



June 25, 2019 Imagine! Board of Directors Meeting Agenda

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| 1. Introductions and public input
We kindly request that guests limit their comments to 3 minutes or less and regret that minutes are not transferable. | Information |
| 2. Approval of Minutes

May 2019.docx | Discussion, Approval |
| 3. Election of Officers for FY 2019-2020

Slate of Officers.docx | |
| 4. Finance Committee Report

Imagine! Budget Summary FY20_.pdf

Imagine! Financials April 2019.pdf | Information, Discussion,
Approval |
| 5. Foundation Report

18-19 Imagine! Foundation Annual Report.pdf

Foundation Docs for Imagine! Board Review-June 2019.pdf | Information, Discussion |
| 6. Executive Committee Report | Information, Discussion |
| 7. Executive Director's Report | Information, Discussion |
| 8. Request for Executive Session | Approval |
| 9. Adjourn | Approval |
| 10. Supporting Materials

Care Coordination Board Report-June 2019.docx

HR_Brd_Rpt_June 2019.doc

June 2019 Catalog Board Report.docx

June 2019 Children's Board Report.docx | |

Slate of Officers, July 2019-June2020

President: Ron Alford President Elect:

Walt Pounds Treasurer: Cathy Bodine

Secretary: Tim Haverstick

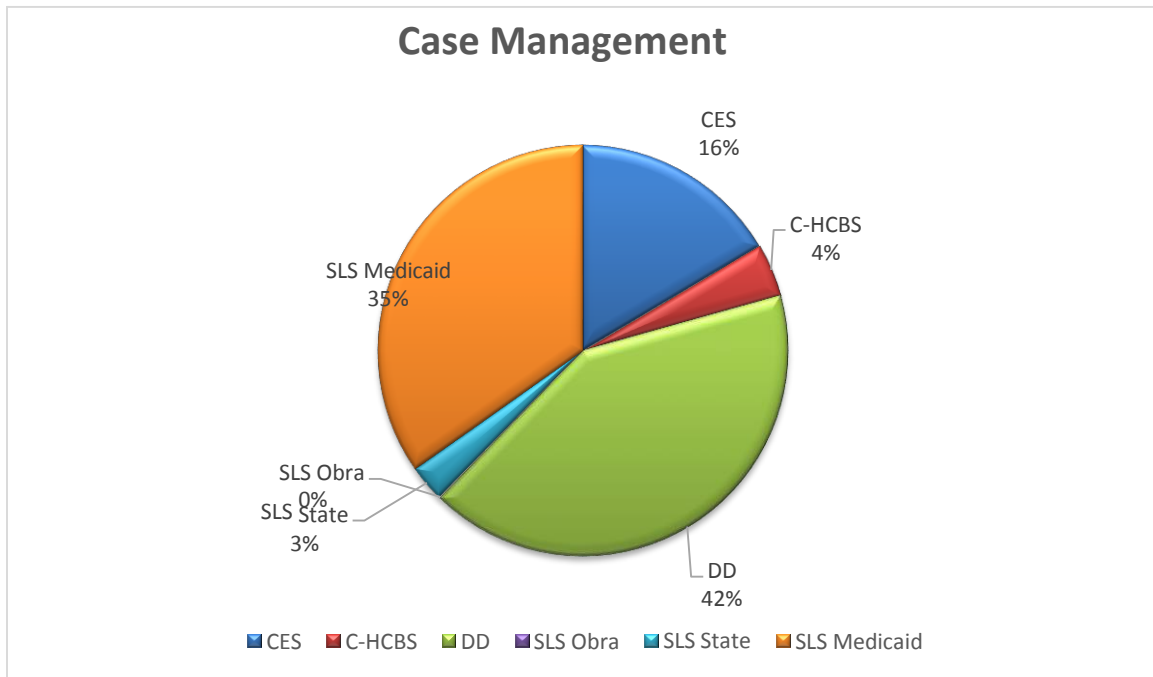
Past President: Ken Curtis

Care Coordination Board Report

June 2019

Case Management

- As of June 11, 2019, Imagine! CCB serves 1,208 individuals in Case Management, broken down as follows:



- Case Management is hiring for an Intake Navigator, a Case Manager, a ½ time Business Support I, and a Business Support II.

