

Envision Creative Support for People with Developmental Disabilities
BOARD OF DIRECTORS' MEETING
Thursday, August 10, 2023, at 11:30AM at Envision-Join Zoom Meeting (optional)
Minutes

Board Members Present

George “Tommi” Bator
Tannis Bator
Erica Herman
Jon Jonson
Allison Kanzler
Meghan McWilliams
Pat Roesler
Christina Ruffatti

Board Members Absent

Kassi Decuir
Taylor Malott
Shaun May
Tyler Richardson
Pam Shaddock

Other People Present

Celeste Ewert, Executive Director
Kim Sager, Human Resources Director
Shawn Croissant, Interim PS Director/DP
Coordinator
RuthMary Lyons, Interim Finance & Admin
Director
Linda Medina, Quality Assurance Director
Jenny Acevedo, Early Intervention Director
Jodette Hamilton, Admin Coordinator
Sahrah Bliss, Case Manager Lead Adult
Karen Colasacco, Case Manager Adult
Anissa Billianor, Case Management Coordinator
Cheryl Gantz, Technician-Program Services
Shannon Burley, Housing & Benefits Manager
Amy Bush, Case Manager Adult
Will Pratt, Residential Program Manager
McKaylee Adams, Early Intervention Service
Coordinator
Elvia Flores, Case Manager CCB
Jessika Vega, Technician CCB

Meeting was called to order at 11:40AM (Herman)

Roll call indicated attendance as above

Agenda Additions: N/A

Ewert shared a vision victory – Submitted a Grant request to the Weld Trust for \$60,000.00 and received \$56,000.00. This will be for the Supported Employment position September 1, 2023, through August 2024

MOTION made to approve the minutes of July 13, 2023, meeting and seconded (Kanzler/Tannis Bator) motion carried

Lyons provided the financial report ending June 30, 2023

MOTION made to approve the financial report ending June 30, 2023, with an YTD net income (loss) of (\$141,557.00) and seconded (Tommi Bator/Jonson) motion carried

Ewert/Lyons Budget update FY 23-24 – Not quite ready, with CM being in the 2nd co-hort need to refigure the numbers. May need to have a special meeting. Ask for motion to approve continuing business using last years' budget

MOTION made to approve to continue business using last years' budget and seconded (Ruffatti/Tannis Bator) motion carried

Ewert provided an update on Board Membership

No update from the Fund Development and Communications Committee (FDCC)

Ewert updated the Board Retreat Action Steps – Sent out building/space assessments to departments which are due August 21, 2023. Richardson is looking at other properties; The City Manager, Cody, emailed on August 9, 2023, asking if we were selling our building. They are very interested. Meeting with him on Monday, August 14th at 2pm. Herman, G. Bator, McWilliams, Richardson will attend with Lyons and Ewert.

STRATEGIC OUTCOMES:

<p>Operations: Within 18 months (by 12/2024), we will establish a fiscally responsible facility that meets the needs of the operations of the organization.</p>	<p>BOD will conduct a Market Analysis of current Envision space; Departments/staff will complete a space/building assessment – 12/2023</p> <p>BOD to vote on building/space decision; staff to continue assessing needs of space/vehicles – 6/2024</p>
<p>BOD/Staff: Envision will be the employer of choice of non-profit agencies in Weld County.</p>	<p>BOD/Management Team will conduct a staff survey to determine the baseline of the current Envision culture (including “stay interview” questions). Staff will review/redefine all job positions/workflow processes and requirements to determine an appropriate staffing level; HR/ED will conduct a wages/benefits survey of the area – 12/2023</p> <p>BOD will develop a compensation & benefits plan for employees; Staff will implement a culture of employee engagement accountability – 1/2024</p> <p>BOD/Management Team will conduct a second staff survey regarding culture of Envision to see if anything has changed – 6/2024</p>
<p>Funding; Envision will be a well-funded agency with a robust portfolio and diverse funding streams, to meet the needs of the people of the organization.</p> <p>1: Signature Event 10: Grant Opportunities 1000: Individual Donors</p>	<p>Staff will create a database for grant tracking and purchase a grant research program to help identify local, state and federal grant opportunities – 9/2023</p> <p>BOD/Staff will assess current Envision special events to identify which event we want to be our primary fundraiser each year; and how to make is a great success – 1/2024</p> <p>BOD/Staff will identify specific people/entities to financially support Envision through direct donations; ongoing support – 1/2024</p>

Ewert updates on Conflict Free Case Management (CFCM) and Case Management Redesign (CMRD) – Meetings with the County weekly; good discussions. CM huddle on August 10, 2023. Change Management Plan the final is due August 15, 2023. Our flyer is finalized, need to get it approved by HCPF, then will send out. We are in the 2nd cohort, transitions will start November 1, 2023, and the transition will be completed by February 29, 2024. The contract that the County has with the State starts on March 1, 2024. On October 2, 2023, the County will be having a Job Fair. The CM staff can go look at the workspace and fill out applications. The Job Fair is for everyone. There will be no part-time positions available. HCPF will be

sending out letters to people/families supported; we may or may not see a copy of the letter. McWilliams said that the AAA wants to re-brand CM changing Area Agency on Aging, any ideas send to McWilliams or Ewert

Ewert provided information from monthly report with State and Local updates. (See report)

Community Outreach Activities/Opportunities – N/A

Department Directors provided updates

Audience/public comments – N/A

MOTION made to adjourn the meeting at 12:34 PM and seconded (Kanzler/McWilliams) motion carried

Upcoming Events/Meetings:

- **AGENCY CLOSED – MONDAY, SEPTEMBER 4, 2023, LABOR DAY**
- National Direct Support Professional’s Week – 9/10-9/16
- Executive Finance Committee – Monday, September 11th at 7:30 AM
- Annual Employee Lunch – Tuesday September 12th 11:30-1:30 at Envision
- September BOD Meeting – Thursday, September 14th at 7:30 AM
- Rose Reception 10/6 at 5 PM
- H’Art of Envision 10/6 from 6-8 PM
- Executive Finance Committee – Monday, October 9th at 7:30 AM
- October BOD Meeting – Thursday, October 12th at 7:30 AM

Allison Kanzler 09 | 26 | 2023

Title	August 2023 BOD Minutes
File name	BOD Minutes 08.10.2023.docx
Document ID	bef986f8820e8bef3e401848a364897c5e74bf2c
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



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