

**Imagine! Board of Directors Meeting Agenda**  
**March 28, 2017**  
**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. Approval of minutes of the December, 2016 meeting. (D,A)
3. Approval and adoption of updated Imagine! Board Policies. (I.D.A.)
4. Board Training: ***Fiduciary Responsibilities of the Imagine! Board of Directors.*** (I.D.)
5. Finance Committee Report (I.D.A.)
6. Services Committee Report (I.D.)
7. Executive Committee Report (I.D.)
8. Executive Director's Report (I.D.)
9. Adjourn (A)
10. Executive session as needed.

I = information

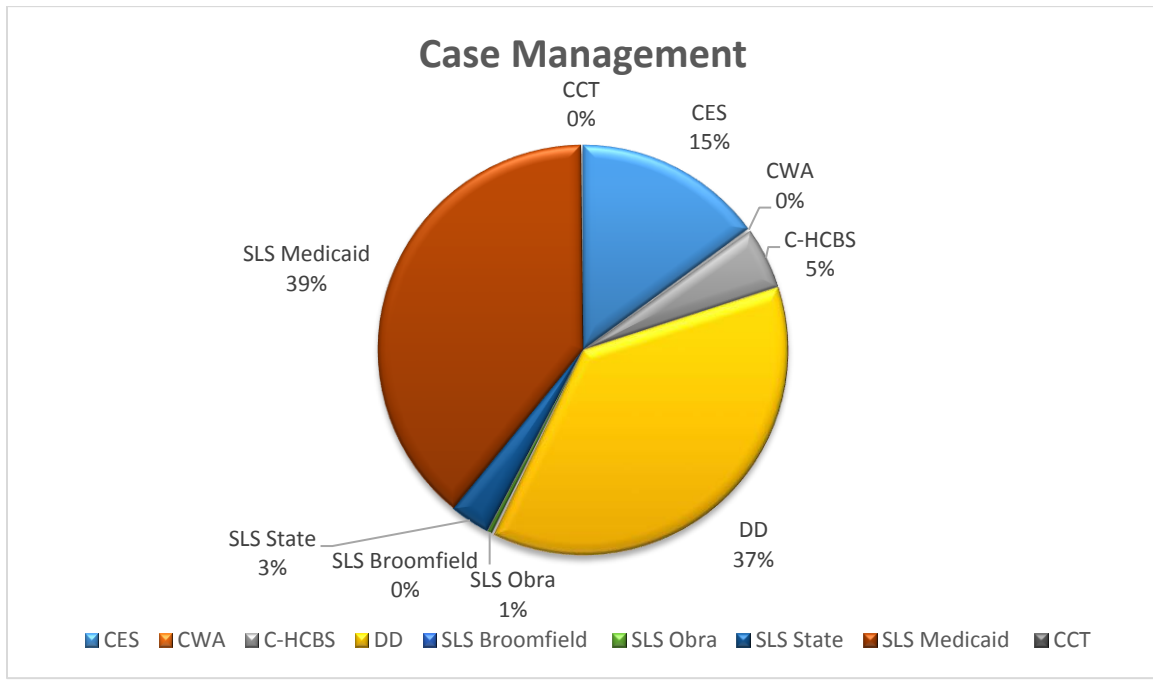
D= discussion

A= action

## Care Coordination Board Report March 2017

### Case Management

- As of March 20, 2017, Imagine! CCB serves 1,157 individuals in Case Management, broken down as follows:

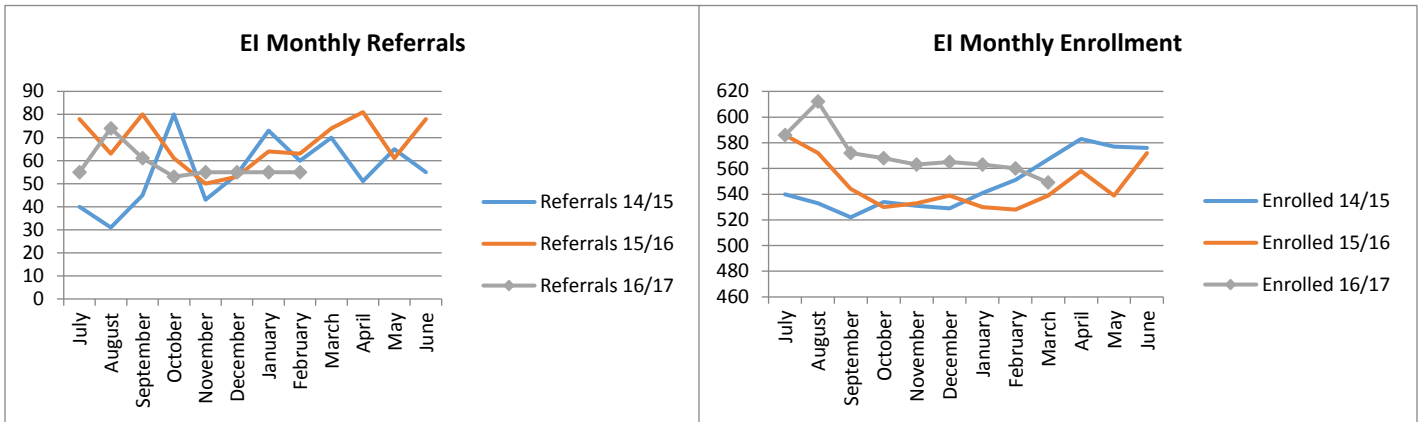


- Case Management is hiring for one Case Manager at this time.
- Family Support and Early Intervention has a new Program Manager, Brittany Siegel who started with Imagine! on 2/28/17.
- Jenna Corder, previous Children and Family Support Services Program Manager is now the Director of Client Relations.