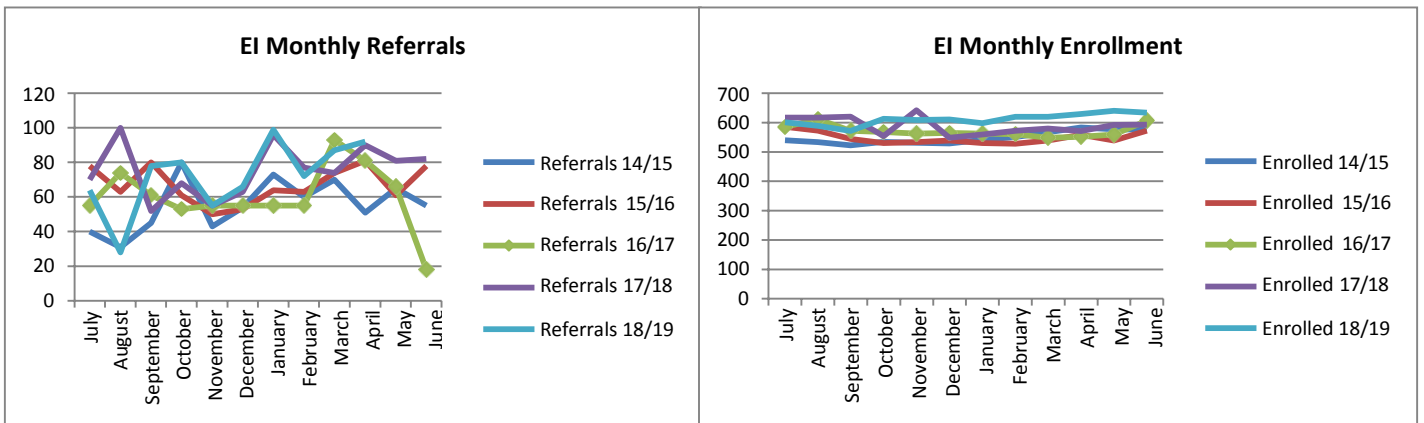


Family Support

- As of June 11, 2019, Family Support is serving 1,122 individuals.
- The ASD Program is currently serving 41 individuals.
- Family Support is hiring a ½ time Business Support I.

Early Intervention

- As of June 11, 2019, Imagine! CCB serves 634 children in Early Intervention.
- Early Intervention is fully staffed.



*Submitted by: Jenna Corder, Director of Client Relations
June 11, 2019*

To: Imagine! Board of Directors
From: Laura Ball
RE: HR Report for June 25th, 2019 Board Meeting
Prepared: June 13th, 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

6/13/19

Full-time (30+ hours): 316
Part-time (20-29 hours): 22
Casual (scheduled 1-19 hours/wk): 22
Family Recruited Employee's: 231
Substitute (unscheduled/on-call): 41
Temporary: 45
Receiving services through Labor Source: 132

Total: 677 (doesn't include people in services)

Calendar Year Hiring Data through 6/13/19:

- Total New Hires: 142 (includes 41 Summer Camp Temps and 30 FREs)

Calendar Year Termination Data through 6/13/19:

- Total Terminations: 87 (includes 29 FREs)

Calendar Year Turnover through 6/13/19:

- YTD Turnover of full, part time, and casual employees: 10.5%

Volunteer Data

6/11/19

Number of year to date volunteer hours: 10,421.25
Number of volunteers in May: 167
Number of volunteer hours in May: 939.25

Current Staffing

HR 5 FTE
Volunteer Program .6 FTE

Activities:

- HR has a Benefits and Leave Administrator vacancy.
- As of 6/13/19 we have only 15 open positions.
- Our DSP staffing situation has improved greatly, and as of 6/13/19 several sites are now fully staffed.
- Selection process for Performance Management tool continues.
- Revamp of New Hire Orientation is nearing completion.



