

**Envision Creative Support for People with Developmental Disabilities**  
**BOARD OF DIRECTORS' MEETING**  
**Thursday, May 9, 2024, at 11:30AM In Person and by Zoom**  
**Minutes**

**Board Members Present**

George “Tommi” Bator  
Kassi Decuir  
Victoria Garcia  
Erica Herman  
Jon Jonson  
Allison Kanzler  
Taylor Malott  
Shaun May  
Meghan McWilliams  
Pat Roesler  
Christina Ruffatti  
Pam Shaddock  
Melissa Stockberger

**Board Members Absent**

Tannis Bator  
Tyler Richardson  
Dray Scurry

**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  
Cheryl Gantz, Technician  
Serena Curtis, Health and Medical Services

Meeting was called to order at 11:33 AM (Herman)

Roll call indicated attendance as above

Agenda Additions - Ewert, F/Y Calendar will discuss later in the meeting

Ewert shared a vision victory – Ivan, through Supported Employment was able to get hired 2 months ago as a custodian at Valley High School in Gilcrest. But they need to work through the emergency drill with him. Kudos to the Supported Employment team!

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

Lyons provided the financial report ending March 31, 2024

**MOTION** made to approve the financial report ending March 31, 2024, with an YTD net income of \$139,184.00 and seconded (Shaddock/Decuir) motion carried. Shaddock asked why the \$85,000.00 loss; Ewert, PTO pay out to Case Management

Ewert provided an update on Board Membership – Jeff, Person Supported, was in attendance to observe. He was introduced. A challenge with technology, but Ewert and Shawn Croissant will talk with Jeff. Presented Shaddock with a gift and a big THANK YOU! Shaddock will be resigning. Shaddock added that she sent in her resignation letter

Ewert/Shaddock updated for the Fund Development and Communications Committee (FDCC) – Malott presented the officers. Will have a vote in June 2024

Presentation of officers:	President – Herman
	Vice President – Kanzler
	Secretary/Treasurer – Scurry
	Past President – Roesler
	At Large – Richardson
Board Membership Renewal:	Herman

Decuir  
Malott

CCB Designation: Action Item – Ewert, for the last 60 years we have been a CCB. There are no benefits and we do not get any reimbursements. Shaddock asked if anyone else applies? Ewert does not think so. CCB Designation status would end 6/30/2024.

**MOTION** made to not apply for the CCB Designation and seconded (Shaddock/Kanzler) motion carried

F/Y Calendar – will be finalized after a couple more responses regarding the BOD meetings

Annual Board Retreat, 7/10/2024 from 1-4 PM – Will be in person, location to be determined – Tommi may be out of town

Ewert is cancelling July Executive Finance and BOD meetings

Ewert provided an update on the 5K – We have 45 registrations, \$34,060.00 in sponsorships; Shaddock donated \$1,000.00. Thank you all for sponsorships, connections, and generous donations. Need people to start registering and sign up to volunteer.

Ewert updated the Board Retreat Action Steps:

BOD/Staff – Finishing with workspace assessments; see what the staff needs; how many staff. Tiffany Cron did an activity for the Management Team of Employer of Choice; will be looking over the summary

**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”</p>	<p>Survey completed in fall of 2023.</p>

	<p>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  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>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>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 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</p>

		Foundation) \$20,000; \$2,000 from City of Evans
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Ewert/McWilliams provided updates on Conflict Free Case Management (CFCM) and Case Management Redesign (CMRD) – Ewert, waiting on the closeout plan from HCPF, so we can do the final report. RuthMary added all outstanding billing is complete. So, we will have a better projection at the Board Retreat. McWilliams said everything is going well, still adjusting, trying to make the staff comfortable. Receiving positive feedback

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

Community Outreach Activities/Opportunities – Shaddock will represent us well!

Director Comments - Directors or Designee provided department updates: Yes

Audience/public comments – N/A

**MOTION** made to adjourn the meeting at 12:36 PM and seconded (Kanzler/McWilliams) 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 & 60<sup>th</sup> 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
- **CANCELED July Executive Finance Committee – Monday, July 8, 2024, at 7:30 AM**
- **CANCELED July BOD Meeting – Thursday July 11, 2024, at 7:30 AM (Habitat Breakfast is at the time)**

*Allison Kanzler*





07 / 14 / 2024

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