

**Envision Creative Support for People with Developmental Disabilities**  
**BOARD OF DIRECTORS' MEETING**  
**Thursday, September 10, 2020 at 7:30AM through Zoom**  
**Minutes**

**Board Members Present**

Tannis Bator  
George "Tommi" Bator  
Erica Herman  
Allison Kanzler  
LuJean Ott  
Meghan Phillips  
Pat Roesler  
Christina Ruffatti  
Kathi Sargent  
Pam Shaddock

**Board Members Absent**

Jon Jonson  
Katelynn Johnson  
Theresa Paz  
Tyler Richardson

**Other People Present**

Celeste Ewert, Executive Director  
Shannon Biehl, Finance & Admin Director  
Deserie Newton, CM Director  
Karen Wainscott, Fund Develop & Comm. Director  
Jenny Acevedo, EI Director  
Shawn Croissant, DP Coordinator  
RuthMary Lyons, Accounting Specialist  
Sahrah Bliss, ACM Coordinator  
Linda Medina, QA Director  
Kim Sager, HR Director  
Tiffany Cron, PS Director  
Cheryl Gantz, PS Admin Assistant  
Brooke Pavlus, CM  
Claudia Luna, CM  
Devyn Beardsley, CM  
David Rodriguez, EI SC  
Jessica Flores, CCM Technician  
Megan Rhodes, Training Specialist

Meeting was called to order at 7:34 AM (Roesler)

Roll call indicated attendance as above with a quorum established

Ewert shared a vision victory – Track lift system for Ethan

**MOTION** made to approve the minutes of August 13, 2020 and seconded (Shaddock/Kanzler) motion carried

Biehl provided report on financial report ending July 31, 2020

**MOTION** made to approve the financial report ending July 31, 2020 with a YTD net income of (\$439) and seconded (Ruffatti/Shaddock) motion carried

Biehl provided information on the proposed budget for FY21; there were two important considerations:

- Day Program/Supported Employment is budgeted for 50% revenue from last year due to COVID
- PPP Loan will be allowed to be listed as a "conditional contribution" which makes the bottom line of the budget look good on paper, but the money has already been spent; without PPP budget would be (\$519,192)

**MOTION** made to approve the FY21 budget proposed of \$336,608 and seconded (Roesler/Herman) motion carried

There were no updates to board membership

Shaddock provided the Fund Development and Communications Subcommittee update

- Goals for current fiscal year were emailed to BOD; please review
- Karen will send out a list of donors/sponsors who need to be called to be invited to the Rose Reception; please call your assigned people
- Rose Reception is 9/24/20 from 5:30-6:30pm by Zoom; please participate

- H'Art of Envision Art Show is 10/2/20 from 5-7pm at Academy of Natural Therapy and online; please encourage your family/friends to participate

Ewert provided an update on Conflict Free Case Management and Case Management Redesign; HCPF would like to remove option "3"; their intention is that there would only be one case management agency per region so an agency could not continue to do CM and direct services, or people would be served conflicted. One procedure needs to be created regarding employees having outside employment/contract with another agency and the potential of conflict for interest; once this is updated the business continuity plan will be approved.

Ewert provided information from monthly report with State and Local updates

Department directors/designees shared updates

There were no audience/public comments

**MOTION** made to adjourn the meeting at 8:59 AM and seconded (Kanzler/Phillips) motion carried

Upcoming Events/Meetings:

- Aktion Club – September 10, 2020 at 1 PM: Zoom
- Rose Reception – September 24, 2020 at 5:30 PM: Zoom
- H'Art of Envision – October 2, 2020 from 5-7pm at Academy of Natural Therapy and online
- Executive Finance Committee – Monday, October 5, 2020 at 7:30 AM: Zoom
- Board of Directors – Thursday, October 8, 2020 at 7:30 AM: Zoom
- Fund Development and Communications Subcommittee – November 9, 2020 at 8:30 AM: Zoom



10/11/2020