



# Imagine! Board of Directors Meeting

7:00pm

September 25, 2018

John Taylor Conference Center

1665 Coal Creek Dr

Lafayette, CO, 80026

303-775-6253

Creating a world of opportunity for all abilities.



## Meeting Book - Imagine! Board of Directors Meeting September 25, 2018

### Meeting Agenda

#### Introductions and Public Input

We kindly request that guests limit their comments to 3 minutes or less and regret that minutes are not transferrable.

#### Approval of Last Meeting's Minutes

August 2018.docx - Page 3

Motion to approve minutes.

#### Current Events

Recognition of Heidi Storz's Service as Imagine! Board President

#### Finance Committee Report

Motion to approve most recent financials.

Mark Zentner/John Nevins  
Kevin Nelson

#### Services Committee Report

#### Imagine! Foundation Report

Patti Micklin

#### Executive Committee Report

Ken Curtis

#### Executive Director's Report

Mark Emery

#### Request Executive Session if Needed

Request Motion to Move to Executive Session Following Regular Meeting

Ken Curtis

#### Adjourn

#### Imagine! Departmental Reports and Supporting Documentation

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Dayspring.docx - Page 9

Family Recruited Employees.docx - Page 11

Human Resources.doc - Page 12

Imagine! Foundation.docx - Page 13

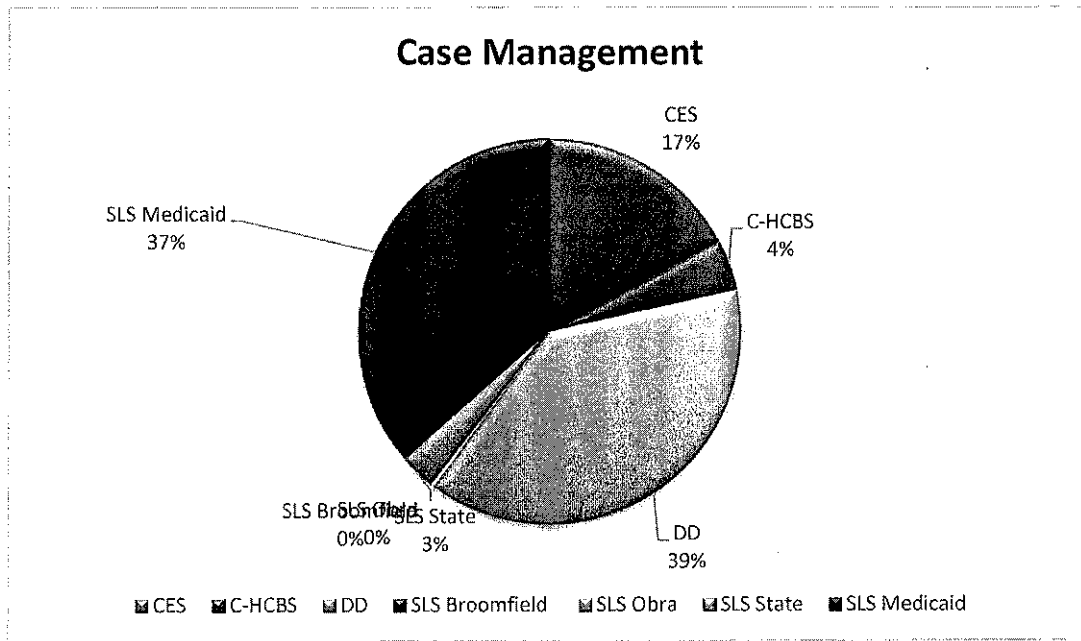
Out & About Catalog.docx - Page 14

Out & About Children.docx - Page 15

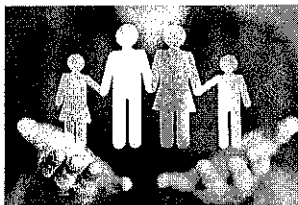
## Care Coordination Board Report September 2018

### Case Management

- As of September 10, 2018, Imagine! CCB serves 1,181 individuals in Case Management, broken down as follows:



- Between August 10<sup>th</sup> and September 15<sup>th</sup>, we have enrolled 8 people into the DD waiver.
- Case Management is hiring for one Case Manager and one Case Management Supervisor, due to turnover.