### Early Intervention

- As of March 20<sup>th</sup>, 2017, Imagine! CCB serves 549 children in Early Intervention, with another 64 currently in the referral process.

- Early Intervention is on track with spending for the Fiscal year for direct service funds
- Early Intervention is fully staffed.



**Family Support**

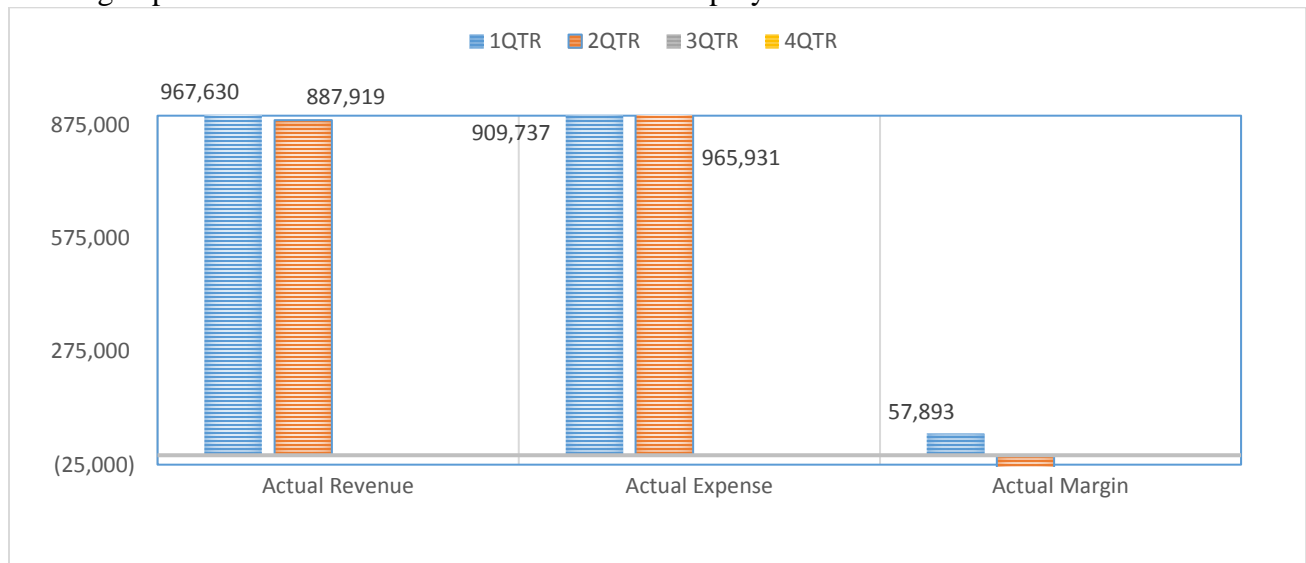
- Family Support is serving 1,112 individuals (including 36 in the ASD program).
- Family Support has completed their last large grant run for the Fiscal Year, the March grant run. Total spending for FY17 so far is as follows:

Grant Type	Grants Distributed	Amount	Additional Respite
Standard	288	\$550,237.72	\$202,597.00
Direct Pay to Vendor	37	\$79,700.00	\$14,300.00
2 <sup>nd</sup> Chance	11	\$8,474.99	\$0
Special Reserve	0	\$0	\$0
<b>Total</b>	<b>336</b>	<b>\$638,412.71</b>	<b>\$216,897</b>

- Family Support is fully staffed at this time.

*Submitted by: Jenna Corder, Director of Client Relations  
March 20, 2017*

**Purpose Statement:** Imagine! CORE/Labor Source (CLS) provides a curriculum based learning experience so that individuals can become employed.



**Achievements:**

CLS’s went live with JIVE in March. JIVE is “a social intranet software that drives employee engagement and productivity.” From the everyday communication (changes to activity and transportation schedules), to the aspirational ideas for improving services, to the theoretical what-ifs that may promote creative solutions, CLS staff will use JIVE to facilitate daily communications within CLS. The system has been up for just a few days and staff are already sharing their thoughts and promoting solutions and accessing the days’ schedules. The system allows for relevant connection and access to immediate information without having to deal with clunky other forms of communication (oft over-used email, incomplete and misread texting etc.). Staff utilize their smart phones to get information important to managing their days’ events and responsibilities. Staff receive a monthly reimbursement for their data charges. A collaborative group of CLS staff is working at designing the system in an effort to improve communication, collaboration and creativity. CLS will present JIVE’s impact, successes and failures, at a later date.