June 2019 Catalog Board Report

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

May's Summary:

Total # of activities: 38 # of FNO: 4	# of ongoing: 33 # of Sat. one-time events: 5
Total number of service hours: 3,647	# of participants enrolled: 179
# Segue participants: 6	New enrollments: 7
# of Volunteers: 1 # of volunteer hours: 2.5	# of interns: 2 # of intern hours: 145.5
Medicaid Revenue: \$46,170.28	Private Revenue: \$9,104.00
Transportation: \$9,074.21	Donations: \$0

- **Completed:**
 - Spring Catalog activities ended on May 25th
 - Summer Camp Orientation week
 - Happy Feet car wash fundraiser on May 15th raised \$376; Happy Feet 5K race on May 19th; 11 participants and 7 staff successfully walked the full race
- **Planning:**
 - Bike Block Party August 17th
- **Special Projects:**
 - Travel program, "Out & Away" – first trip confirmed for September, second trip confirmed for October.
 - Dancing with the Broomfield Stars.
- **Collaborations:**
 - Oasis Volleyball; Boulder Public Library – Healthy Living on Tuesday mornings
 - Firehouse Art Center; Erie UMC – Creative Expressions
 - Calvary Bible Church – kitchen space once per month for Around the World
 - R Space – Around the World on Wednesday mornings, Love Actually on Thursday nights
 - Erie Rec Center & Community Park – Happy Feet on Thursday mornings
 - Lafayette Senior Center – Kitchen Creations on Tuesday evenings
 - Alfalfa's (Louisville & Boulder) – Kitchen Creations, Around the World
 - Hidee Gold Mine, Paradox Climbing Gym – Saturday one-time
- **Outreach:**
 - Top Golf
 - Community Sailing of Colorado
- **Billing & Reporting:**
 - Follow-up on Apr 2019 held claims (SLS/DD), recovering Apr 2018 held claims
 - Work session with office staff to update treatment plans in Evolv in preparation for documentation revamp
- **Recruitment:**
 - Temporary Summer Instructor job posting; 85 applicants total (15 new), 9 interviews, 45 official offers to start on May 24th.
- **Internship Program:**
 - 2 Summer interns started their 14-week internship on May 20th

Summary of hurdles:

- Therapeutic Team turnover and transition, 3 Catalog CTRS staff left and 3 hired to take over their positions.
- Revise Private Pay billing process to increase receiving revenue in a timely manner

Summary of current Program Initiatives:

- Love Actually (Thursday PM) – self-awareness and self-expression, social media safety
- Around the World (Wed PM) – Australian theme, weekly activities based on Australian culture (dance, food, heritage)



Imagine!
Out & About
community based therapeutic recreation

June 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.

May Summary:

# of School Closure Days: 0	# of ASP days: 16
# of Service Hours: 673	# of children enrolled: 34
# of Volunteers: 1 # of Volunteer hours: 2	# of interns: 2 # of intern hours: 145
Medicaid Revenue: \$12,361.81	Private Pay Revenue: \$1,305.00
Boulder County \$: \$24,490 Broomfield: \$600	Donations: 0

Completed:

- Last day of the After School Program was May 22nd.
- Summer Camp Orientation Week; 42 New Hires and 2 Interns for the summer.
- New Evolv DSR documentation process was put into place to streamline Private Pay and Billing Processes.

Planning:

- 2019-2020 After School Program

Special Projects:

- Creating goal tracking sheets specific for each participant

Collaborations:

- Joining the YMCA's Summer Camp for their Fun Fridays

Outreach:

- Broomfield Community Park for the end of Summer Bike Block Party

Billing & Reporting:

- Turning over Billing Authorization input to the service coordinators for all waivers.
- Continuing to handle held claims for the previous fiscal year.

Recruitment:

- Onboard and train 42 temporary instructors for Summer Camp

Internship Program:

- Two interns started and completed two weeks of their internships

Summary of hurdles:

- Implementing EPSDT (Health First Colorado behavioral services plan) for children in services with three children who are set up to be enrolled.
- Hired Instructors declined Summer Camp position prior to start, lowering our total for the summer.

Summary of current Program Initiatives:

- Reaching out to new venues in the community for Summer & After School Program
- Restructuring Summer Camp 2020 to accommodate for increase registration and age specific activities and groups.