



Imagine! Board of Directors Meeting

John Taylor Conference Center

1665 Coal Creek Dr.

Lafayette, CO, 80026



Meeting Book - Imagine! Board of Directors Meeting

Meeting Agenda

- | | | |
|---|--------------------------------------|--|
| 1. Introductions and public input
We kindly request that guests email questions and comments to csiegfried@imaginecolorado.org during the coronavirus remote meetings. Questions will be presented to the Board of Directors during the meeting and reported in the meeting minutes. | Information | |
| 2. Introduction and presentation by Hall and Evans, Attorneys at Law | I.D. | Andrew Ringel
and Aaron
Thompson |
| 3. Approval of Minutes

May 2020.docx | Discussion, Approval | |
| 4. Election of the Imagine! Board of Directors 2020-21 Slate of Officers
President – Ron Alford
President Elect – Heidi Storz
Past President – Kevin Nelson
Secretary – Tim Haverstick
Treasurer – Cathy Bodine
Ex Officio – Sara Boylan | I.D.A. | |
| 5. Approval of Imagine! By-laws revisions
Article IV Section 1. Number and Tenure: The number of Directors shall be no fewer than seven (7) and no greater than fifteen (15). Each Director shall serve a four (4) year term, beginning and ending with the date of election to the Board. Directors may succeed themselves for one (1) additional term, such succession not requiring a vote of the Board. If a Director chooses to succeed him/herself for a second four (4) year term, then at the conclusion of a second term such Director may not be a member of the Board for a period of one (1) year. After that one (1) year period such Director may again be elected to the Board as set forth in Article V to serve not more than one (1) additional four (4) year term. Tenure for any board member may be altered subject to the provisions of Article V section | I.D.A. | Ron Alford |
| 6. Finance Committee Report | Information, Discussion,
Approval | |
| 7. Services Committee Report
I.D. | | |
| 8. Boulder County Report | I.D. | Sara Boylan |
| 9. Foundation Report

Imagine! Foundation Annual Report | Information, Discussion | |
| 10. Executive Committee Report | Information, Discussion | |
| 11. CEO's Report

CEO June_2020.docx | Information, Discussion | |
| 12. Request for Executive Session if necessary

Imagine! Retention Letter.pdf

Current retainer agreement June 30 2020.pdf | Approval | |
| 13. Adjourn | Approval | |
| 14. Supporting Materials

2020-06 FRE Board Report.docx

Care Coordination Board Report- June 2020.docx | | |

Dayspring.docx

HR_Brd_Rpt_June 2020.doc

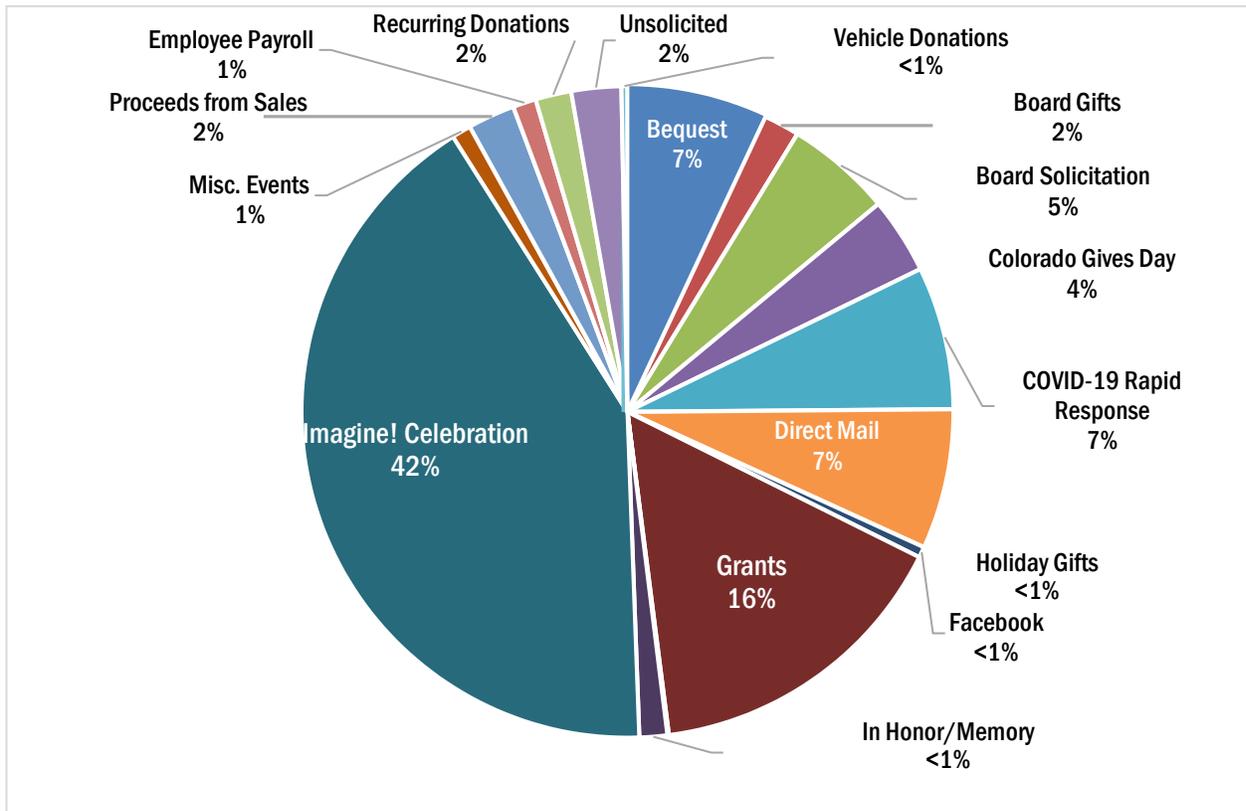
Kristen Cowan Board Report May 2020.docx