**Hurdles:**

We continue to experience workforce issues, though recent efficiencies HR created in the recruitment process appear to be having a very positive impact on the speed of the life-cycle of an applicant. This has allowed the hiring managers to move much more quickly to getting applicants interviewed and offered a job before they find other work. We have hired 12 people in the last few months and expect to hire another 12 by July. Recent turnover resulted from staff being accepted into grad school (5), headed to world travels (4), or accepted jobs within Imagine! (4). We expect a similar pattern of turnover into late summer. Due to the direct relationship between the numbers of staff we have and the number of clients we can serve, CLS has had to allow our census to decrease from 242 to 232 clients since last FY. With the recent increase in recruitment we have been able to begin enrolling clients again, which will have a positive impact on our operating margin.

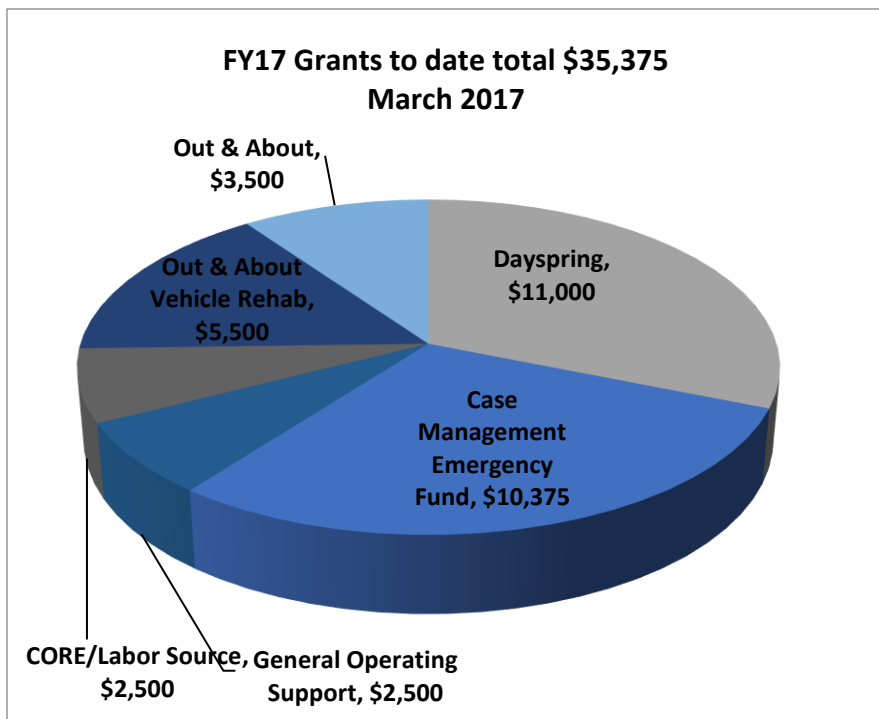
We have two positions that we are planning to fill with very select applicants. We need an art teacher and a communications teacher. The art teacher is responsible for developing project oriented and skill building curriculum and getting our client's art on display in the community. The communications teacher is responsible for developing individualized goals for the use of assistive technology, supporting staff and clients' technology use and collecting data to be used for ongoing program development. The jobs are posted on Imagine! Website.

**Initiatives:**

CLS continues to make progress on our goal to significantly increase the number of clients who are independently employed. Our job coaches recently received a certification in job development and coaching. They landed three people jobs this last quarter at grocery stores and a corporate café. Several other jobs are being developed and we are hopeful that another 6 or so people will become independently employed by summer.



**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.



**We have exceeded our goal of \$555,000.**  
 This includes grants (charted left), as well as recurring, one-time and memorial contributions from individuals, foundations, churches and businesses, and event sponsorships.

**Grant Applications Pending/Pledged**  
 There are six pending proposals (total \$19,000).

**Program Achievements or Initiatives**

- The Imagine! Celebration grossed \$367,000 and netted \$291,000!
- 100% of Imagine! Foundation Board Members have made a philanthropic gift this fiscal year.
- Colorado Gives Day brought in \$31,829 from 140 donors.
- The Employee Giving campaign has 77 donors, \$8,000 for Imagine! Behavioral Health Services Social Skills classes
- The Housing commitment to Imagine! should be complete by the end of this calendar year.
- This quarter, the Foundation is focusing on:
  - Recruiting 2-4 new board members (approval of John Creighton at March Board Meeting)
  - Reimagining new board member orientation

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

- Mark a philanthropic gift to the Foundation (70% of the board have made a gift this fiscal year.)
- Subscribe to Foundation Friday (email Patti)
- Attend our board meeting on Tuesday, June 6, 7:30 a.m. – the Foundation Board has expressed a desire for cross-representation

*Patti Micklin, 303-926-6443, [pmicklin@imaginecolorado.org](mailto:pmicklin@imaginecolorado.org)*

Family Recruited Employee Board Report  
February 2017  
Jenna Sallee, FRE Program Manager

Update:

Total # of active employees in February: 219  
12 new employees hired  
0 employees terminated

Happenings:

- Started Pay for Performance data
- Continuing to build/test MyEvolv site
- Working toward move to new training website
- Starting to review budget/raises for new fiscal year
- Looking at changes to rate and wage for group respite service

