



Providing Services to Persons
With Intellectual and Developmental Disabilities

BOARD MEETING MINUTES May 10, 2022

Present:

Darcy Arnold
Mary West
Carolyn Rettig
David Lane
Julie Hilmes
Mike Schottelkotte
Trevor Harrison @6:32

Absences:

Mary Turner
Dr. Lou Dwyer

Staff Present:

Jennifer Pelligra
Kevin Sowder
Aimee Pruitt
Holly Tea
Tom Turner
Steve Dahlman

Guest:

Lori Sharp via Zoom
Mandy Miller
Anne Pratt

- I. Call to Order: Meeting called to order at 6:28 pm by President Darcy Arnold.
- II. Absences: See above
- III. Minutes Review. Motion by Mike Schottelkotte and seconded by Carolyn Rettig to approve minutes from the April 2022 meeting. All in favor, motion carried.
- IV. Public Comment:
 - A. Board Emails: Darcy reminded everyone to check your COI emails.
- V. Executive Director's Report: Jennifer thanked Kevin for all of his hard work getting us updated and helping to get things straightened out. Also, a big thanks to Tom Turner and Steve Dahlman for all of their assistance, the help they've given and continue to give is priceless.
 - We received CDOT approval for another vehicle, a 9-passenger van, Kevin, Jennifer, Damon, and Lori will meet soon to go over the specifics.
 - Case Managers are starting the training this month with the new CCM system as part of the statewide "soft" launch. Elaine, Michelle, and Sarah will be working with the new system through June to see how it works.
 - We have a CM time study that is due by June 2nd that will involve a huge amount of work, Elaine and Jennifer are planning a meeting for some time this week to make sure the information we give is accurate, it is extremely important to the longevity and the fiscal well-being of Case Management for things to be correct.

- Our website is getting an update, making sure everything that should be posted has been.
- Kevin was able to cancel the contract with ADP.
- There is no update on the AG investigation at this time.
- Jennifer has a meeting with HCPF regarding an excess in the state general fund. Our state billing hasn't been submitted for February or March so that plus anything else we might need for the rest of the fiscal year will be figured up and whatever is left we will give our approval to reallocate those funds to other agencies who might have need of those funds.
- HCPF is requesting letters of support for an opportunity grant for a CIE (Competitive Integrated Employment) liaison position. There is a set salary, and the grant will pay that salary for years 2 through 5 of employment but the agency has to agree to keep the person on at that rate of pay after the 5-year mark and the end of the grant. At this time, we don't think that is something that we would be interested in, but we would like to submit a letter of support for the general goals of the grant just not the employment portion.
- Overall, everything is going great. Darcy concurs things are going well; Jennifer is doing a terrific job.

VI. Committee Reports

- A. Finance/Audit Committee: Kevin presented financial information for March 2022.
- It has been a turbulent couple of weeks. Still working on getting the banking transferred and straightened out. We've run into some issues that we were unaware of but we're working through them.
 - Darcy was able to help get the Closing Statement for the Admin building and Steve helped collect banking statements from February and March.
 - The Executive Team reconvened and decided that some of the outsourcing plans that had been put in place were unnecessary at this time. Kevin and Jennifer were able to cancel all of the contracts that we weren't interested in keeping.
 - In January and February there was about \$90K in credit card statements that were included in the cash total and made the books seem off. This has been corrected and the books are accurate. There has been some restructuring of where things are listed on the balance sheets. FY21 will look amazing on paper, but operationally we still have loads of work to do. The large profits are all one-time sales of assets, so they won't be an ongoing thing.
 - David Lane motioned to approve the financial information presented by Kevin, seconded by Mike Schottelkotte. All in favor, motion carried.
- B. PR/Fund-Raising Committee: We received grants from San Miguel Power Association and the Telluride Foundation, thank you Lori.
- Lori sent in a grant proposal to help with the remodel of the South Park building and we have reached the second round of candidates.
 - With the new CDOT grant for a van we should be receiving 3 new vehicles in the next 18 months.
 - At April's meeting the Board discussed a prospective marketing firm contract, and it was decided to go ahead with the contract but to push it back by 30-40 days.
 - The Annual Meeting is sneaking up on us, the newly formed Committee is going to start meeting soon.
- C. Program Committee: The Committee Meetings are going well, lots of positive things being said and happening.

- One thing that has been made very clear across the board is the fact we need more staff.
- Day Program is getting our clients out more and Carolyn thinks that is a good thing, it's great for our community to see our guys.
- The Committee came up with a fun idea to get the community, our Board, and our clients some more interaction. Teaching a one-time class at Park Place Day Program or bringing something in to share with our clients. Anne said she would be willing to teach a crafty class.
- Program Committee meetings are being held the first Tuesday of every month and our next managers might be SE and EI.

VII. Old Business:

- A. Revisit changing the meeting times ex. Finance/Audit Committee starting at 5:00 PM and Regular Board Meeting starting at 5:30 PM. The Board unanimously decided against any changes to the scheduling of Board meetings.
- B. Julie Huffman is still interested in becoming a Board member and will be joining us in July.

VIII. New Business:

- A. Approving and Voting of New Board Members: There was discussion about by-laws and Tom Turner went over a handout with the Board.
- B. The match for the new van from CDOT is about \$15.6K, the way that works is we pay the full amount of the vehicle (\$77K) up front and then we get reimbursed 80% from CDOT. David Lane motioned to approve the \$15.6K match for the 2022 award from CDOT for a 9-passenger van, seconded by Trevor Harrison. All in favor, motion carried.

IX. Announcements: Julie told the Board about a nice lady that brings her dog, Topper, to Day Program to visit and how happy it makes everyone.

- Julie also shared that some clients and staff are volunteering at the Salvation Army in Delta.
- Mary West suggested we hold our Annual Meeting at Park Place instead of the Pavilion, let people see our new Admin building and the Day Program areas.

X. Executive Session:

- A. Pursuant to CRS 24-6-101 (4)(f) this session will be conducted for the express purpose of a discussion of a personnel matter involving the confirmation of a new Executive Director of Community Options, Inc.
- B. Went into Executive Session at 7:40 PM.
- C. Executive Session ended at 8:24 PM.

XI. Return to Regular Session:

- A. Returned to Regular Session at 8:25 PM.
- B. Motion made by Mike Schottelkotte and seconded by Mary West to appoint Jennifer Pelligra as Executive Director through and including June 30, 2022, at the salary approved in Executive Session. All in favor, motion carried.
- C. Motion made by Mike Schottelkotte and seconded by Carolyn Rettig to designate Board President Darcy Arnold to consult with COI's attorney for employment issues in order to issue final check to John Vastag in full satisfaction of the Employment Agreement dated April 16, 2021. All in favor, motion carried.

XII. Adjournment: Motion to adjourn put forth by Mike Schottelkotte. Meeting was adjourned at 8:27PM.

Respectfully submitted,

Aimee Pruitt