Imagine! Foundation | Annual Report – Fiscal Year 2019-2020

FUNDRAISING TOTAL – Total cash expected in FY2020 is approximately \$880,000.

**figures presented as of June 5, 2020*

SOURCES of FUNDS RECEIVED

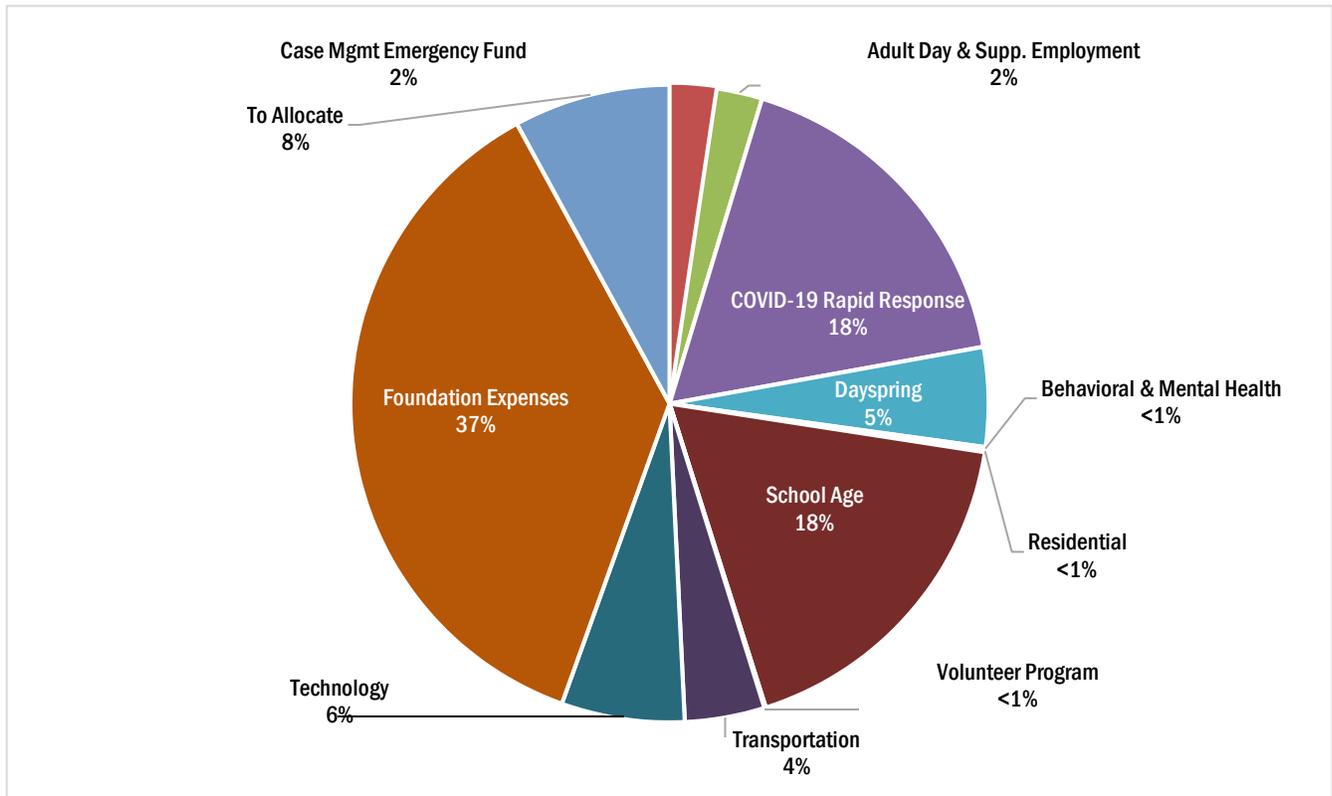


- The Imagine! Celebration grossed \$400,000. 465 guests attended.
- **Every board member** contributed this year, totaling \$15,000 *in addition* to donations you made at the Celebration.
- The **Board Solicitation, Direct Mail, and Colorado Gives Day** made up \$137,000.
- **Grants** brought in \$134,529 from 19 funders, including additional grants for COVID-19.
- Employees voted to direct the **Employee Payroll Deduction** donations to grocery gift cards for families facing small emergencies, raising \$9,890.
- **Miscellaneous Fundraising Events** hosted by businesses and organizations such as AmazonSmile, Bobo's, Bolder Insurance, Gaku Ramen, King Soopers, Knights of Columbus chapters, MOD Moms, Whole Foods resulted in \$28,000 of funding with minimal effort on the part of staff and Board.
- The **COVID-19 Rapid Response** \$60,000 Challenge Match was met and has supported employees and people Imagine! serves experiencing financial challenges as a result of the pandemic.
- 382 **new donors** came in through the Imagine! Celebration (89), Facebook (79), COVID-19 (55), Honor/Memorial donations (50), Miscellaneous Events (25), Board Solicitations (15), Unsolicited (17), Employee donations (33), and Direct Mail/CO Gives Day (16). *This resulted in \$113,000 in new*

donations.

DESIGNATIONS of FUNDS