Total # of individuals with authorizations for FRE services in February: 204

Total # of individuals using FRE services in February: 133

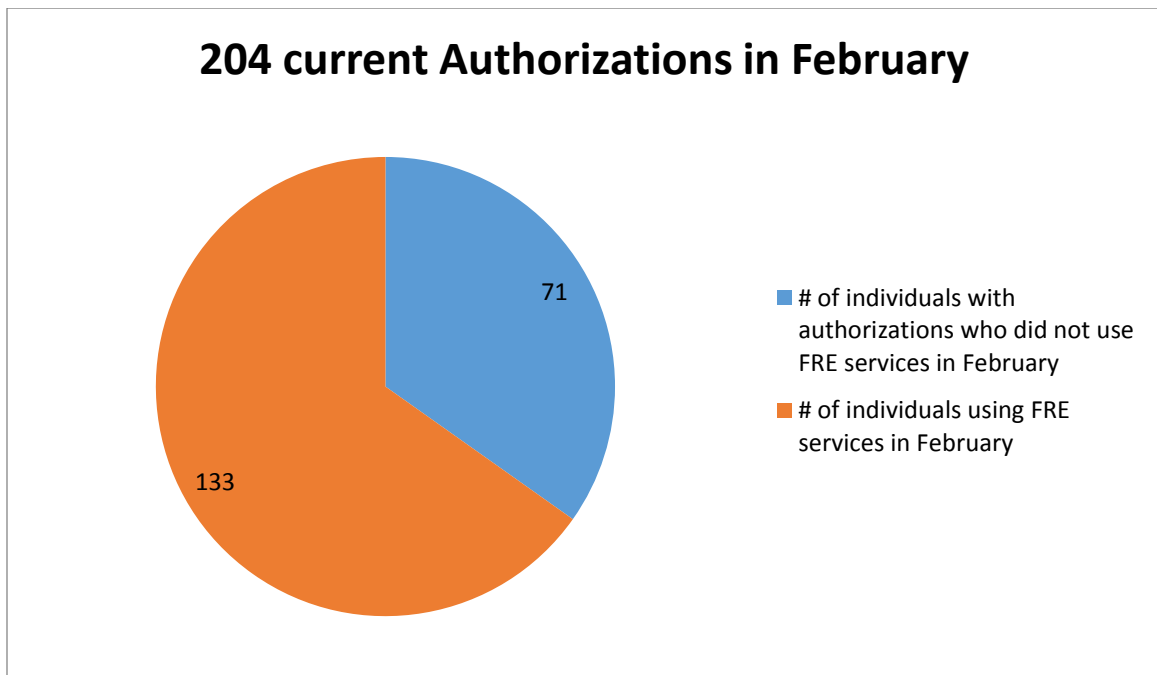
FSSP:0

State: 1

CES: 59

ASD: 0

Medicaid: 73





**To:** Imagine! Board of Directors  
**From:** Karen Kalis  
**RE:** HR Report for March 28<sup>th</sup>, 2017 Board Meeting  
**Prepared:** 3/16/2017

**HR Purpose Statement:**

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

<p><u>Current Employee Census by Status</u>  <b>As of 3/16/2017:</b>  Full-time: 309  Part-time (benefits): 23  Casual (scheduled 1-19 hours/wk): 25  Family Recruited Employee's: 240  Substitute: 29  Temporary: 1  Receiving services through Labor Source: 120  Total: 627 (doesn't include people in services)</p>	<p><u>Census Variance from Previous Year %</u>  <b>As of 4/13/2016:</b>  Full-time: 302 ( 2.3% increase)  Part-time (benefits): 20 (15% increase)  Casual (scheduled 1-19 hours/wk): 25 (no change)  Family Recruited Employee's: 255 (5.8% decrease)  Substitute: 52 (44% decrease)  Temporary: 2 (50% decrease)  Consumers: 111 (8% increase)  Total: 656 (doesn't include people in services) (4.4% decrease)</p>
<p><u>Current Staffing</u>  HR 6 FTE  Volunteer Program .6 FTE</p>	

**Recent Achievements**

- ACA and OSHA Reporting completed
- Imagine! Handbook distributed
- Bring Your Own Device (BYOD) Policy rolled out
- Compensation benchmarking completed
- Salary scale updated

**April 2017 Objectives**

- Launch new performance management philosophy and tool
- HRIS upgrade
- Pay increases
- Out & About Summer Camp hiring

