

North Metro Community Services Board Minutes

For the meeting held on

February 24th, 2022

February's board meeting was held in person at North Metro. Dr. Bertagnolli called the meeting to order at approximately 6:00 PM. He said he would entertain a motion to approve the minutes of the January 27th, 2022 meeting, approve the agenda for the February meeting, and excuse John Coates, Mona Valdez, Farhad Kargar, Edie Wallace, and Judy Stevens, all other members were present. Edie Wallace made the motion, which was seconded by Brian Kraft and passed unanimously.

Finance Committee Report:

January 2022 Financial Statements

Statement of Activities

In the month of January 2022 a \$30,638 net loss was realized. Total revenues for the month reflect rate increases from the ARPA funding approved by the State of Colorado HCPF. The rate increases are supporting the salary and host home increases approved by the Board of Directors. The revenues have increased but can still improve as service levels increase. The winter months have historically generated losses as holidays and lighter attendance in Day Program have impact on revenues. The pandemic pressures continue to impact services as well.

Year to date net revenues are \$135,769 as of January 31, 2022. The net revenues earned are nearly a quarter million dollars better than what was budgeted through this portion of the year. The additional expenses in salaries and contractor expenses continue to be offset by additional revenues both one time and ongoing.

Administration

- Net revenue of \$3,734 was recorded in the month of January.
- Additional expenses on the Admin Expense line are related to holiday expenses and our staff in-service day which was held in late January.
- Additional compensation approved by the Board of Directors compensation committee for the CEO is reflected in the salary line in the month of January.

Day Program

- Day Program revenues were negatively impacted in the month of January by attendance related to Covid exposures and the wintery weather.
- Following multiple staff and people served in NMCS Day Program testing positive for Covid we closed Day Program the week of January 31st through February 3rd. This closure reduced our service days to 16 days for the month.

- Attendance and Covid issues reduced revenues in Day Program by an estimated \$71,000 in the month of January. This lost revenue created a loss of \$165,670 in the month of January.

Supported Living Services

- Supported Living Services had net revenue of \$42,542 in the month of January.
- The revenue for in home Respite received an additional 25% increase which will be effective through the end of March 2022.
- The increased respite rate was also billed retroactively to April 21 and generated additional revenues of \$60,000 in the Month of January 2022.

Residential

- The residential department earned net revenues of \$56,153 in the month of January.
- In order to stay compliant with requirements attached to the rate increases additional rate adjustments to Host Home providers were given. These increases had additional cost of \$16,800 per month and will annualize to \$200,000. These increase were not included in additional compensation plans and projections as this directive was received after the plan was approved.
- Residential revenues are lagging behind what was projected. Losses in the number served in residential and slower than anticipated growth has slowed revenue increases.

Vocational

- The Vocational Department continues to underperform and recorded a loss of \$6,312 in the month which is \$4,000 more than the expected loss.
- Year to date losses are \$124,662 with \$112,014 of those losses directly attributable to the Buckley contract.
- Notice to terminate the Buckley contract was given in early February.

Resource Coordination

- In the month of January net revenues of \$25,854 were earned. Revenues continue to be strong and consistent.
- Salaries were near budget for the month despite the salary increases. The department continues to have staff turnover.

Early Intervention

- Early Intervention recorded net revenue of \$815 in the month of January. This net revenue was \$11,431 less than budget.

- The salary increases given will result in losses throughout much of the remainder of the year as there is no contract increases anticipated for Early Intervention.

Statement of Financial Position

- Cash balance is \$10,393,607 as of January 31, 2022. This balance reflects a decrease of \$575,767 from the end of December.
- Accounts receivables are \$3,377,174 and have increased by \$284,429 from the prior month end. The Buckley and Medicaid receivables are the two areas of increase.
- Current Liabilities are \$2,532,921 and decreased by \$281,511 from the prior month.

Capital Budget Update

In the month of January a payment was made in the amount \$15,730 to complete the remodel of the SLS offices in the main building. Construction has begun on the staff offices on the platform which will accommodate our Early Intervention Department. The total of the remodeling projects will exceed the budgeted \$150,000. Adams County provided \$300,000 in funding specific to these remodeling projects. The plan is to utilize this funding to do some much needed upgrades in our aging building. Staff is requesting \$26,805 to replace the security camera system at the 1001 building. The prior system was 6 years old and was disconnected when the roof was replaced in the fall. We continue to be the victims of property crime with 2 catalytic converters recently being stolen. The Finance Committee recommended a request to the Board of Directors for \$28,000 to cover any additional unanticipated costs associated with the project. Staff is still negotiating with the vendor to reduce the equipment costs associated with the project.

Pauline Burton made the motion to accept the finance committee report which was seconded by Brian Kraft and passed unanimously.

Bill Hawthorne made the motion to approve the additional \$28,000 for security upgrades which was seconded by Brian Kraft and passed unanimously.

Executive Director's Report

Early Intervention

For years NMCS has done the case management for EI and the school districts have been doing the evaluations. This wasn't always a good thing. Some school districts have a very good system while other districts have a very poor evaluation system. Because of this they're moving evaluations out of school districts and the board of education and putting them back to early childhood education which would move the evaluations to CCB's. They're hoping to have this in place by May 1st. We have done evaluations before usually only during summer months and we would hire an outside contractor. There is a risk of losing a few hundred thousand dollars to start. We have to submit a proposal by the 4th of April before the 2022-2023 budget is completed. We do believe the risk is well worth it because the

worry is if we don't who will. It's critical we don't fall behind – we will do our best to get the job done, but we're hoping they get this situated sooner rather than later. We have decided to accept a bid to complete the evaluations. This would require hiring more staff

COVID Update

Day program had to be closed down for a week due to multiple cases of the omicron strain of Covid. However, since COVID infections and hospitalization continue to go down and mask mandates are being lifted everywhere we have decided that masks will be optional at NMCS. The exception to this will be when traveling in a van, other NMCS vehicles or in a private vehicle when staff are being paid mileage and have 1 or more passengers. In those cases staff will still need to wear a mask while in the vehicle.

New Business

Resource Coordination Update

Stacey Larrabee provided the board with an update on Resource Coordination. RC is going through case management redesign, but there are more questions than answers at the moment. RC was able to get a hiring increase and have hired two new RC's and are in the process of hiring a 3rd. Including all waivers NMCS RC serves 1391 individuals. We que about 5 or 6 new individuals every other week into SLS so about 10 every month. Each case manager averages about 45-52 people per caseload. Enrollment takes about 2-3 months from intake. Face to face requirements between RC's and the individuals on their caseloads is 4 times a year. HCPF is rolling out a new case management system which is going to require about 45 hours of training. The entire department including support staff with have to go through the training.

Public Comment

There were no audience members present at the meeting.

Adjournment

Sandy Osborn made a motion to adjourn the meeting, which was seconded by Brian Kraft and passed unanimously.

*The next Board Meeting will be held in person on March 24th, 2022