

**Envision Creative Support for People with Developmental Disabilities**  
**BOARD OF DIRECTORS' MEETING**  
**Thursday, March 14, 2024, at 7:30AM by Zoom**  
**Minutes**

**Board Members Present**

George “Tommi” Bator  
Tannis Bator  
Kassi Decuir  
Victoria Garcia  
Erica Herman  
Allison Kanzler  
Taylor Malott  
Meghan McWilliams  
Christina Ruffatti  
Dray Scurry  
Pam Shaddock

**Board Members Absent**

Jon Jonson  
Shaun May  
Tyler Richardson  
Pat Roesler  
Melissa Stockberger

**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  
Shannon Burley, Housing & Benefit Manager  
Karen Colasacco, Case Manager  
Ciara Wortley, Residential Program Coordinator  
Cheryl Gantz, Technician  
Maggi Bratton, EI Service Coordinator  
Maddi Gault, EI Service Coordinator  
Hannah Everette, EI Service Coordinator  
Michelle Reyes, EI Service Coordinator

Meeting was called to order at 7:35 AM (McWilliams)

Roll call indicated attendance as above

Agenda Additions: If you need a name badge, email Ewert

Ewert shared a vision victory – With the help from Erica Herman and her team for 3 ½ hours, we were able to box up 15 file cabinets, and 15 book shelves; 181 boxes labeled, taped, and loaded. They were AWESOME!!

**MOTION** made to approve the minutes of February 8, 2024, meeting and seconded (Decuir/Scurry) motion carried

Lyons provided the financial report ending January 31, 2024

**MOTION** made to approve the financial report ending January 31, 2024, with an YTD net income of \$185,383.00 and seconded (Tannis Bator/Decuir) motion carried

Ewert/Shaddock provided an update on Board Membership – Shaddock no luck with the person she was talking with

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

- Meeting on 4/4 at 9:30am at John Galt Coffee
  - Will be going over the Slate of Officers; May nominate, June vote, and July start their positions
  - 5K will be 6/8; first meeting on 3/19 at 9:30am; anyone interested on being on the committee?
- Shaddock asked that a current Board Member List be sent; Ewert to email

Ewert provided an update on Early Intervention RFP – Submitted on February 13, 2024. The number of families served in EI is up 22% from last year. We received notification of Intent to Award; any disputes by 3/19. We may still need to negotiate our proposed budget. New contract will be effective 7/1/2024.

Ewert updated the Board Retreat Action Steps:

Operations – Meetings with employees to see what their thoughts are. Put together a committee for the building renovations. Get RFPs for the Architect/Engineer, and General Contractor; check with Richardson on his thoughts

BOD/Staff – Receiving workflow processes; see what the staff needs; how many staff. Strategic planning last week with Residential; next will be Day Program, Finance, and EI

Funding – Apply for CDOT grant for bus shelter and benches; Pinnacle for a Safety grant; landscaping on the East side of building less grass more xeriscape; Shaddock added checking with Greeley-Evans grant for xeriscaping or the water districts through the State. The Weld Trust grant, but we need to show funding from other resources. Ewert will research someone to help write the Grants

**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/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>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>

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 is 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, most electronic files moved; some of the files that CMs needed to move from One Drive to Share Point were not successful; Mason with Tailored Technology Services is trying to retrieve them.. McWilliams added exceptionally long process; they are settling in; a lot of meetings; this week seems to be better. Karen Colasacco, CM Navigator, added everything is going well

Ewert provided information from monthly report with State and Local updates. (See report) 4 new hires in EI

Community Outreach Activities/Opportunities – Ewert asked that we promote the 5K 6/8/24 and the Stars of Tomorrow 3/23/24 @ 6pm

Director Comments - Directors or Designee provided department updates

Audience/public comments – Ewert added she will be on PTO 3/21-3/28; 4/1 in the office; 4/6-4/13 ANCOR Conference in Santa Fe. Tommi asked to be notified of the day and time of the 5K meetings; he would like to participate; he would not be able to if they are on Tuesdays

**MOTION** made to adjourn the meeting at 8:33 AM and seconded (Kanzler/Tannis Bator) motion carried

Upcoming Events/Meetings:

- March Executive Finance Committee – Monday, March 11, 2024, at 7:30 AM
- March BOD Meeting – Thursday, March 14, 2024, at 7:30 AM
- Celeste PTO in Florida – Thursday 3/21/24 – Friday 3/29/24
- STARS OF TOMORROW with Envision Art Show – March 23, 2024, doors open at 6 PM at UCCC
- FDCC – Thursday 4/4/24 at 9:30 AM at John Galt Coffee, 709 16<sup>th</sup> Street, Greeley
- Celeste ANCOR Conference for work in Santa Fe – 4/8/24-4/11/24
- April Executive Finance Committee – Monday, April 8, 2024, at 7:30 AM
- April BOD Meeting – Thursday, April 11, 2024, at 7:30 AM
- 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**
- **Envision Annual 5K & 60<sup>th</sup> Anniversary – Saturday, June 8, 2024, in the morning**





*Allison Kanzler*

04 / 29 / 2024

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