**Current Job Openings: 24**

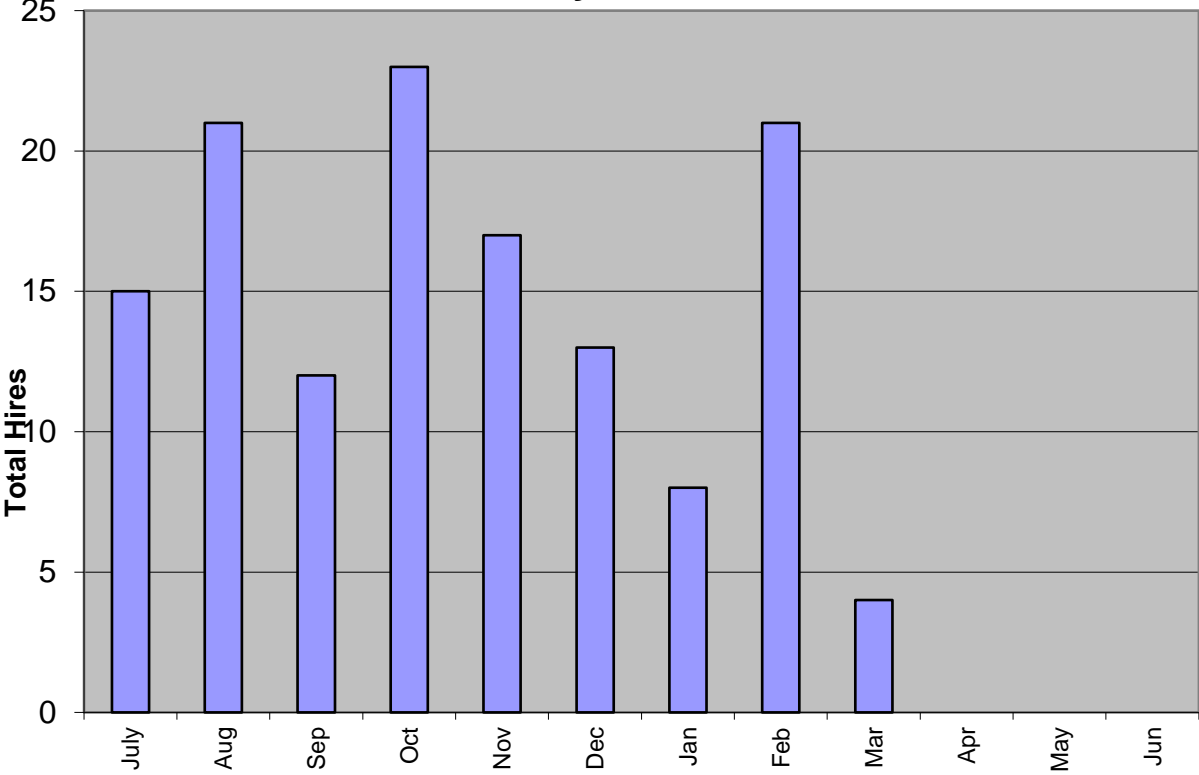
**FYTD Hiring Data:**

- FY New Hires: 134 (includes 57 FREs)

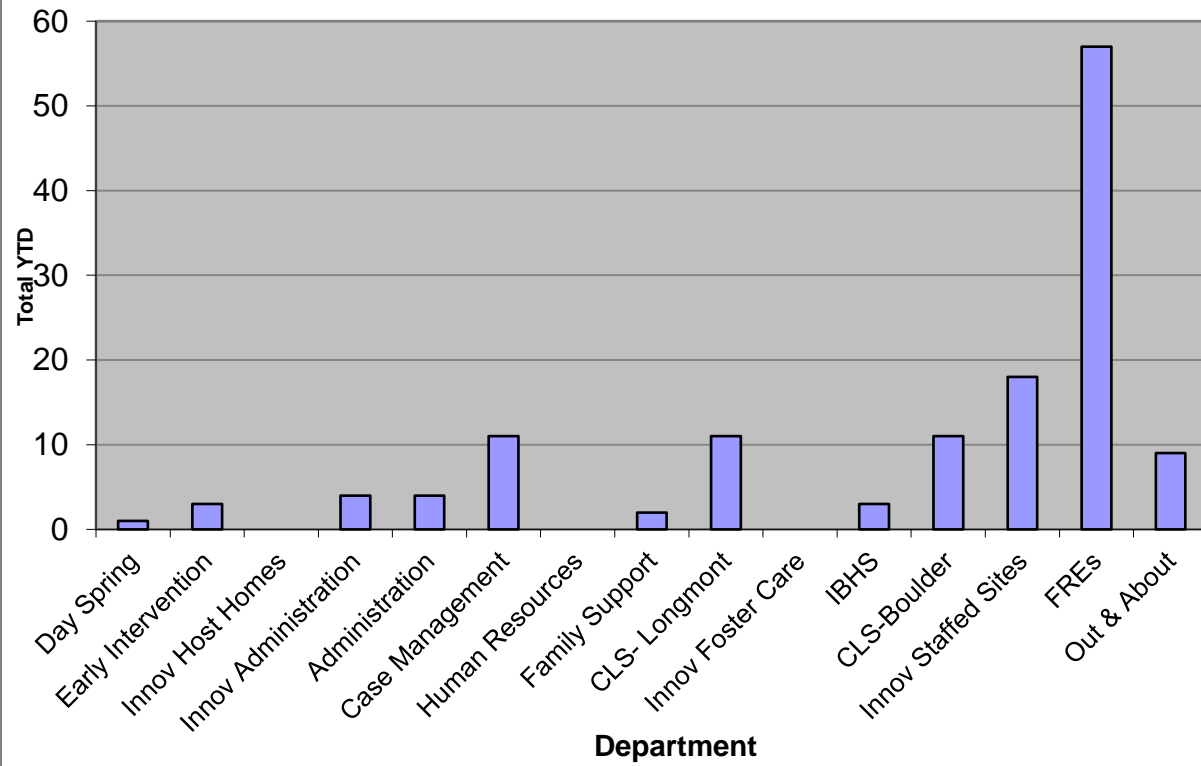
**FYTD Termination Data:**

- FY Terms (w/o FREs or temporary): 99
- Involuntary Terms: 8
- Voluntary Terms: 98 (includes 5 retired)

