

**Imagine! Board of Directors Meeting Agenda**  
**January 29, 2019**  
**7:00PM**  
**Eldridge Room, 1665 Coal Creek Dr., Lafayette, 80026**

***Creating a world of opportunity for all abilities.***

1. Introductions and public input. (I) ***We kindly request that guests limit their comments to 3 minutes or less and regret that minutes are not transferrable.***
2. Presentation of Imagine!'s new online intake form with Brynn Conroy and Jared Brannen (I.D.)
3. Approval of minutes of the November, 2018 meeting. (D,A)
4. Reminder to complete Conflict of Interest forms and return to Caroline (I.)
5. Letter of Support to Boulder Housing Partners I.D.A.)
6. IDD Awareness Day in Denver (I.D.)
7. Finance Committee Report (I.D.A.)
8. Services Committee Report (I.D.)
9. Foundation Report (I.D.)
10. Executive Committee Report (I.D.)
11. Executive Director's Report (I.D.)
12. Request for Executive Session. (A.)
13. Adjourn (A)

I = information

D= discussion

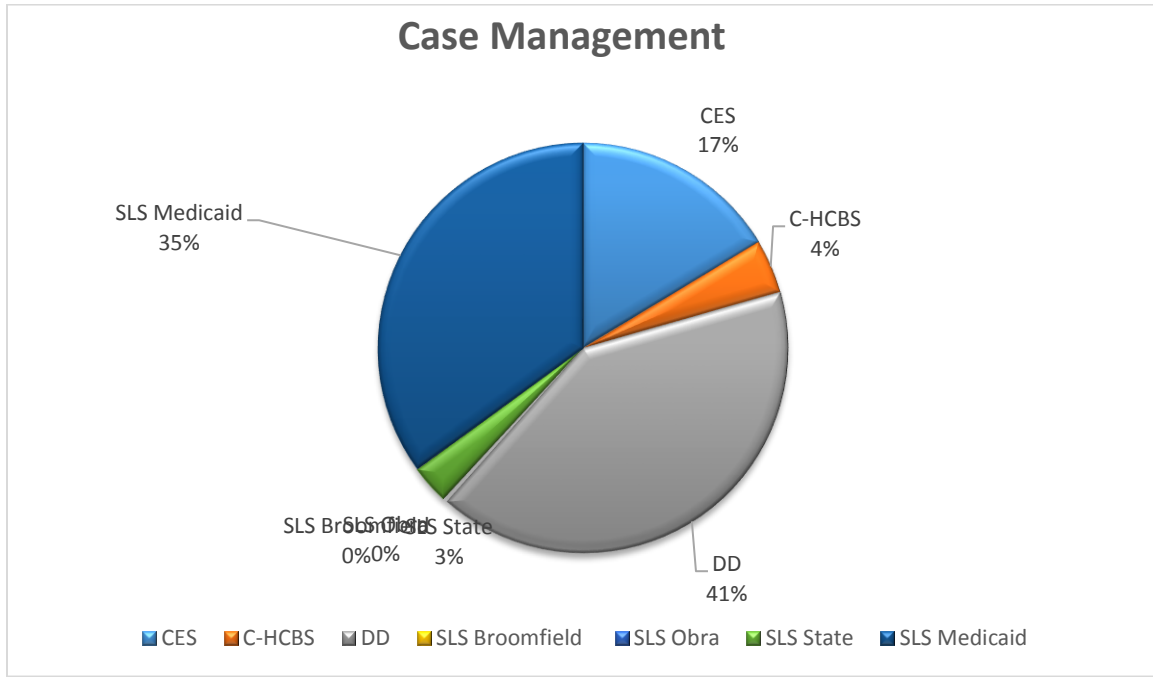
A= action

# Care Coordination Board Report

## January 2019

### Case Management

- As of January 22, 2019, Imagine! CCB serves 1,196 individuals in Case Management, broken down as follows:



- Case Management is hiring for a bi-lingual Case Manager.

