

**Envision Creative Support for People with Developmental Disabilities**  
**BOARD OF DIRECTORS' MEETING**  
**Thursday, June 13, 2024, at 11:30AM In Person and by Zoom**  
**Minutes**

**Board Members Present**

Tannis Bator  
George “Tommi” Bator  
Victoria Garcia  
Jon Jonson  
Allison Kanzler  
Shaun May  
Meghan McWilliams  
Pat Roesler  
Dray Scurry  
Melissa Stockberger

**Board Members Absent**

Kassi Decuir  
Erica Herman  
Taylor Malott  
Tyler Richardson  
Christina Ruffatti

**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  
Jenny Acevedo, Early Intervention Director  
Jodette Hamilton, Admin Coordinator  
Shannon Burley, Housing & Benefit Manager  
Karen Colasacco, Case Manager  
Ciara Wortley, Residential Services Director

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

Roll call indicated attendance as above

Agenda Additions – N/A

Ewert shared a vision victory – Early Intervention kiddo, Ayla,

**MOTION** made to approve the minutes of May 9, 2024, meeting and seconded (Kanzler/Scurry) motion carried

Lyons provided the financial report ending April 30, 2024

**MOTION** made to approve the financial report ending April 30, 2024, with an YTD net income of \$20,863.00 and seconded (Jonson/Stockberger) motion carried. Ewert added that the \$200,000.00 has been transferred back to Morgan Stanley

Ewert provided an update on Board Membership – Need to talk to Jeff, Person Supported

Ewert/Malott updated for the Fund Development and Communications Committee (FDCC) – The Subcommittee plan to start meeting in the Fall 2024

Vote for officers:                      President – Herman  
    Vice President – Kanzler  
    Secretary/Treasurer – Scurry  
    Past President – Roesler  
    At Large – Richardson

Vote Board Membership Renewal:    Herman  
    Decuir  
    Malott

**MOTION** made to approve the Slate of Officers and seconded (Tannis Bator/Garcia) motion carried

Annual Board Retreat, 7/10/2024 from 1-4 PM – Will be in person and being held at the Cornerstone Community Church. Ewert will send out an updated invitation.

Ewert is cancelling July Executive Finance and BOD meeting, because of the Annual Board Retreat the same week

Ewert provided an update on the 5K – Huge success! Had over \$36,000.00 in sponsorships and almost 200 people registered. A lot of positive feedback. Thank you everyone! Scurry added, this was his first 5K and what an excellent job, felt perfect. Stockberger added, Fabulous! Will have final numbers soon.

Ewert updated the Board Retreat Action Steps:

Strategic – Assessments are done, need to summarize. Richardson to meet with Ewert for the scope of work. RFP 4-6 weeks to respond. Start renovating late fall, October/November. Having meetings with staff one-on-one what is working, what is not working

**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>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><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/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 &amp; 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>BOD/Management Team will conduct a second staff survey regarding culture of Envision to see if anything has changed – 6/2024</p>	<p>UPDATE: opened and hired a Residential Director</p> <p>Culture survey summary sent to employees</p> <p>Working on compensation &amp; 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 &amp; Administration, and Early Intervention.</p> <p>UPDATE: Management Team Assessment – what makes us employer of choice</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 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>	<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/McWilliams provided updates on Conflict Free Case Management (CFCM) and Case Management Redesign (CMRD) – Ewert, phone calls and emails are slowing down; forwarded four (4) emails to Karen Colasacco; the Grant ends June 30, 2024. Karen Colasacco added that is has slowed down, and making sure families are connecting with a Case Manager. McWilliams added that it is going well. They will be hiring another four (4) Case Managers. The County is going to combine the intake teams to provide better work flow. This will be a big change. McWilliams will be supervising one of the intake teams

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

Community Outreach Activities/Opportunities – N/A

Director Comments - Directors or Designee provided department updates: Yes

Audience/public comments – N/A

**MOTION** made to adjourn the meeting at 8:21am and seconded (Jonson/Tannis Bator) motion carried

Upcoming Events/Meetings:

- **July 4, 2024 – AGENCY CLOSED – 4<sup>TH</sup> OF JULY HOLIDAY**
- **CANCELED July Executive Finance Committee** – Monday, July 8, 2024, at 7:30 AM
- Board Retreat, Wednesday, July 10, 2024, from 1-4 PM at Cornerstone Community Church
- **CANCELED July BOD Meeting** – Thursday July 11, 2024, at 7:30 AM (Habitat Breakfast is at the time)
- August Executive Finance Committee – Monday, August 5, 2024, at 7:30 AM
- August BOD Meeting – Thursday, August 8, 2024, at 11:30 AM IN PERSON

*Allison Kanzler*

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