

North Metro Community Services Board Minutes

For the meeting held on

March 24th, 2022

March'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 February 24th, 2022 meeting, approve the agenda for the February meeting, and excuse John Coates, Mona Valdez, Farhad Kargar, and Judy Stevens, all other members were present. Doug Shepherd made the motion, which was seconded by Brian Kraft and passed unanimously.

Finance Committee Report:

March 2022 Financial Statements

Statement of Activities

The month of February 2022 had a loss of \$73,856 recorded for operations. This loss was \$88,100 more than what was budgeted for the month. February has historically been a month where losses are expected due to fewer billable days in the month. Total revenues for Medicaid services continue to be strong overall and are near budget for the month.

Year to date net revenue of \$61,913 has been earned through February 2022. Despite the monthly loss in February we are \$150,894 ahead of budget for the year. The increases related to the additional ARPA funding has helped overall revenues.

Administration

- Net revenue of \$16,618 was recorded in the month of February. This is \$17,550 less than what was budgeted for the month of February based on lower revenue and higher than budget salaries.
- All revenues from the State were not available when the financial statements were completed. Revenues are under recorded and will be adjusted to actual in March.
- There were no unusual operating expenses during the month.

Day Program

- Day Program operations resulted in a net loss of \$156,407 in the month of February. The negative budget variance of \$57,531 accounts for the bulk of the budget variance overall in the month. Day program was closed for 3 days the first week of February in order to mitigate a Covid outbreak within our program.
- Combined Day Program and Day Transportation revenues continue to improve as we emerge from the pandemic. Daily service revenues for Medicaid are nearly \$15,000 per program day.
- Staff recruitment continues to be a priority as demand for services remains greater than we are able to provide with current staff. February and March have been productive in

hiring Day Program staff which will allow us to provide additional services in Day Program.

Supported Living Services

- Supported Living Services had net revenue of \$16,777 in the month of February which is \$1,957 better than budget.
- Enhanced rate increases for respite services resulted in higher revenue in February. These increased rates will be effective through the end of March 2022.
- Electronic Visit Verification (EVV) requirements went into effect February 2022. These requirements require additional data collection to support Medicaid billing for in home services not provided by a family member. This requirement made it necessary to provide notice to terminate some services that could not be verified. The terminations for these services were limited in scope and impacted few people.

Residential

- The residential department earned net revenues of \$48,432 in the month of February. This performance is \$21,018 better than budget for the month.
- Total revenues for the month are \$30,000 less than what was budgeted as growth in the program has not met projections. We have been successful bringing two new people into services in the last month.

Vocational

- The Vocational Department had net revenues of \$928 and was \$2,391 less than budget.
- Buckley earned net revenues of \$3,249 in the month. Reduced salaries due to fewer work days facilitated the net revenue.
- Staff continues to work with the contracting agency to transition out of the Buckley contract by early June.
- Equipment and potentially vehicles we do not need will be offered for sale to the agency that assumes our contract.

Resource Coordination

- The month of February reflects a net loss of \$446 in Resource Coordination.
- The Resource Coordination department performance is always dependent on salaries paid to staff. Staffing levels fluctuate as we experience high turnover in Case Managers in the department.
- Efforts to increase retention by increasing salaries will make it difficult to earn net revenues when fully staffed.

Early Intervention

- Early Intervention recorded net revenue of \$241 in the month of February. YTD net revenues are \$20,861 and are ahead of budget by \$19,565
- Recruitment has begun in order to expand Early Intervention services to include evaluations. We have committed to provide evaluations in May 2022 and June 2022. Evaluations after July 2022 are in the RFP process and we are working on our proposal to assure that evaluations continue without interruption in Adams County.

Statement of Financial Position

- Cash balance is \$10,516,356 as of February 28, 2022. This balance has increased by \$123,320 from the prior month end.
- Accounts receivables balance is \$3,220,661 and have decreased by \$176,513. This decrease is related to Medicaid receivables being \$183,315 less than at January 31, 2022
- Current Liabilities are \$2,542,015 and show little change from the prior month end.

Capital Budget Update

In the month of February a payment was made in the amount \$75,640 for the renovation project to complete the EI offices and upgrade areas in Day Program. These projects are ongoing with the hope the Early Intervention offices will be completed by the end of April. The security camera system that was approved for up to \$28,000 was negotiated down to a cost of \$23,579.

Case Management Discussion

The Finance Committee was briefed regarding staffing in our Resource Coordination Department as we approach the June 30, 2024 deadline for separation of case management. This deadline has led to concern by management staff in the department of their employment futures after the impending separation. Strategies for retention are being explored by Administration to create incentives that will protect our most critical staff. A proposal will be made to the Finance Committee and the entire Board of Directors once a plan is formalized.

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

Executive Director's Report

Office of Early Childhood sent out emails to all EI service coordinators offering intake care positions for a base salary of \$52,000 which is quite a bit more than what is budgeted to most agencies for staffing.

Joint budget committee included a 2% provider rate increase in the finalized budget which will benefit North Metro.

SLS has moved into the main building her at North Metro and we are able to get out of the lease 3 months early. EI will be moving in soon as well.

One of our DSP's, Debra Rose was with a group in Old town Arvada when a shooting happened last summer and was able to get her people out of the situation safely. Because of her heroic efforts she was chosen by Alliance as the state DSP of the year.

Public Comment

There were no audience members present at the meeting.

Adjournment

Edie Wallace made a motion to adjourn the meeting, which was seconded by Bill Hawthorne and passed unanimously.

*The next Board Meeting will be held in person on April 28th, 2022