Most gifts to the Foundation come in undesignated, to use where the need is greatest. This year, our plan was to designate gifts toward technology, employee education, home maintenance, and all Imagine! services. COVID-19 changed our plans and we directed \$120,000 to support needs there. We promoted the Colorado Child Care Tax Credit to support School Age Services again. *We will allocate remaining undesignated funds before the FY ends.*



<i>Gift Designations - preliminary FY20</i>	<i>\$ 861,179</i>
Case Management Emergency Fund	\$20,390
Adult Day & Supp. Employment	\$19,963
COVID-19 Rapid Response	\$150,335
Dayspring	\$43,386
Behavioral & Mental Health	\$1,200
Residential	\$1,035
School Age	\$152,235
Volunteer Program	\$625
Transportation	\$34,809
Technology	\$53,817
<i>Total Designated to Other Programs</i>	<i>\$ 477,795</i>
<i>Est Foundation Expenses</i>	<i>\$ 315,000</i>
<i>To Allocate</i>	<i>\$ 68,384</i>

FOUNDATION EXPENSES

Administrative and Fundraising expenses are kept very low. Foundation expenses are less than 1% of Imagine!'s overall budget, and administrative expenses are 9% of Imagine!'s overall budget. With a total of \$861,000 raised by the Imagine! Foundation in FY2020, net revenue will exceed \$545,000 for Imagine!.

IN-KIND GIFTS

The Foundation brought in \$117,419 in in-kind gifts (auction items and wish list items).

BOARD MEMBERSHIP

- Jana Petersen led as President.
- Jessica Tyler joined. Chris Mabbitt, Charles Holmes, and Beverly Shaw left the board. Membership was 17, including Emeritus members.
- The Nominating Committee oversaw recruitment of 4 new members to join in FY21.
- The Marketing Committee reviewed Imagine!'s tools available to support directors in their role as ambassadors.
- The Finance Committee focused on Foundation financials.
- The Imagine! Celebration Committee put on another stellar event.