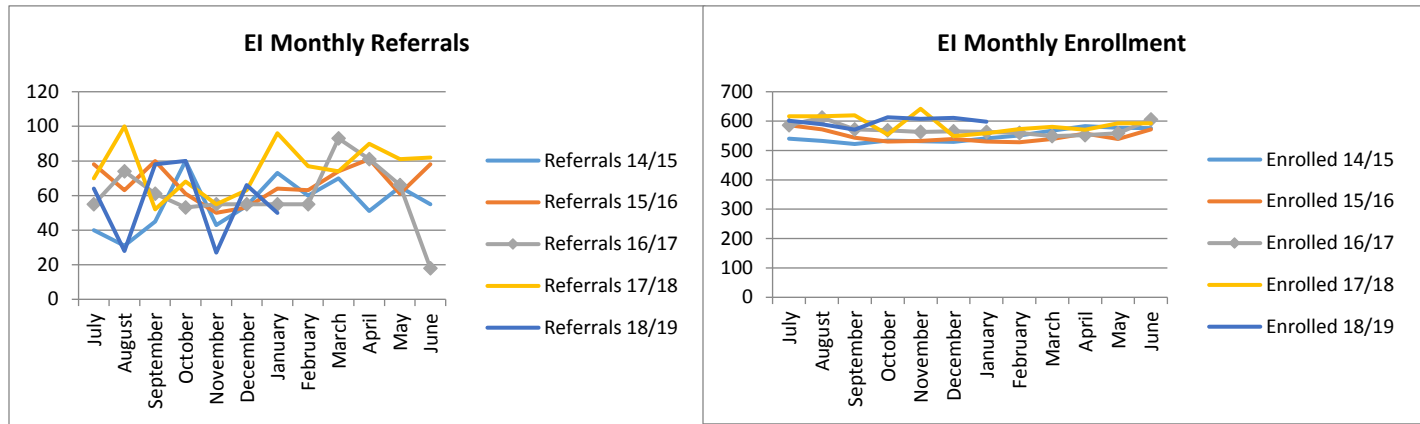


### Family Support

- As of January 22, 2019, Family Support is serving 1072 individuals.
- The ASD Program is currently serving 43 individuals.
- Family Support is fully staffed.

**Early Intervention**

- As of January 22, 2019, Imagine! CCB serves 598 children in Early Intervention.
- Early Intervention is fully staffed.



*Submitted by: Jenna Corder, Director of Client Relations  
January 22, 2019*



*Imagine!*  
**Dayspring**  
*education • therapy • inspiration*

February 2018  
Board Report

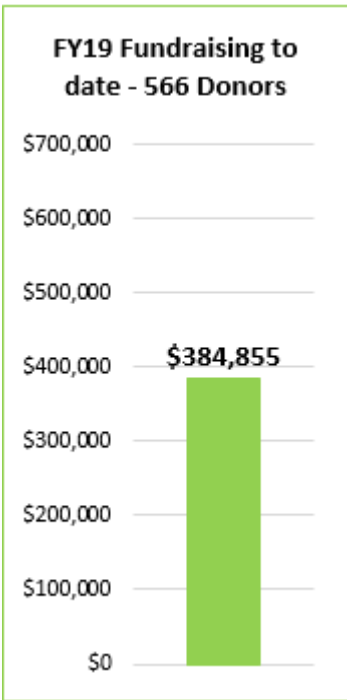
### **Achievements**

- The Majority of the therapists continue to have full caseloads. We have also had families reach out asking for dayspring providers consistently because of what they have heard from others who work with us.
- We just started a new round of Hanen classes. This round we were able to run another More than Words and an It Takes Two To Talk. With the help of Out and About who are providing childcare
- We have started back up our CCAs after winter break. We are going to be adding a new Infant Stimulation class being held at Airborne in the next few months
- One of our SLPs who was completing her fellowship year under supervision has completed her final step and is now a full SLP and has gotten her approval in Medicaid

### **Hurdles**

- Medicaid has continued to deny claims for 2 provides. We have been working closely with Medicaid and with the Business office to solve the issue. We believe that this issue has been solved and are working on getting back pay for these claims
- Medicaid has announced that beginning February 2019 all speech services with Medicaid will need a PAR. We are working with the state to figure out how this will work in order to get a plan in place for this large change – this has now been pushed back to April
- We were hoping to offer one CCA a week to 5 EI families who are not in dayspring however we have not had any families attend since we began offering it in November.

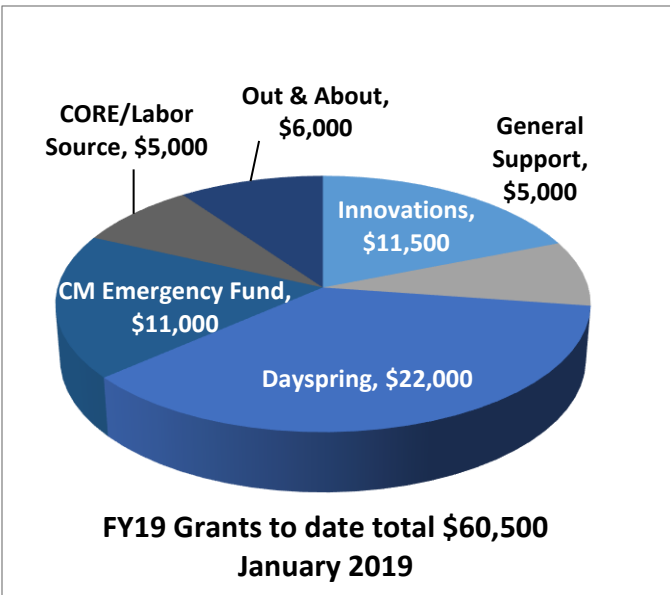
**Purpose Statement:** The Imagine! Foundation raises funds beyond its expenses annually and increases awareness of Imagine!’s clients, families, and needs in the local community in order to provide opportunities defined by Imagine! for increased independence and quality of life for those Imagine! serves.