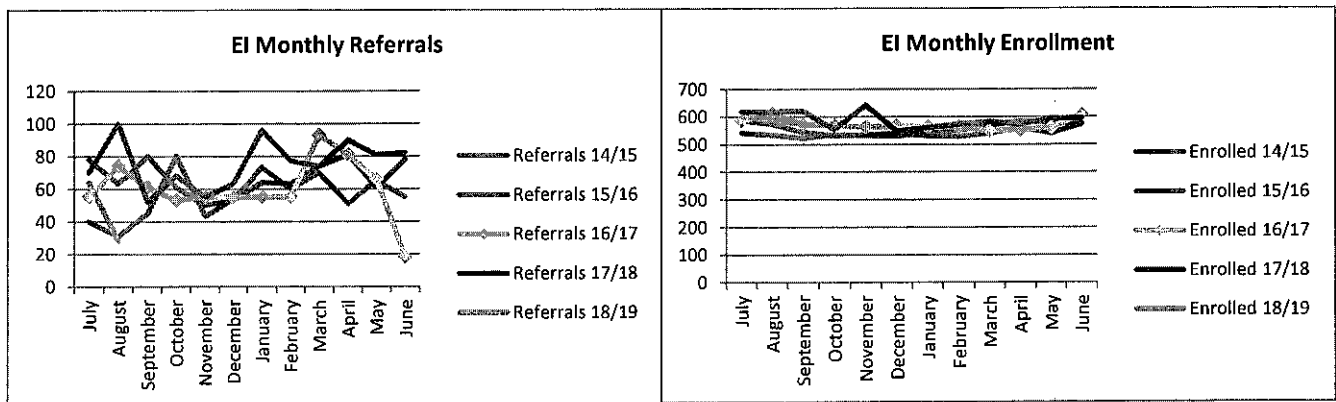


### Family Support

- As of September 10, 2018, Family Support is serving 1084 individuals.
- The ASD Program is currently serving 41 individuals.
- Family Support is hiring for an ASD Program Coordinator due to turnover.

**Early Intervention**

- As of September 10, 2018, Imagine! CCB serves 571 children in Early Intervention.
- Early Intervention is fully staffed.