EDUCATION/MARKETING

- Jenna Corder, Director of Care Coordination, gave a history of Intellectual Disability Services.
- Chris Baumgart, Imagine! Services Assistive Technology Specialist, shared hands on experience with Virtual Reality and showed how Imagine! clients are using it for job training.
- Fred Hobbs reviewed the PR activities and tools available to support Directors in their role as Imagine! ambassadors.
- Rebecca Novinger, Imagine! CEO, previewed vision casting for Imagine!, outlining several potential ideas for the expansion of our mission.
- Several Board members brought visitors to the Charles Family SmartHome.
- The Imagine! Celebration showcased Jana Petersen's family story as she emceed the event. Jessica Tyler and her family allowed us to create a video about her family's experience when their infant, Ben, suffered a head injury.
- Whimsy Farm hosted the Farm to Table dinner and it was another magical evening, thanks to the generosity of Leslie & Sandy Brown!
- Each month we sent an email newsletter to everyone in our database. We have 7,800 constituents in the database, and emails for 2,100.
- Imagine! and the Imagine! Foundation refreshed logos and branding.
- The Imagine! Foundation was established in April 2000 through the State's acceptance of our Articles of Incorporation. Happy 20th Anniversary!

THE PANDEMIC

- COVID-19 changed how Imagine! operated, and the Imagine! Foundation acted swiftly, offering a \$60,000 challenge match to the community, which was met by early May. Funds have supported people served by Imagine! as well as employees impacted by the virus. Because of this, we shifted our funding priorities and put the Employee Education benefit and Home Maintenance fund on hold. Due to the fundraising success, we may still be able to fund Home Maintenance needs this fiscal year.
- We cancelled the Donor Recognition event. Instead, we mailed letters of appreciation to almost 1,000 donors and in-kind donors.

CEO Report to the Board of Directors

June 2020

General

The Black Lives Matter (BLM) movement has ignited productive conversations at Imagine! on how we as an organization and an employer can contribute to this important effort. Employees have spoken up, expressing passion for the cause and suggesting ideas we can tackle. We have made a public statement in support of the BLM movement and our promise to commit energy toward learning and growing in this space.

COVID-19

The most important update to provide is as of 6/19/2020, none of our residential environments, including the Imagine! operated group homes, have been compromised by the virus. We've asked a lot of our staff in order to protect these environments and they have complied. I am grateful to our employees for their dedication and commitment. Given that over half of the deaths in Colorado from COVID-19 are attributed to individuals who resided in congregate living environments, we will continue to monitor this service diligently.

We are carefully planning the reopening of some services. Limitations include group maximum sizes of ten (10), strict wearing of face coverings of social distancing, symptom checks, and restrictions on how many people we can transport in our vehicles. To overcome these challenges, our staff have developed a menu of services for individuals and families to choose from. This menu includes 1:1 in the home, small group meet-ups, and virtual options. Retainer payments from the state are currently supporting the versatility of service modifications. Our next challenge is to plan for their sustainability if/when retainer payments end. All care coordination services through the Case Management and Early Intervention programs will continue to be delivered virtually, per directives from the state.

As always, details can be found on the Imagine! Response and Recovery Plan posted on the website and updated in real time.

The Federal government authorized another round of CARES funding for providers of Medicaid services. Imagine! is currently ineligible for these funds due to unknowingly receiving a small amount of relief funding from a prior distribution that was automatically paid to us. We are working with ANCOR, alongside our sister I/DD providers, to lobby for the option to return this small sum of funding so we can apply for the Medicaid provider relief funds.

Strategy

To position Imagine! well to face the urgent, unique challenges coming our way, I moved forward with a restructure of services leadership this month. Four positions were eliminated and four new positions were created, each with a specific focus on an area of direct service. The positions are posted internally and externally. The changes will be cost neutral to Imagine! and better orient our resources and talents to the tasks at hand.

