

Envision Creative Support for People with Developmental Disabilities
BOARD OF DIRECTORS' MEETING
Thursday, April 11, 2024, at 7:30AM by Zoom
Minutes

Board Members Present

George "Tommi" Bator
Tannis Bator
Erica Herman
Jon Jonson
Allison Kanzler
Taylor Malott
Shaun May
Meghan McWilliams
Tyler Richardson
Christina Ruffatti
Dray Scurry
Pam Shaddock
Melissa Stockberger

Board Members Absent

Kassi Decuir
Victoria Garcia
Pat Roesler

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
Jodette Hamilton, Admin Coordinator
Shannon Burley, Housing & Benefit Manager
Karen Colasacco, Case Manager
Ciara Wortley, Residential Program Coordinator
Cheryl Gantz, Technician
Ziomara Palomo, EI Service Coordinator
Michelle Reyes, EI Service Coordinator

Meeting was called to order at 7:33 AM (Herman)

Roll call indicated attendance as above

Agenda Additions: N/A

Ewert shared a vision victory – Linda Medina was nominated Case Manager of the Year, and she won! Weld County won 2 of the 3 awards, very well represented. Herman added, Awesome!

MOTION made to approve the minutes of March 14, 2024, meeting and seconded (McWilliams/Malott) motion carried

Lyons provided the financial report ending February 29, 2024

MOTION made to approve the financial report ending February 29, 2024, with an YTD net income of \$224,093.00 and seconded (Jonson/Shaddock) motion carried

Ewert provided an update on Board Membership – We still need a person supported, we have extra tablets so that may be a possibility

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

- Shaddock, This was a great meeting, lots of input; 4/4 at 9:30am at John Galt Coffee
- Nominations for the Slate of Officers – Herman-President, Roesler-Past President, Kanzler-Vice President, Scurry-Secretary/Treasurer, Richardson-At-Large, and McWilliams BOD Member is stepping aside. May nominate, June vote, and July start their positions. Thank you very much! Malott agreed to be Chair of FDCC, Scurry and Garcia on the Committee. Herman appointed Malott to Chair. Thank you!
- Ewert: future projects the FDCC can help with; marketing materials and communications
- Shaddock is retiring from the board; appreciated getting to know everyone. Ewert: we appreciate everything you have done, Pam! Herman added, we did not have a committee until Shaddock came along. Thank you, Pam!

Ewert provided an update on the 5K – The committee is meeting every other Monday, next meeting Monday, 4/15/24 at noon. Starting in May the meetings will be weekly. Looking for more vendor booths. Hoping to raise \$32,000.00 in sponsorships; our goal is to have 300 people registered. Need to design shirts, doing tye-dye for 60th Anniversary; going to extend the activities for the younger children, EI families. Putting together a photo board of the history. Will be having breakfast burritos, fruit and cinnamon rolls. Working on marketing, sponsorships, and registration. Please forward information to friends and family

Ewert updated the Board Retreat Action Steps:

BOD/Staff – Completing workspace assessments with staff
Strategic planning with EI and Finance

Funding – Apply for CDOT grant for bus shelter and benches, found out we cannot apply directly. Needs to be a different entity applying for us. The Weld Trust-Flagship Grant, but we need to show funding from other resources. Shaddock asked that Ewert send her information about CDOT grant; she knows someone she will talk to about it

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>Waiting for estimates from Contractors/Architects for costs of potential renovation to new space. Waiting for an estimate from realtor to potential purchase new space. Legal Counsel working on Letter of Intent for City of Evans.</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>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>Funding: 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>

streams, to meet the needs of the people of the organization. 1: Signature Event 10: Grant Opportunities 1000: Individual Donors	local, state, and federal grant opportunities – 9/2023 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 BOD/Staff will identify specific people/entities to financially support Envision through direct donations; ongoing support – 1/2024	Purchased a membership through Grant Station to help with research of potential grants - 10/2023
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Ewert/McWilliams provided updates on Conflict Free Case Management (CFCM) and Case Management Redesign (CMRD) – Ewert, the transfer to Weld County went smoothly! We are still receiving emails and calls, sending those to Karen Colasacco. They are slowing down. It has helped to have someone at the front desk answering the phone. McWilliams, things are going well; Case Managers are working hard; we put two (2) IT systems together; March was a lot. Everyone is positive; County worked well with Envision. Other counties were very messy, we were incredibly lucky. Shaddock, in reference to her daughter’s Case Manager, Claudia Luna, made sure that she got her bus passes. Shaddock is proud of the efforts. Scurry, excellent communication with Case Manager, Paula Martinez. Thank you! Ewert wants to thank everybody!!

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

Community Outreach Activities/Opportunities – Ewert asked that we promote the 5K 6/8/24

Director Comments - Directors or Designee provided department updates: Yes

Audience/public comments – N/A

MOTION made to adjourn the meeting at 8:23 AM and seconded (Ruffatti/Scurry) motion carried

Upcoming Events/Meetings:





- May Executive Finance Committee – Monday, May 6, 2024, at 7:30 AM
- **May BOD Meeting – Thursday, May 9, 2024, at 11:30 AM at Envision**
- **MONDAY, MAY 27, 2024 – AGENCY CLOSED – MEMORIAL DAY OBSERVED**
- **Envision Annual 5K & 60th Anniversary – Saturday, June 8, 2024, in the morning**
- June Executive Finance Committee – Monday, June 10, 2024, at 7:30 AM
- June BOD Meeting – Thursday, June 13, 2024, at 7:30 AM
- July Executive Finance Committee – Monday, July 8, 2024, at 7:30 AM
- July BOD Meeting – Thursday, July 11, 2024, at 7:30 AM

Allison Kanzler

06 / 06 / 2024

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