**Fundraising Goal is \$700,000**

**FY19 Initiatives**

- 100% of both boards will make a philanthropic gift this fiscal year. *(85% as of 1/21/19)*
- The FY19 Employee Giving campaign will fund social event planning and execution by participants in the residential program. *We currently have 110 donors and are on track to exceed \$9,000.*
- Funding initiatives include housing sustainability, emerging technologies, and services.
- The Imagine! Celebration is Saturday, January 26, 2019 at the Marriott Westminster. *We expect 480 guests.*
- The Foundation Board will review By-laws, Gift Acceptance Policies, and Committee structures.



**Ways you can be involved with the Foundation:**

- Make a philanthropic gift to the Foundation
- Sponsor or purchase tickets to the Imagine! Celebration
- Subscribe to Foundation Friday (email Patti)
- Attend our board meeting on Tuesday, March 19, 7:30 a.m.

*Patti Micklin, 303-926-6443,  
 pmicklin@imaginecolorado.org*

In addition, five grant proposals are pending decisions, and total \$38,000.

Family Recruited Employee Board Report  
November/December 2018  
Jenna Sallee, FRE Program Manager

Update:

Total # of active employees end of December 2018: 214

5 new employees hired

18 employees terminated

Happenings:

- FRE services PGM Mgr now a Level 1 Certified Investigator, 17 hr training completed 12/4-6 2018
- FRE services/Imagine! recertified to provide Personal Care services under Class B license as of 12/22/18
- FRE's continue to be presented with the option to attend upcoming job fairs for Innovations, CLS, O&A to assist with staffing issues.
- Continuing Pay for Performance data
- Continue Participation in phone conferences regarding Electronic Visit Verification for Personal Care services, member of the EVV/CDASS subcommittee and have participated in phone conferences ( EVV 11/7 national phone conference, 11/20, CDASS 11/28, FRE services Pgm Mgr now a voting member).
- MyEvolv site- Issues with Fast Track for November and December billing continue. Still using Fast Track per client, still TBD on FRE use.
- MyEvolv: continuing to work on billing issues and held claims with departments and billing office

Total # of individuals using FRE services in November/December: 143/144

FSSP: 0/0

State: 2/2

CES: 72/71

ASD: 1/1

Medicaid: 68/70

Top 3 service categories utilized in November/December 2018:

Respite care: 3640 hrs/3839.25 hrs

Personal Care: 1287 hrs/1262 hrs

Enhanced Homemaker: 617.5 hrs/697 hrs



**To:** Imagine! Board of Directors  
**From:** Laura Ball  
**RE:** HR Report for January 29<sup>th</sup>, 2019 Board Meeting  
**Prepared:** January 18, 2019

**HR Purpose Statement:**

The HR purpose is to empower our employees to best serve our clients through attracting, developing and retaining top talent in the field of developmental disabilities.

**Current Employee Census by Status**

**12/31/2019**

Full-time (30+ hours): 298

Part-time (20-29 hours): 22

Casual (scheduled 1-19 hours/wk): 30

Family Recruited Employee's: 234

Substitute (unscheduled/on-call): 43

Temporary: 9

Receiving services through Labor Source: 132

Total: 636 (doesn't include people in services)

**Calendar Year Hiring Data through 12/31/18:**

- New Hires: 229 (includes 74 FREs)

**Calendar Year Termination Data through 12/31/18:**

- Terms: 236 (includes 84 FREs and 12 temporary employees)

**Calendar Year Turnover through 12/31/18:**

- Turnover of all full and part time employees: 27%
- Turnover of full and part time non-exempt employees: 31.3%
- Turnover of all exempt employees: 17.5%

**Current Staffing**

HR 5 FTE

Volunteer Program .6 FTE

**Activities:**

- HR has continued to host monthly job fairs.
- We continue are searching for a full time recruiter. Our HR Coordinator, Chelsea Jackson, has taken on many of the recruiter responsibilities in the interim.
- Our annual Benefits Open Enrollment process is complete.
- The minimum wage increase from \$10.20 per hour to \$11.10 per hour effects our FRE program and our sleep shift employees.
- CAPS policy is in place and as of Jan. 2019 we are running this additional check on all employees who will be working with our adults in services.
- The HB 1407 rate increase is a large and complex project that we will be focusing on in the month of Feb.