Government Relations

The Joint Budget Committee (JBC) completed the difficult task of balancing our state's budget in an environment where they were forced to find nearly \$4B in cuts. I/DD funding will be cut by 1%. Our legislators protected services for people with disabilities. They deserve our deepest appreciation and gratitude. Next year, we will likely be faced with another round of difficult cuts. We are engaged with EI Colorado on their policy work. EI Colorado has been directed to expect to operate with flat funding for the next two years. In order to function, they will need to make changes to services. Some of the changes on the table are dramatic which include an RFP process for the EI broker contract, statewide provider rates, and raising the threshold of eligibility for services.

The Gallagher Amendment was referred to the voters in November. This is a critical success because currently, the impact of the Gallagher Amendment will force a dramatic reduction in local funds in 2022. I expect to engage heavily with our community partners to campaign for its passage later this year.

Conversations around conflict free case management are slowly resuming. HCPF tells us they received a "green light" on (1) their vision and (2) an extension to the timeline to 2024. Bonnie Silva's new vision involves regional entities providing single-entry point services for all people requiring services through long term care Medicaid with separate provider entities offering the direct service. The vision does not reconcile with Imagine!'s current plan so we will be reworking everything once the stakeholder process is complete next year.

Respectfully submitted,

Rebecca Novinger

Family Recruited Employee Board Report for May 2020
Jenna Sallee, FRE Program Manager

Update:

Total # of active employees at the end of April 2020: 215

2 new employees hired

0 employees terminated

Happenings:

- COVID-19 shutdown schools, cities and eventually the State, Shelter in Place order starting March 25th, 2020. No gatherings of more than 10 people. Safer At Home started May 4th 2020. 1:1 services such as FRE are still able to function.
- PPE kits are being assembled for FRE's delivering hands on Personal care supports.
- Communications are sent out monthly to all FRE's and families regarding updates from the State, proper self-screening protocol and proper communication protocol.
- Participating in Services Program Managers meetings 1-3x per week to discuss needs around supporting individuals in all services during the pandemic.
- Started offering new service category: Youth Day Services, for CES individuals 12-17 years old, whose primary caregiver needs to work, volunteer or going to school. 1 team started using in April 2020, 2 additional teams added the service in May.
- Marketing campaign initiated to offer FRE services to those in need outside of our CCB. 0 teams outside our CCB started services in May.
- Implementation of CAPS checks for applicants working with adults 1/1/2019, 36 checks completed as of end of end of May 2020, no hits.
- EVV not delayed by COVID-19. Implementation date August 3rd 2020, claims will be tied to EVV starting 1/1/2021.
- COMPs order #36 implemented.
- Continuing Pay for Performance data
- Continue Participation in phone conferences regarding Electronic Visit Verification for Family Recruited Employee services, member of the EVV/CDASS subcommittee and have participated in phone conferences (EVV 5/19 and 5/26, CDASS 5/27 FRE services Pgm Mgr currently a voting member for CDASS).

Total # of individuals using FRE services in May 2020: -----

FSSP: 0

State: 2

CES: 53

ASD: 0

Medicaid: 58

Top 3 service categories utilized in May 2020:

Respite care: **3413.30 hrs in April increase to 4067.75 hrs in May**

Personal Care: **910.75 hrs in April increase to 999.25 hrs in May**

Enhanced Homemaker: **743hrs in April increase to 781.25 hrs in May**



Imagine!

