

Envision Creative Support for People with Developmental Disabilities
BOARD OF DIRECTORS' MEETING
Thursday, November 9, 2023, at 11:30AM at ENVISION
Zoom Option
Minutes

Board Members Present

George "Tommi" Bator
Tannis Bator
Kassi Decuir
Victoria Garcia
Erica Herman
Jon Jonson
Taylor Malott
Shaun May
Pat Roesler
Pam Shaddock
Melissa Stockberger

Board Members Absent

Allison Kanzler
Meghan McWilliams
Tyler Richardson
Christina Ruffatti
Dray Scurry

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
Anissa Billianor, Case Management Coordinator
Courtney Rusch, Case Manager CCB
Susan Brennan, Case Management Coordinator
Shannon Burley, Housing & Benefit Manager
Karen Colasacco, Case Manager
Ciara Wortley, Residential Program Coordinator
Cheryl Gantz, Technician
Lori Ruscko, Case Management Coordinator
Will Pratt, Residential Program Manager
Serena Curtis, Health & Medical Services

Meeting was called to order at 11:38AM (Herman)

Roll call indicated attendance as above

Agenda Additions: N/A

Ewert shared a vision victory – H'Art of Envision was a great success; Many community members attended. Highest sales and donations. It is still set-up if you would like to go see it, will be taken down the week after Christmas. Herman, well done everyone!

MOTION made to approve the minutes of October 12, 2023, meeting and seconded (Shaddock/Tannis Bator) motion carried

Lyons provided the financial report ending September 30, 2023

MOTION made to approve the financial report ending September 30, 2023, with an YTD net income of \$85,837.00 and seconded (Malott/Jonson) motion carried

Ewert provided an update on Board Membership – N/A

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

- We have not met
- Posted CO Gives Day multiple places; please share; \$20,000.00 goal; CO Gives Day is from now until 12/5/23

- Shaddock sent the Knights of Columbus a thank you card for the tootsie roll fundraiser
- Also, we need to send Dray a card, his father-in-law passed away

Ewert updated the Board Retreat Action Steps – The Staff survey is completed; Tiffany is summarizing; send out the completed survey by the end of November

Herman updated on the building – City of Evans is asking for a Letter of Intent and a purchase price by 12/31/23. Not sure if we want to lease or purchase. Have one property that would work and it’s a lease and another that is a purchase. If we do the lease property, the management company said they would do renovations, but it will come out to \$200,000.00 a year. The purchase property there is not a lot of parking, so we would have to purchase the adjacent property. The purchase price is \$2M, so do we purchase or put that money in our building paving the parking lot, bathrooms, etc.... Ewert added, after looking we can tell City of Evans this is what we need for our building. The Greeley Medical Center would be enough, this is the leased property. Shaddock asked, what will the Letter of Intent say? Herman it’s a contract to proceed, but it doesn’t bind us, and the purchase price will also be in the letter. Shaddock asked if anyone is looking into grants, State grants? Ewert said the Weld Trust does have a grant for this type of project.

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) – Continuing to have the CM huddles the 2nd and 4th Thursdays. The Transition Navigator position has been filled by Karen Colasacco. This position will sit in on all the weekly HCPF meetings. Also, this position will go until July-August 2024. Had our first meeting with HCPF, the meetings will happen November 1, 2023, until February 29, 2024. The transition will be completed by March 1, 2024. Still waiting to see if we were granted the digitized grant. If we don't get the grant, give County the paper files.

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

Community Outreach Activities/Opportunities – N/A

Director Comments - Directors or Designee provided department updates

Audience/public comments – Ewert reminded everyone about the Annual Employee Holiday Lunch on Tuesday, 12/5/23 from 11am-1pm, invited the BOD. Also, she may have jury duty that week

MOTION made to adjourn the meeting at 12:46 PM and seconded (Malott/Tommi Bator) motion carried

Upcoming Events/Meetings:

- Annual Employee Holiday Lunch – Tuesday, December 5, 2023, from 11 AM-1 PM
- Executive Finance Committee – Monday, December 11, 2023, at 7:30 AM
- December BOD Meeting – Thursday, December 14, 2023, at 7:30 AM
- **December 25, 2023 – Christmas Holiday – AGENCY CLOSED**
- **January 1, 2024 – New Year's Day – AGENCY CLOSED**
- Executive Finance Committee – Monday, January 8, 2024, at 7:30 AM
- January BOD Meeting – Thursday, January 11, 2024, at 7:30 AM
- **January 15, 2024 – Martin Luther King Holiday – AGENCY CLOSED**
- Executive Finance Committee – Monday, February 5, 2024, at 7:30 AM
- **February BOD Meeting – Thursday, February 8, 2024, at 11:30 AM at Envision**
- **February 19, 2024 – President's Day – AGENCY CLOSED**

Allison Kanzler

12 / 19 / 2023

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12 / 19 / 2023

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12 / 19 / 2023

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