

Envision Creative Support for People with Developmental Disabilities
BOARD OF DIRECTORS' MEETING
Thursday, September 12, 2024, at 7:30AM by Zoom
Minutes

Board Members Present

Tannis Bator
George "Tommi" Bator
Kassi Decuir
Victoria Garcia
Erica Herman
Allison Kanzler
Taylor Malott
Shaun May
Meghan McWilliams
Tyler Richardson
Christina Ruffatti
Dray Scurry
Melissa Stockberger

Board Members Absent

Jon Jonson
Pat Roesler

Other People Present

Celeste Ewert, Executive Director
Shawn Croissant, Interim PS Director/DP
Coordinator
RuthMary Lyons, Interim Finance & Admin
Director
Jenny Acevedo, Early Intervention Director
Jodette Hamilton, Admin Coordinator
Kathy Sutton, Supported Employment
Kim Sager, Human Resources Director
Tiffany Cron, COEF

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

Roll call indicated attendance as above

Agenda Additions – N/A

Ewert shared a vision victory – Mayra Jaquez Marquez received the Service Coordinator of the year award by the Colorado Interagency Coordinating Council

MOTION made to approve the minutes of August 8, 2024, meeting and seconded (McWilliams/Richardson) motion carried

Lyons provided the financial report ending July 31, 2024

MOTION made to approve the financial report ending July 31, 2024, with an YTD net income of \$79,856 and seconded (Ruffatti/Richardson) motion carried

Ewert provided an update to November Board meeting – cancelling Executive Finance Committee meeting scheduled for 11/11/24; moving the regular board meeting from 11/14/24 at 11:30 (in-person) to 11/7 at 7:30 by zoom only

Ewert provided an update to Board membership – application from Lauren Tipton who has good experience with event planning and fundraising; she has a conflict with our board meeting times. Recommendation that we invite her to be part of the Fund Development and Communications Committee at this time.

Ewert/Malott updated for the Fund Development and Communications Committee (FDCC) – Our next meeting is scheduled for 9/30/24 at 11:30 AM at John Galt Coffee

Board Retreat Follow-up – Celeste Ewert – Great Retreat in July 2024

- Same goals as last year – new action steps

- Financial Firm RFP – Malott/Scurry/Stockberger will meet to further discuss proposals, and recommend possibly requesting verbal presentations from any of the agencies; Ewert will reach out to United Way to ask about their experience with their investment company
- Ewert provided an update on building renovation – sent out RFP for Haz Mat Testing companies with proposals due by 9/30/2024; will be signing contract with Alm2s soon; property/building survey needs to be scheduled; need to obtain retaining pond/drainage report from City of Evans
- **VOTE ON CORE VALUES:** Tiffany Cron presented the top two choices of Core Values from Management Team and asked for digital voting through Zoom chat.
 - **Option 1:** Stewardship, Empowerment, Person-Centeredness
 - **Option 2:** Stewardship, Respect, Person-Centeredness
 Option 1 won with a vote of 8 in favor; option 2 received 4 votes.
- Funding Streams activity was moved to October board meeting
- Employer of choice – need to complete a follow-up survey to last fall

STRATEGIC OUTCOMES from July 2024 BOD Meeting

<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.</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>UPDATE: LOI has been sent to Evans and GMC; Evans reviewing at City Council on 2/6/2024</p> <p>UPDATE: We are not selling to Evans – start process of renovation in current space</p> <p>UPDATE: Meetings with staff/teams regarding space</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/redo 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>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 the Management Team on 1/9/2024 and then with all Envision staff.</p> <p>UPDATE: opened and hired a Residential Director</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>Culture survey summary sent to employees</p> <p>Working on compensation & benefits plan</p> <p>Completed Strategic Planning with Supported Employment in 10/2023.</p> <p>Residential Strategic Planning happened on 3/7/2024.</p> <p>Need: Day Program, Finance & Administration, and Early Intervention.</p> <p>UPDATE: Management Team Assessment – what makes us employer of choice</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 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>Data base created by AmeriCorps VISTA – still waiting for it to be emailed. Purchased a membership through Grant Station to help with research of potential grants - 10/2023</p> <p>Applied for Littler Grant through Weld Community Foundation for Summer Respite Camp.</p> <p>Soliciting 5K Sponsorship</p> <p>Seeking grants for renovations</p> <p>UPDATE: we received Littler Grant (Weld Community Foundation) \$20,000; \$2,000 from City of Evans</p>

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

There were not Community Outreach Activities/Opportunities shared

Directors or Designee provided department updates

There were no additional audience comments

Next Meetings and Events:

- 9/8-9/14 Direct Support Professional’s Week

- **Evans Heritage Days 9/14/24 – parade line up at 9:00 AM East of Riverside Library in Evans**
- **9/19 annual employee lunch from 11:30-1:30 at Envision**
- **Rose Reception, Friday 10/4/24 from 5-6 PM at The Academy of Natural Therapy**
- **H'Art of Envision, Friday 10/4/23 from 6-8 PM at The Academy of Natural Therapy**
- October EF meeting, Monday 10/7/2024 at 7:30 AM
- October BOD meeting, Thursday 10/10/2024 at 7:30 AM

MOTION made to adjourn the meeting at 8:46 AM and seconded (Kanzler/Tannis Bator) motion carried

A handwritten signature in black ink, appearing to be 'AHL' with a horizontal line underneath.

11 / 05 / 2024

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11 / 05 / 2024
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