Family Recruited Employee Services

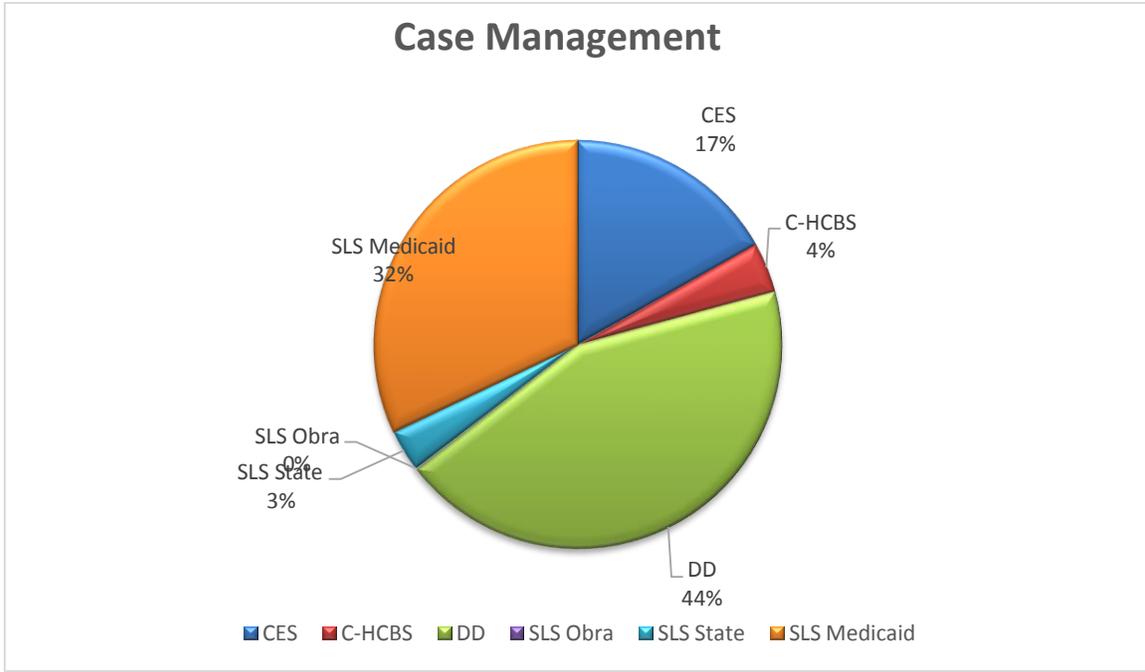
putting families in control

Care Coordination Board Report

June 2020

Case Management

- As of June 18, 2020, Imagine! CCB serves 1,238 individuals in Case Management, broken down as follows:



- Case Management is fully staffed.

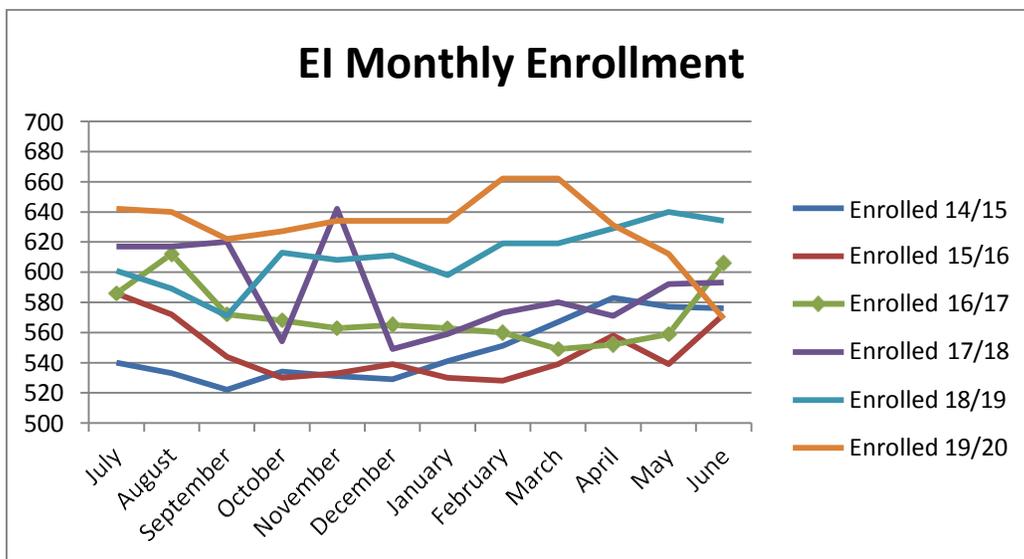
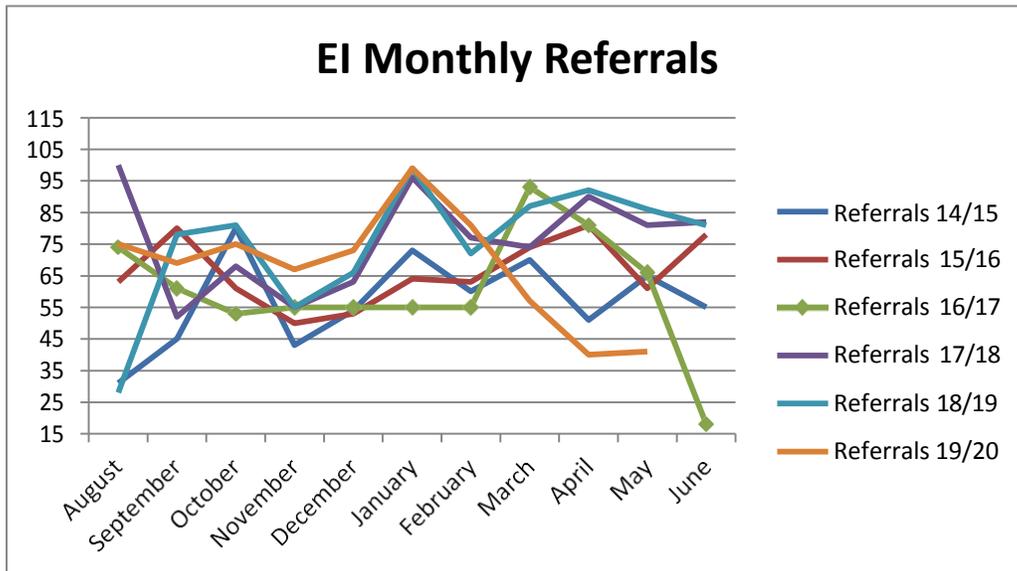