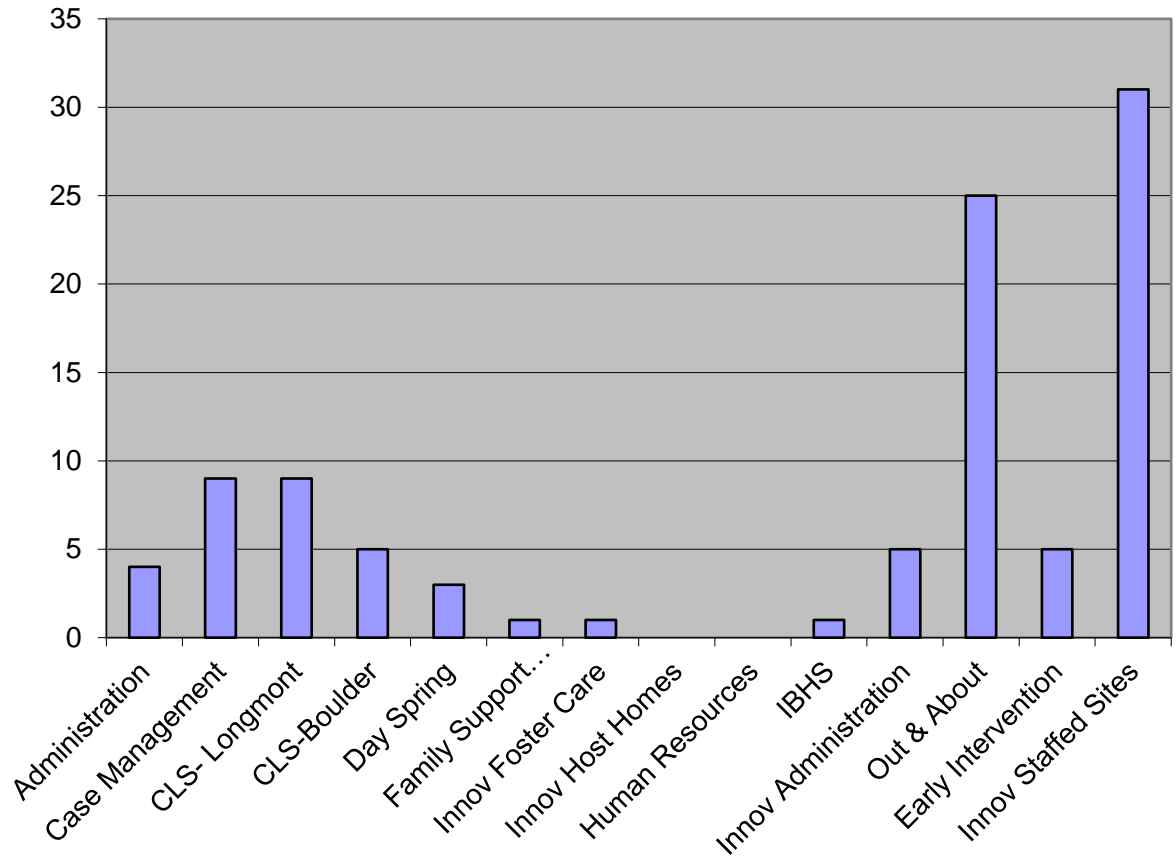
### Total Hires by Month FYTD



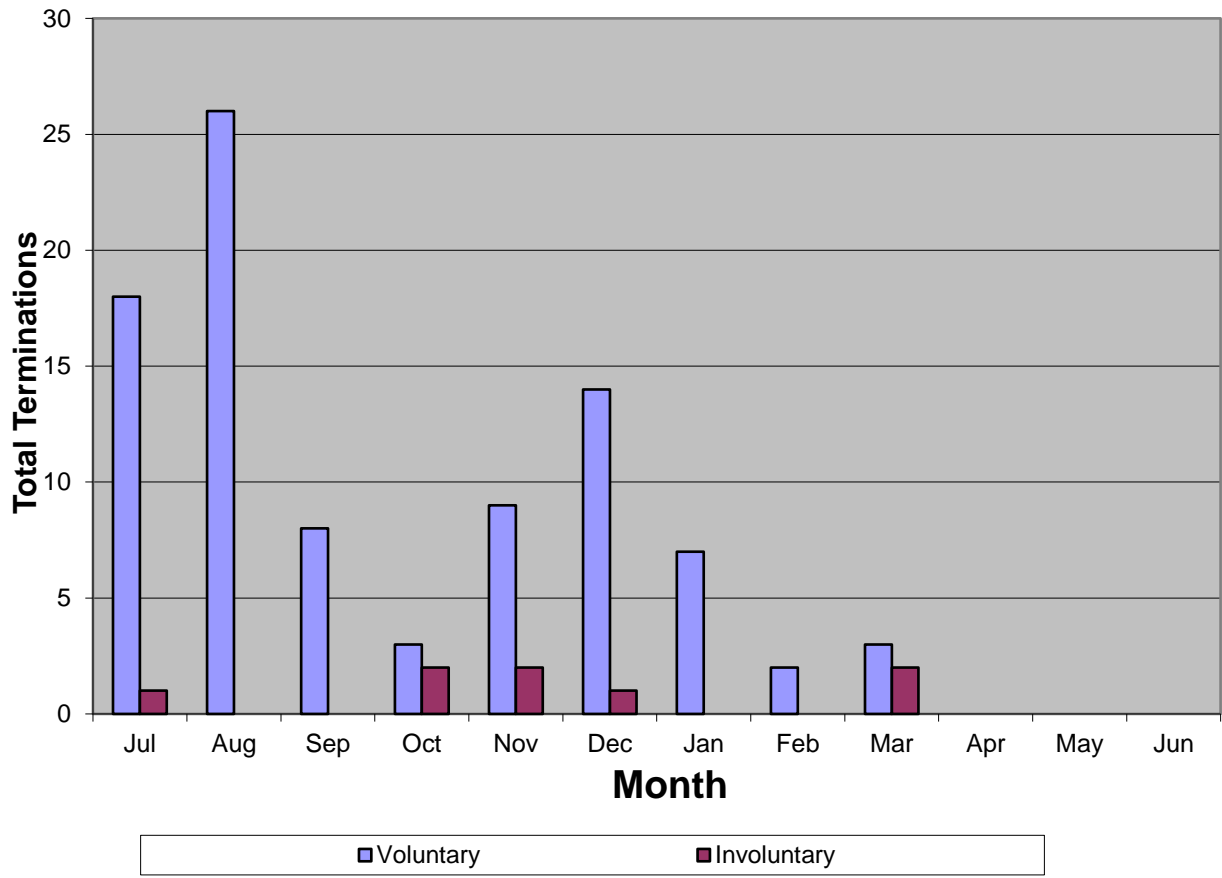
## New Hires by Dept FYTD



### Terminations by Department FYTD



### Voluntary and Involuntary Termination FYTD



**Purpose Statement:**

Innovations provides quality services that promote a culture of choice and integration through creative solutions.

**Greatest success & concern:**

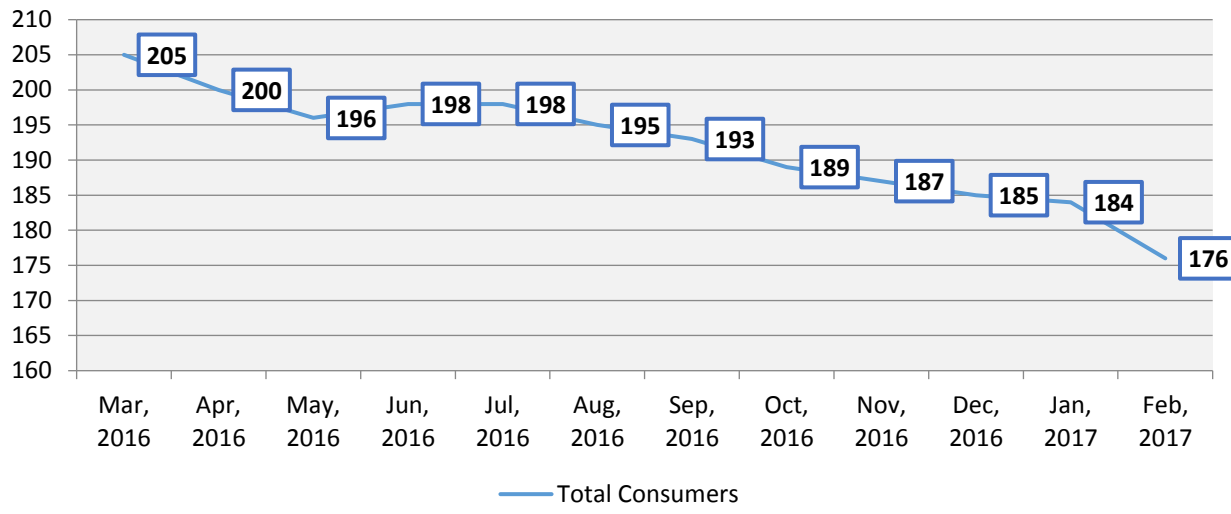
- Success
  - We are making good progress in our development of the new Evolv EHR. The new system will provide us with better data, will improve monitoring, and will make some of our processes more efficient.
  - We continue work in preparation for launching the Gig Worker app. We are looking forward to the gaps this will bridge in staffed support, and learning more about less frequently accessed workforce types.
- Concern
  - Staffing continues to be our greatest concern. Positions continue to stay posted for long periods of time- 60-120 days- without applicants. Additionally, we have seen an increase in turnover, which is reported by many local service agencies. This is especially challenging for Site Supervisors who find themselves working more and more time filling shifts.
  - Many individuals we serve (70) have funds in a DD trust called the Life Enrichment Trust. Over 2 years ago this trust was denied by Social Security despite having been approved for many years. The trust has been working with Social Security to be reinstated. However, 5 people have lost part or all of their Social Security benefits due to the trust being denied. We recently found out that one individual may lose their Medicaid benefits for a short time because of the trust. We are working with trust representatives to ensure this is resolved as quickly as possible.

