

**Envision Creative Support for People with Developmental Disabilities**  
**BOARD OF DIRECTORS' MEETING**  
**Thursday, October 12, 2023, at 7:30AM by Zoom**  
**Minutes**

**Board Members Present**

Kassi Decuir  
Victoria Garcia  
Erica Herman  
Allison Kanzler  
Taylor Malott  
Shaun May  
Meghan McWilliams  
Tyler Richardson  
Pat Roesler  
Christina Ruffatti  
Dray Scurry  
Pam Shaddock  
Melissa Stockberger

**Board Members Absent**

George "Tommi" Bator  
Tannis Bator  
Jon Jonson

**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  
Anissa Billianor, Case Management Coordinator  
Courtney Rusch, Case Manager CCB  
Jessica Miller, Case Manager CCB  
Susan Brennan, Case Management Coordinator  
Shannon Burley, Housing & Benefit Manager  
April Castillo, Case Manager  
Karen Colasacco, Case Manager  
Victoria Phommasyha, Case Manager  
Ciara Wortley, Residential Program Coordinator  
Cheryl Gantz, Technician

Meeting was called to order at 7:31AM (Herman)

Roll call indicated attendance as above

Agenda Additions: N/A

Ewert shared a vision victory – The Art Program made envelopes with individual or department names on them. Envision employees and person supported could put nice sayings or make cards to put in the envelopes

**MOTION** made to approve the minutes of September 14, 2023, meeting and seconded (Malott/Decuir) motion carried

Lyons provided the financial report ending August 31, 2023 – Shaddock said to go back to the old graph, just show bottom line. Lyons will change it back

**MOTION** made to approve the financial report ending August 31, 2023, with an YTD net income of \$111,131.00 and seconded (Ruffatti/Kanzler) motion carried

Ewert provided an update on Board Membership – N/A

Ewert updated for the Fund Development and Communications Committee (FDCC) –

- We have not met
- A lot of work happening
- H'Art of Envision was a great success

- CO Gives Day, need to start looking into
- Shaddock saw the Knights of Columbus at Safeway and told them that the BOD appreciates the tootsie roll fundraiser; doing a thank you note to them; need to get Shaddock the address

Ewert updated the Board Retreat Action Steps – Property assessment completed; BOD need to look at it. Received approval from Exec Finance to get with realtor. Need to set up appointments and go look at properties. The City of Evans had a property assessment done, waiting to hear from them. Staff survey went out it is due 10/16/23. Once completed need to do a summary

**STRATEGIC OUTCOMES:**

<p><b>Operations:</b> 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><b>BOD/Staff:</b> 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 &amp; 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><b>Funding;</b> 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 it 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) – There were 4 Stakeholder meetings, about 120 people participated. The website has the link to the meetings (svcs tab) all information on the meetings and recordings. CM huddles the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays, have been very helpful. The Transition Navigator position will start November 2023. This position will sit in on all the weekly HCPF meetings. On October 2, 2023, the County had a “meet-n-greet” for Envision CM and the general community. The CM staff went over and look at the workspace, ask questions, and met current county staff. McWilliams said everyone was very positive. Said there were 20-25 Envision employees that were

there. There were a lot of presentations, given a lot of information, heard from peers, and asked questions. Overall, it was a huge success.

Ewert provided information from monthly report with State and Local updates. (See report) Ewert will be going to California 10/21/23-10/25/23 – working remote

Community Outreach Activities/Opportunities – McWilliams, the Rose Reception and the H'Art of Envision were awesome. Thank you to everyone that attended

Director Comments - Directors or Designee provided department updates

Audience/public comments – Ruffatti said the H'Art of Envision was awesome

**MOTION** made to adjourn the meeting at 8:43 AM and seconded (Kanzler/Stockberger) motion carried

Upcoming Events/Meetings:

- Rose Reception October 6<sup>th</sup> at 5 PM
- H'Art of Envision October 6<sup>th</sup> from 6-8 PM
- CM Appreciation week October 8<sup>th</sup> – October 14<sup>th</sup>
- Executive Finance Committee – Monday, October 9<sup>th</sup> at 7:30 AM
- October BOD Meeting – Thursday, October 12<sup>th</sup> at 7:30 AM
- Executive Finance Committee – Monday, November 6<sup>th</sup> at 7:30 AM
- **November BOD Meeting – Thursday, November 9<sup>th</sup> at 11:30 AM – IN PERSON @ ENVISION**
- **November 23<sup>rd</sup> – Thanksgiving Holiday – AGENCY CLOSED**
- Annual Employee Holiday Lunch – Tuesday, December 5<sup>th</sup> from 11 AM-1 PM
- Executive Finance Committee – Monday, December 11<sup>th</sup> at 7:30 AM
- December BOD Meeting – Thursday, December 14<sup>th</sup> at 7:30 AM
- **December 25<sup>th</sup> – Christmas Holiday – AGENCY CLOSED**