Family Support

- As of June 18, 2020, Family Support is serving 1,210 individuals.
- The Autism Spectrum Disorder (ASD) Program is currently serving 45 individuals.
- Family Support is fully staffed.

Early Intervention

- As of June 18, 2020, Imagine! CCB serves 569 children in Early Intervention.
- Early Intervention is fully staffed.



Submitted by: Jenna Corder, Director of Client Relations

June 18, 2020



Imagine!
Dayspring
education • therapy • inspiration

May 2020

Due to COVID-19 all Dayspring Therapy has moved to telehealth via the zoom platform. We are working on getting all interested families access to weekly sessions. We have had a number of families who are not interested in telehealth services at this time but this number has gone down in the last few weeks.

We are continuing our 2 days a week of Zoom Community Calendar activities. Families have really seemed to enjoy this format and are continuing to show up each week. We have also started inviting 4 employees and their young children to join us for these activities each week. We have also started sending out a bi-weekly collection of 3 activities that parents can do with their kids during quarantine focusing on therapeutic activity.

The Dayspring Team continues to conduct part C evaluations for Early Intervention. We will continue this as the districts need help completing evaluations and expect to conduct more during the summer when the districts start their reduced hours.

We currently have 166 families enrolled in Dayspring. Since May 1st the dayspring team has taken over 65 new referrals!

To: Imagine! Board of Directors
From: Laura Ball
RE: HR Report for June 30th, 2020 Board Meeting
Prepared: June 19th, 2020

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.

As of 6/19/2020

Full-time (30+ hours): 305
Part-time (20-29 hours): 19
Casual (scheduled 1-19 hours/wk): 17
Family Recruited Employee's: 222
Substitute (unscheduled/on-call): 47
Temporary: 24
Receiving services through Labor Source: 134

Total: 634 (doesn't include people in services)

Calendar Year 2020 Totals

Calendar Year 2020 Hiring:

- Total New Hires: 88 (includes 16 Temp Summer Camp and 39 FREs)

Calendar Year 2020 Termination:

- Total Terminations: 80 (includes 29 FREs, 20 of which changed to independent contractors on 5/6/20)

Calendar Year 2020 Turnover:

- YTD Turnover of full time employees = 9.7%
- YTD Turnover of part time employees = 10%

Current Staffing

HR 6 FTE
Volunteer Program .6 FTE

HR Activities:

- Imagine! has received 77 unemployment claims between 3/23/20 and 6/19/20.
- Through the efforts of C&E and Residential management, a systematic process of offering vacant group home shifts to C&E staff without work was completed. This resulted in most group home vacancies being filled and reduced our liability for unemployment claims.
- Imagine!'s Volunteer Program, which had been temporarily suspended due to COVID-19, is resuming. The program is being reimagined for success in our new circumstances.