## January 2019 Catalog Board Report

*We make a positive difference in the lives of our participants through quality, therapeutic, community-based services.*

### December's Summary:

Total # of activities: <b>31</b> # of FNO: <b>3</b>	# of ongoing: <b>24</b> # of Sat. one-time events: <b>4</b>
Total number of service hours: <b>1,867</b>	# of participants enrolled: <b>162</b>
# of Volunteers: <b>3</b> # of volunteer hours: <b>12.5</b>	# of interns: <b>1</b> # of intern hours: <b>86.5</b>
Medicaid Revenue: <b>\$28,310.24</b>	Private Revenue: <b>\$4,892.25</b>
Transportation: <b>\$6,993.60</b>	Donations: <b>\$0</b>

- **Completed:**
  - Winter quarter in full-swing
  - Catalog staff supported Children's program during Winter School Closure Days
  - Hired BCBA, Board Certified Behavioral Analyst
- **Planning:**
  - Started planning Spring 2019 weekly activities and Saturday activities
- **Special Projects:**
  - Measurement/program objectives and milestones
  - CU Leadership Capstone
- **Collaborations:**
  - Medicine Horse; Luvin' Arms Farm – Horsin' Around on Wednesday mornings
  - Firehouse Art Center; Erie UMC – Creative Expressions
  - YMCA (Arapahoe/Longmont) – Healthy Living on Tuesday mornings
  - Calvary Bible Church – kitchen space once per month for Around the World
  - R Space – Around the World on Wednesday mornings, Love Actually on Wednesday nights
  - Ninja Nation – Segue Saturday activity
- **Outreach:**
  - BVSD for gym space for Racquet Power on Tuesday nights
- **Billing & Reporting:**
  - Follow-up on November held claims (SLS/DD)
- **Recruitment:**
  - Extended offers to 2 full-time instructors; 3 ride-alongs
- **Internship Program:**
  - Chelsea completed her 15-week internship!

### Summary of hurdles:

- High enrollment, lack of adequate staffing (especially evenings and weekends), cancelled participants due to lack of staff to support them at activity

### Summary of current Program Initiatives:

- Love, Actually (Wednesday PM) – practicing self-acceptance and using positive language when talking about self
- Around the World (Wednesday AM) – Germany theme; crafts, dance and food related to the holidays in Germany





*Imagine!*  
**Out & About**  
*community based therapeutic recreation*

**January 2019 O&A Children's Board Report**

*We make a positive difference in the lives of our participants and their family members through quality, therapeutic, community-based services.*

**December's Summary:**

# of School Closure Days: <b>2</b>	# of ASP days: <b>15</b>
# of Service Hours: <b>1,206</b>	# of children enrolled: <b>60</b>
# of Volunteers: <b>0</b> # of Volunteer hours: <b>0</b>	# of interns: <b>1</b> # of intern hours: <b>70.5</b>
Medicaid Revenue: <b>\$20,437.69</b>	Private Pay Revenue: <b>\$2,105</b>
Boulder County \$: <b>\$24,490</b> Broomfield: <b>\$600</b>	Donations: <b>0</b>

**Completed:**

- Hired new BCBA for Embedded Behavioral Services.
- Getting one client off of the waitlist for two School Closure Days.
- University of Colorado at Boulder's Leadership Minor Students presented their final project.

**Planning:**

- January School Closure Days. Planned Summer Camp launch meeting.

**Special Projects:**

- Reviewing individual plans for new goals and supports for each child.

**Collaborations:**

- Partnered with Growing Up Boulder CU Boulder for the After School Program in a city map project.
- Dayspring Hanen Class childcare twice a week for 2019
- Speech, PT, OT collaboration at the Children's Program.

**Outreach:**

- Starting a relationship with the University of Colorado South Denver for school closure days.

**Billing & reporting:**

- Starting the Quality Assurance and Key Performance Indicator report for the new quarter.
- Recovered all held revenue for the program.

**Recruitment:**

- Hired two part-time instructors for both programs.

**Internship Program:**

- One intern has completed her 15 week internship.
- Three interns have accepted for the Spring of 2019.

**Summary of hurdles:**

- Accommodating new children enrolls and hiring enough staff to accommodate the growing program.

**Summary of current Program Initiatives:**

- Creating a Jive manual with Catalog Coordinator in order to launch
- Onboard new BCBA and new spring Interns
- EPSDT services set up.