

North Metro Community Services Board Meeting

April 27, 2023, 6:00 PM

Board Room, Second Floor 1001 W. 124th Ave.

Agenda

Call to Order: Bill Hawthorne for Ed Bertagnolli

George informed the Board that Randy is out due to a family illness. Bill Hawthorn asked for a motion to Excuse Ed Bertagnolli and John Coates from tonight's meeting. Further he requested a motion to accept tonight's agenda and approve the March minutes.

Motion: Edie Wallace / Second: Warren Taylor / Motion Carries

Finance Committee Report: Doug Shepherd presented the March Financials. Cheryl has committed to being a member of the finance committee.

Employment Services Update- 4/25/23

DataSafe

- All supported employment billing for the DataSafe group ended on 3/16/23.
- The crew continued to work until the first week of April in order to complete the remaining shred projects.
- Four of the five gentlemen are now accessing day services, and also participating in work projects outside of North Metro Community Services.
- Bayaud Industries has purchased \$5,062.50 worth of consoles and rolling bins to date. They are presently being invoiced for \$7,837.50 for bins we left at customer locations (Bayaud took over these contracts) and 44 rolling bins that they collected on 4/24/23.
- Sustainability has purchased one forklift, rolling bins, and other miscellaneous items for \$13,025.00.
- Our balers, shred machines, and box truck are still in our inventory.

Custodial Service

- All of the internal custodial employees are now working with Job Coaches employed by Easter Seals.
- We have been in contact with DVR in this regard and they have sited staffing issues of their own as the cause of the delay in this process.

Supported Employment/DVR:

- Community Employment: We have two employment consultants that provide job coaching to 27 people at the present time.
- Development: There are four job development projects being completed between the 2 job coaches, and funding of this service is working through the local DVR office (Northglenn).
- Placement: No new placements this month.
- We are reaching out to the DVR offices in Longmont, Denver, Aurora, and Golden for referral opportunities. Our employment team needs to widen their scope to attain more referrals. The Northglenn office has been slow in offering opportunities.

Day Services-

- We have received final approval! The long awaited site visit occurred on my first day of vacation. Our Day Program staff received very high praise for the program we have developed. "We are a model of what programs should be doing." We will continue to put forth great effort in assuring that our program is integrated and meaningful for all our participants.
- We are still focused on expanding service days for the people we actively serve and those that are seeking new opportunities. The hiring fair that was conducted did not go as well as we had hoped. There have been a few more applications received over the past 60-days and we were able to on-board a few applicants.
- The daily attendance to day program was greatly improved in the month of March, and we hope this trend continues as the weather improves.
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Transportation-

- The NMCS fleet currently consists of 65 vehicles.
- We are operating with 29 wheelchair accessible vans (18 large vans, 1 midsize, 7 mini vans, and 3 older vans that are going up for sale).
- We have installed 10 anti-catalytic converter theft devices (Four CAT Straps and Six Cages). There are 6 more CAT Straps on order that can be used on 12 vehicles. Three of the large vans and the E350 vans have refurbished catalytic converters (not valued by thieves).
- The 17 diesels and E350 model that we have are the vehicles that are vulnerable. The other vans have catalytic converters that are inaccessible.
- Our last catalytic converter theft was July 2022.

March 2023 Financial Statements

Statement of Activities

In the month of March net revenue of \$70,442 was earned. The net revenue for the month is \$30,041 better than what was budgeted for the month of March. Year to date a total net loss of \$566,910 has been recorded. This net loss is \$616,142 more than what the budget projected. Overall revenues are over half a million dollars short of projected revenues year to date. The month of March has shown improvement in financial performance compared to the winter months. Improvement in attendance and services delivered resulted in overall revenues for March being near budget. There were no extraordinary unbudgeted expenses in the month of March that impacted performance.

Administration

- Administration recorded net revenue of \$66,068 in March which is \$34,484 better than budget for the month.
- Interest revenue of \$39,964 was recorded in the month of March and accounts for the variance in the month. The interest revenue for the month includes retroactive interest paid for January 2023.
- Staff is working cooperatively with our bank to maximize interest returns on our accounts.
- Help Fund expenditures in March totaled \$16,923 and year to date expenditures are \$94,248. A total of 63 people have received assistance through the help fund since July 2022.

Day Program

- Day Program recorded losses of \$56,358 in March.
- The loss for the month is \$11,365 more than expected.
- The year to date loss in Day Program is \$1,181,477 and is \$551,197 over budget for the year.
- Day Program utilization was improved in the month of March. Utilization in the month of March was 88.85% of full attendance. Warmer weather and limited loss in staff time due to illness have helped overall attendance improve.
- Employment services within day program had a loss of \$26,654 in the month of March. The employment area had additional expenses related to the shutdown of Datasafe.

Supported Living Services

- Supported Living had net revenues of \$14,939 in the month of March 2023. This net revenue is \$10,205 better than budget for the month.
- Net revenues for the year are \$125,029 and have far exceeded the budgeted net revenue of \$61,238 for the year.