Imagine! Behavioral Health
Board Report and Department Update
May 2020

Team Members

Clinical Team Leader

- Kristin Cowin M.A, BCBA

Board Certified Behavior Analysts

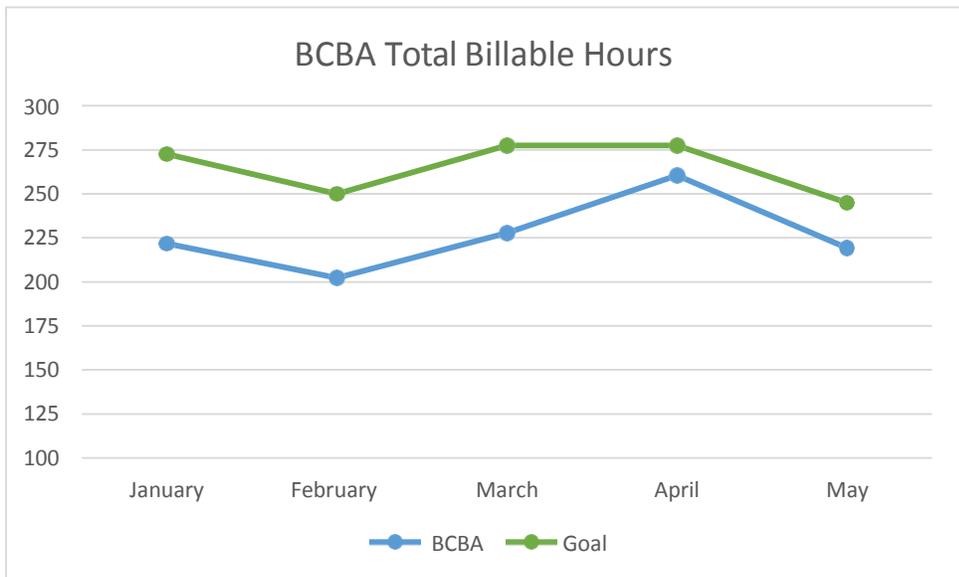
- Kellie Anderson M.A., BCBA
- Daniel Welch M.Ed., BCBA
- Brodie Schulze M.A., BCBA

Behavior Technicians/Registered Behavior Technicians

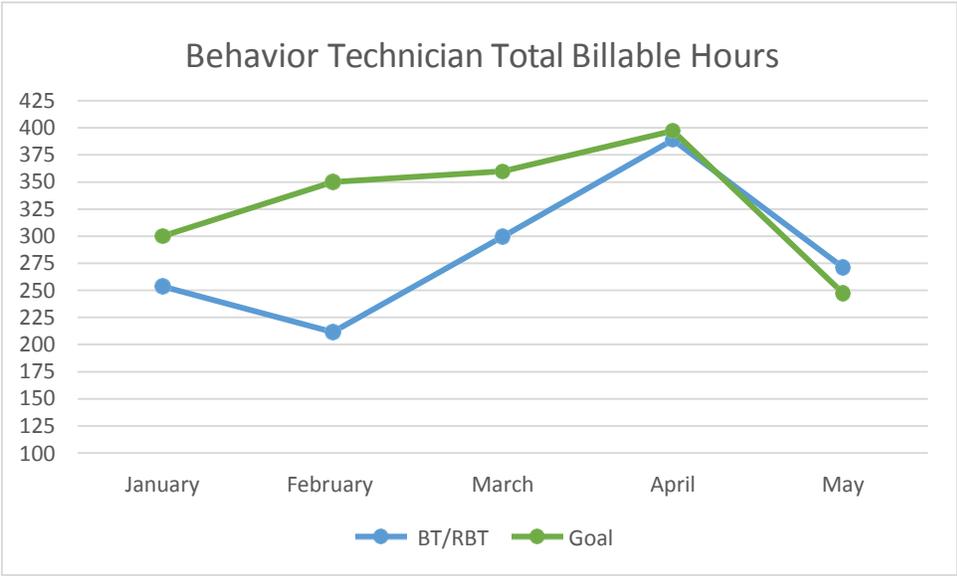
- Kelly Halverson: Behavior Technician
- Quincy Maleki: Behavior Technician
- Kagen Dismang: Registered Behavior Technician
- Ariel Clinton: Behavior Technician (Starting 6/29/2020)
- Roxanne Paradeza: Behavior Technician (Starting 6/29/2020)

Department Updates

Total clients served in May: 44



*BCBA Goal = 25 billable hours a week or 62% billable percentage per month



*BT/RBT Goal = 25-30 billable hours a week or 65-80% billable percentage per month