

**Envision Creative Support for People with Developmental Disabilities**  
**BOARD OF DIRECTORS' MEETING**  
**Thursday, February 8, 2024, at 7:30AM by Zoom**  
**Minutes**

**Board Members Present**

George "Tommi" Bator  
Tannis Bator  
Victoria Garcia  
Erica Herman  
Allison Kanzler  
Taylor Malott  
Shaun May  
Meghan McWilliams  
Pat Roesler  
Christina Ruffatti  
Dray Scurry  
Pam Shaddock  
Melissa Stockberger

**Board Members Absent**

Kassi Decuir  
Jon Jonson  
Tyler Richardson

**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  
Susan Brennan, Case Management Coordinator  
Shannon Burley, Housing & Benefit Manager  
Karen Colasacco, Case Manager  
Ciara Wortley, Residential Program Coordinator  
Cheryl Gantz, Technician  
Serena Curtis, Health & Medical Services

Meeting was called to order at 11:34 AM (McWilliams)

Roll call indicated attendance as above

Agenda Additions: N/A

Ewert shared a vision victory – Valerie, EI Provider, working with twins on Speech. They have hit a milestone and are graduating from the EI Program. YAY!

**MOTION** made to approve the minutes of January 11, 2024, meeting and seconded (Shaddock/Kanzler) motion carried

Lyons provided the financial report ending December 31, 2023

**MOTION** made to approve the financial report ending December 31, 2023, with an YTD net income of \$185,405.00 and seconded (Roesler/McWilliams) motion carried

Ewert/Shaddock provided an update on Board Membership – Short a person supported, will actively start looking in March. Shaddock may have someone interested

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

- We have not met
- Sent a flyer for Stars of Tomorrow-Kiwanis; with Envision Art Show
- 5K is June 8, 2024, at Envision; will be getting packets for sponsorships together; start having meetings in March 2024; will incorporate our 60<sup>th</sup> Anniversary
- Will start applying for Grants after EI RFP is completed
- Shaddock-need to nominate people in April or May, vote in June and start in July for the Executive Committee

Ewert provided an update on Early Intervention RFP – Working on and it is really coming together. The RFP is due February 14, 2024, at 2 PM. Will have a meeting on February 13, 2024, to finalize, then will submit it. The law students have been helping with the editing. The Service Coordinators’ caseloads are around 65; would like them to be anywhere from 45-50. EI is up 22% from last year. We should hear something by March or April 2024 if we were awarded the RFP

Ewert updated the Board Retreat Action Steps:

Operations – Received email from City of Evans on February 7, 2024, regarding the Letter of Intent, they are not accepting our offer. It is not worth negotiating. Gage has never heard back from the owner of Greeley Medical Clinic on their Letter of Intent. A sign just to stay put. Tommi asked if we have enough space? Yes we do. Shaddock encouraged contracting with a Grant writer. Ewert to reach out to Weld Trust for funding. We have the option to rent out some space. We know the needs and wants from the Staff Assessment. Stockberger asked if we have an assessment cost? Ewert replied no. Shaun May said thanks for doing all this work. Agrees with everyone, just move on.

**MOTION** made to withdraw Letters of Intent to City of Evans and Greeley Medical Clinic and move forward with renovating our current space, and seconded (Kanzler/Scurry) motion carried

**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>Waiting for estimates from Contractors/Architects for costs of potential renovation to new space.</p> <p>Waiting for an estimate from realtor to potential purchase new space.</p> <p>Legal Counsel working on Letter of Intent for City of Evans.</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>Survey completed in fall of 2023.</p> <p>COEF completed summary of survey.</p> <p>Survey results and summary sent to BOD on 1/1/2024.</p> <p>Survey results will be shared with Management Team on 1/9/2024 and then with all Envision staff.</p>
<p><b>Funding:</b> Envision will be a well-funded agency with a robust portfolio and diverse funding</p>	<p>Staff will create a database for grant tracking and purchase a grant research program to help identify</p>	<p>Data base created by AmeriCorps VISTA – still waiting for it to be emailed.</p>

<p>streams, to meet the needs of the people of the organization.</p> <p>1: Signature Event 10: Grant Opportunities 1000: Individual Donors</p>	<p>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>	<p>Purchased a membership through Grant Station to help with research of potential grants - 10/2023</p>
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Ewert/McWilliams provided updates on Conflict Free Case Management (CFCM) and Case Management Redesign (CMRD) – Contract Deliverables are due to ensure everything runs smoothly; 1<sup>st</sup> hard drive has been delivered to the County; after January 26, 2024, until February 29, 2024, all files will be saved electronically. Looking into how we can transport the boxes; need to follow procedure; need transported by end of month. SGF billing due on February 29, 2024, by 5PM. SLS due by February 20, 2024, an estimate; then at end of month send actual billing. CM technology equipment and supplies will be turned into Envision February 29, 2024. On March 1, 2024, all CM calls will be forwarded to Karen Colasacco for 30-60 days. Close out plan March 1, 2024, have 90 days to complete. Shaddock asked how many CMs are going to the County? Ewert replied 19 out of 26 staff were going to the County. Shaddock asked if the people supported would have the same CM? McWilliams replied, going to try to keep the caseloads the same; will be assigned prior to March 1, 2024.

Ewert provided information from monthly report with State and Local updates. (See report) Please see February activities down below in Next Meetings; Ewert will be taking PTO March 21-28, 2024

Community Outreach Activities/Opportunities – N/A

Director Comments - Directors or Designee provided department updates

Audience/public comments – N/A

**MOTION** made to adjourn the meeting at 12:50 PM and seconded (Scurry/Tannis Bator) motion carried

Upcoming Events/Meetings:

- Evans Chamber Bowling at Chipper Lanes – Sunday, February 4, 2024, at 4:00 PM
- Executive Finance Committee – Monday, February 5, 2024, at 7:30 AM
- Cup of Love – Wednesday, February 7, 2024, from 10 AM-12 PM at Envision
- **February BOD Meeting – Thursday, February 8, 2024, at 11:30 AM at Envision**
- Nacho Bar – Thursday, February 15, 2024, from 11 AM-1 PM at Envision
- **February 19, 2024 – President’s Day – AGENCY CLOSED**
- Chair Massages – Thursday, February 22, 2024, from 1-5 PM at Envision
- Agency Potluck – Thursday, February 29, 2024, from 11 AM-1 PM at Envision
- Executive Finance Committee – Monday, March 11, 2024, at 7:30 AM
- March BOD Meeting – Thursday, March 14, 2024, at 7:30 AM
- STARS OF TOMORROW with Envision Art Show – March 23, 2024, doors open at 6 PM at UCCC
- Executive Finance Committee – Monday, April 8, 2024, at 7:30 AM
- April BOD Meeting – Thursday, April 11, 2024, at 7:30 AM

*Allison Kanzler*

03 / 18 / 2024

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