*Submitted by: Jenna Corder, Director of Client Relations  
September 10, 2018*



## August 2018 Board Report

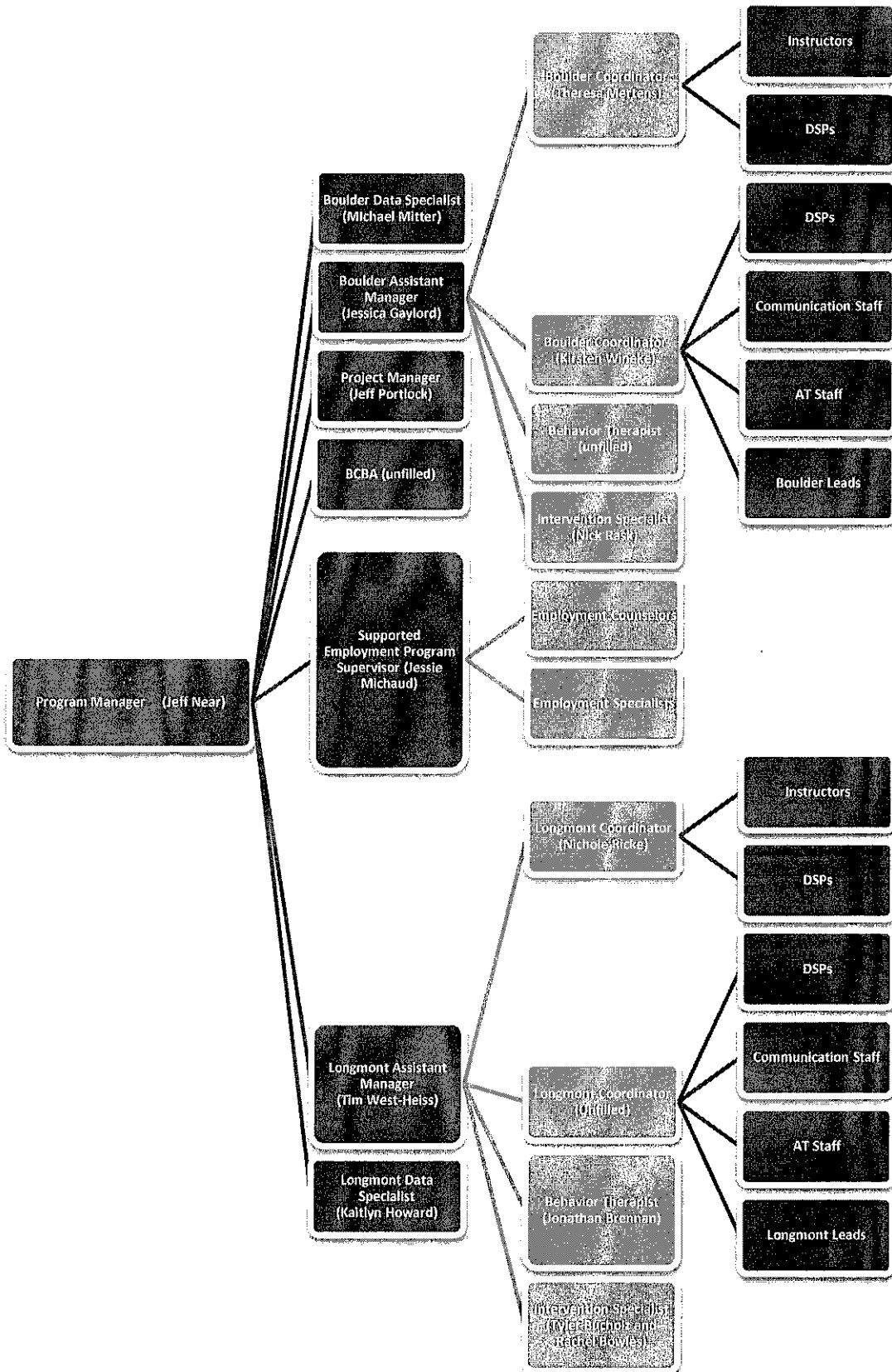
### Summary of Achievements/Initiatives

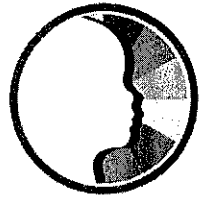
- **Increasing Community Based Services:** Longmont CLS signed the lease for the new base site at 1833 Sunset Place. The space will be approximately half the square footage of the current Longmont base site, and will provide some financial flexibility for CLS to pursue our goals of becoming 100% community based within 5 years.
- **Hiring/Recruitment:**
  - CLS posted and hired for a Day Program Coordinator position in Boulder to replace Jessica Gaylord, who moved into the Assistant Manager position. Kirsten Wineke, a former Boulder CLS Lead Counselor, joins the leadership team in Boulder
  - The Supported Employment Program Supervisor position was posted in August, and was filled in September by Jessie Michaud, a former Longmont CLS Coordinator
  - With the implementation of the Data Specialists, the Assistant Program Managers and the Supported Employment Program Supervisor, CLS has almost completed its organizational restructure. The new structure should allow for CLS to actively pursue plans to become 100% community based, will improve the quality of services, will improve customer service, and will provide career opportunities for Imagine! Employees. The new hierarchy is available on the second page of this report
- **Collaborations:**
  - **Out and About:** CLS and Out and About have been meeting to discuss overlapping services, and hope to create a proposal at the end of the fiscal year that will create more defined and cohesive services for Imagine! clients who participate in day program activities.
  - **Public Relations:** The PR team completed a promotional video that highlights one of the CLS business partners, In Clover, and has begun another video that will highlight the Longmont Downtown Development Authority. We hope to utilize these videos to promote CLS services in the community and find additional business partners
  - **Innovations:** CLS and Innovations met to discuss a pilot position that would work between Manhattan Group Home and Boulder CLS. This position will hopefully pave the way for additional collaborative positions that offer more variety for Imagine! DSPs.
  - **Imagine:** Members of the Imagine! Executive Team joined CLS for the second annual Longmont vs Boulder kickball game and BBQ

