**It was M/S/P (Hayden/Fitzgerald) to approve Policy #6-6, Human Rights Committee.**

**OPEN DISCUSSION**

Further discussions ensued in relation to the current financial situation. It was suggested to form a committee comprised of interested board members to strategize on developing a plan to address the current situation either by eliminating programs and/or group homes along with potential staff layoffs. MaryAnne will schedule the planning meeting and send an invitation out to all members.

On a final note, a comment was made on the positive efforts being made with local businesses for potential job opportunities for our individuals. The partnership with Enstroms is successful and plans are in the works for obtaining a testimonial from them. Our goal is to provide these opportunities for our individuals not only to have community inclusion and potentially a chance for them to gain community employment.

**At 1:18 p.m., it was M/S/P (Ubersox/Aubert) to adjourn the meeting.**

Minutes were approved on 12/8/2020 – not signed due to COVID

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Secretary

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Date