Census graph for FY

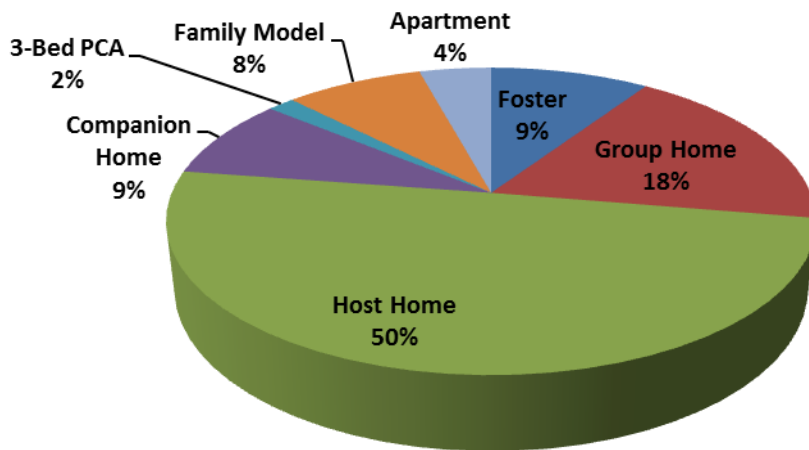
QUARTER	AVERAGE
Q3 16	204
Q4 16	198
Q1 17	195
Q2 17	187

The significant census decrease between from October, 2016 to February, 2017 is due to the closure of Innovations for Children.

### INNOVATIONS CENSUS (Last 12 Months)

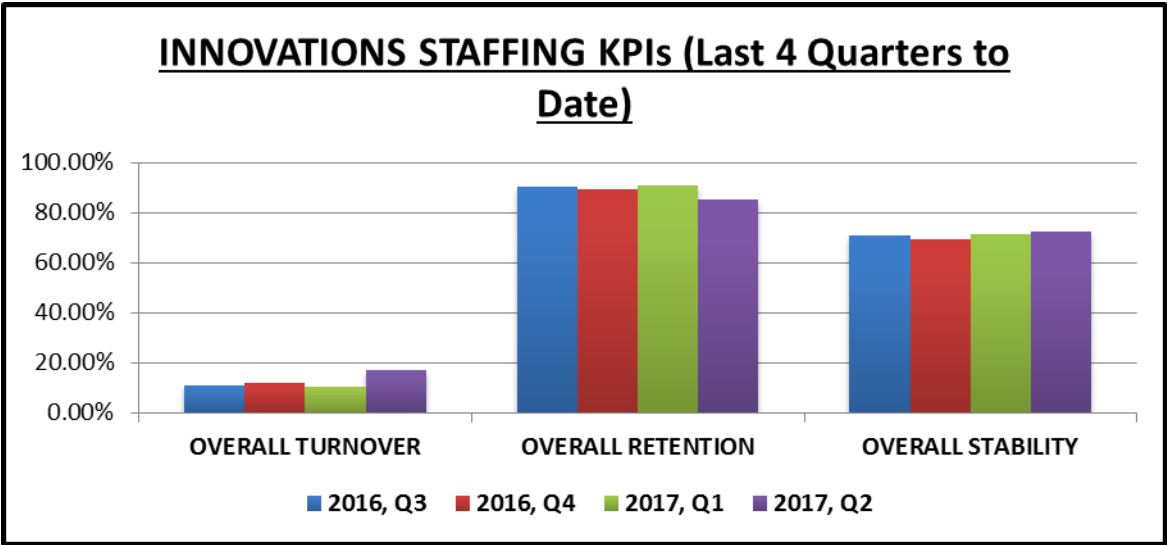
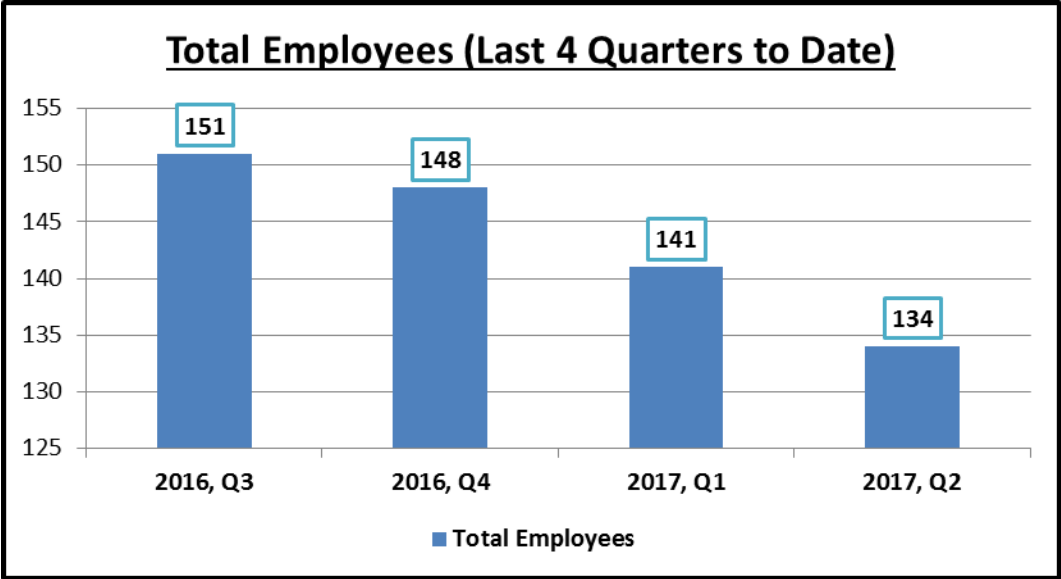


### Innovations Census, Q2 17



Staffing graph for FY





Budget Graph of revenue over expenses for FY