Residential

- The residential department had net revenues of \$39,703 in March. The net revenue is \$43,609 less than budget. Year to date net revenues are \$159,018 and are \$390,139 less than budget for the year.
- Total revenues of \$1,065,828 in residential for the month of March are \$51,188 less than what was budgeted for the month of March.
- The Host Home program has \$217,440 in net revenues year to date. Through March of last fiscal year we had earned \$452,000 in net revenues in our Host Home Program.

Vocational

- Datasafe had net revenues of \$17,538 in March.
- Additional revenues of \$12,470 is related to sale of supplies and equipment used in Datasafe.

Resource Coordination

- The Resource Coordination department recorded a net loss of \$25,931 in the month of March which is \$4,000 more than budgeted.
- Year to date net losses in Resource Coordination total \$66,181 and are ahead of budget \$87,000.
- Losses comparable to the \$25,000 in the current month will be expected for the remaining months in the fiscal year.

Early Intervention

- Early Intervention earned net revenues of \$14,484 which is \$24,000 better than budget for the month.
- Year to date net revenues are \$58,780 and are nearly \$83,000 better than budget.
- We continue to perform well in both the service coordination and evaluation areas.
- Approved contract amendments will assure that we are not at risk for unfunded costs in Early Intervention this fiscal year. This risk for losses have been a concern in prior years.

Statement of Financial Position

- Cash balance is \$10,034,493 which is \$123,859 less than at the end of the prior month.
- Accounts Receivable have a balance of \$2,966,825 and have increased by \$136,862 since the end of March. The increase in receivables results from higher overall Medicaid billings in March compared to February.
- Liabilities total \$2,356,348 and reflect a decrease of \$80,641 from the end of the prior month.

Capital Update

A Truck was purchased for the maintenance department at a cost of \$21,999. We are still trying to purchase two additional full size wheel chair accessible vehicles. Order on these vehicles is continuing to be delayed and other options are being explored. The funds for these vehicles may have to be requested in next year's budget.

Motion: Brian Kraft / Second: Cheryl Candelaria / Motion Carries

Executive Committee Report: There is no report for tonight's meeting.

Executive Directors Report: George Montoya reported for Randy Brodersen that this year's legislative session is winding down, there is nothing hugely impactful to us. The Medicaid rates are holding for targeted increases and a 3% across the board provider increase. The NMCS Annual meeting is on May

18th, about 20 people will receive awards. Clayton House will be recognized at Lori Freyta's request. Staff are excited about being recognized. There may be a buyer for the Brighton land. The potential buyer will be meeting with City of Brighton zoning and planning to hopefully obtain approval for their proposed project. Our Residential Department had a Social Security audit that went well. EI Service Coordination will be RFP'd out by County potentially mid-year, 2024. We are in a good position to apply for this contract. We run a very efficient program so George is not concerned about our ability to get this contract. Date could be June 30, 2024. Career Fair unfortunately didn't go well. It was not well attended. HR did a good job of putting this together and this was just another struggle. A new HR initiative is a business card with a QR code that goes directly to our application. Staff will have these, can put their names on it, and will get a referral bonus.

New Business:

Lori thanks everyone for the support for her brother's memorial gathering.

Edie Wallace brought up concerns with guardianship. Her son's guardianship is in question. This came up through the yearly report process that is now applicable to everyone. Edie has been advised that she will have to go back to court to resume guardianship. Edie would like for parents to be notified of this concern. Edie is further concerned that parents need to be sure that they have Medical POA if they are not guardians for their adult children. George will look into this and put together a letter for parents.

Program Report: Robert Hunter, Day Services Director

Robert reported that standards for day services has changed. The process that was started two years ago has finally come to an end and our program has been deemed as a model for the new rules. This has been positive in that many of the community groups have become more meaningful. Group sizes are a bit smaller making engagement in the community easier. This also creates some issues for people who need assistance with mobility. Staff now pick people up from home and go directly to activities. There is much less down time, which has been a good thing. People do miss seeing all of their friends in the large setting here before going out to activities. There are a few special events throughout the year so that people can get together. We have been purchasing more mainstreamed vehicles such as smaller mini vans, vehicles with different colors, etc. Robert's Admin Assistant has been working on social media and getting good information out about what people are doing during their time in program. Volunteerism has increased. People like volunteering at the Arc and Sister Carmen Thrift Stores and The Refuge in Broomfield. People are helping others by serving meals, cleaning, restocking, etc. NMCS runs about 35 groups per day. Staff have been creative with new locations. Some people are taking classes at the Apple store in Boulder. Robert's staff have been developing new sights, which is really exciting. Everything is driven by the people being supported. If hiring were easier and Robert could get more employees, he would be happy to accommodate serving more people. Brian Kraft and Josh Dobratz discussed their satisfaction with program and notes that scheduling is flexible to accommodate people's choices of activities.

Public Comment: No public comment

Upcoming Meetings:

Finance Committee: 5/23/2023

Annual Meeting: 5/18/2023

Bill Hawthorne requested a motion for adjournment at 7:05 PM

Motion: Edie Wallace / Second: Brian Kraft / Motion Carries