### Summary of June/July Challenges.

- **Staffing:** Key positions remain unfilled in the CLS imbedded behavioral program, including a BCBA position and a Behavior Therapist position. These positions are unfilled due to a lack of qualified applicants and salary expectations.
- **Uncaptured Revenue:** CLS continues to see higher than expected uncaptured Medicaid revenue. This is due to challenges with the documentation process in Evolve, a decrease in the number of individuals served and occasional Medicaid eligibility breaks

# CLS HIERARCHY





*Imagine!*

**Dayspring**

*education • therapy • inspiration*

October 2018

Board Report

### **Achievements**

- We have added a new bilingual SLP to our team!!!! She is already working on building her caseload and we are thrilled to have her. With 6 SLP's and 3 of them bilingual we are able to cover Imagine!'s biggest areas of need for Early Intervention
- Dayspring is beginning to see improvements financially. According to the finance reports, Dayspring has cut the deficit in half compared to last year's numbers. We are still far from where we want to be, but are starting to see improvements since the restructure.
- Dayspring is now starting its fall Community calendar activities. We are adding a weekly open gym at Airborne in Longmont which will be open to 5 children each week who are in EI but are not within dayspring. We are looking forward to being able to support community access for more kiddos.
- We will be beginning our Hanen classes in October. We have had lots of interest from families and we are hoping we can continue to build this program. We also have a bilingual SLP who is becoming Hanen certified and we are excited at the prospect of being able to offer classes in Spanish in the New Year.
- We have hired a 20 hour a week position to assist with billing, insurance and making sure we are where we need to be. We are hopeful that this will help cut down on Medicaid problems.

### **Hurdles**

- Evolv continues to cause issues for Dayspring financially. We have made progress in billing Medicaid through the system, however these claims have been billed with incorrect codes and rates. There has also been trouble with re-billing denied claims. The business office is working on solutions to these issues.

Family Recruited Employee Board Report  
September 2018  
Jenna Sallee, FRE Program Manager

Update:

Total # of active employees in August 2018: 232  
8 new employees hired  
5 employees terminated

Happenings:

- Partnered with Innovations to provide some temporary employment opportunities for FRE's in the understaffed houses. 3 FRE's chosen to work in the houses, one of which has applied for a FT opportunity in that department.
- 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 8/21, 28 and 29. Implementation of EVV delayed 1 year.
- Participation in phone conference regarding CDASS unit utilization on 8/22/18 for impact on FRE services.
- MyEvolv site- completed testing for upgrade. Still TBD on FRE use.
- MyEvolv: continuing to work on billing issues and held claims with departments and billing office
- Training manual put together for move to new online training website set for 9/17/18.

Total # of individuals using FRE services in August: 150

FSSP: 0

State: 2

CES: 71

ASD: 2

Medicaid: 75

Top 3 service categories utilized in August 2018:

Respite care: 4279.25 hrs

Personal Care: 1385.25 hrs

Enhanced Homemaker: 716 hrs



*Imagine!*

**Family Recruited Employee Services**

*putting families in control*



**To:** Imagine! Board of Directors  
**From:** Laura Ball  
**RE:** HR Report for September 25<sup>th</sup>, 2018 Board Meeting  
**Prepared:** 9/12/2018

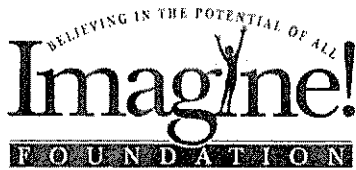
**HR Purpose Statement:**

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.

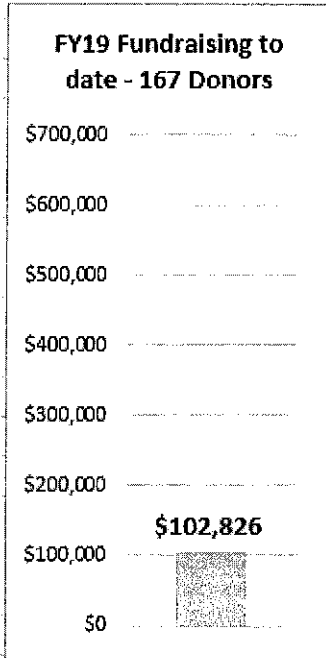
<p><u>Current Employee Census by Status</u>  <b>As of 9/12/18:</b>  Full-time: 302  Part-time (benefits): 20  Casual (scheduled 1-19 hours/wk): 29  Family Recruited Employee's: 251  Substitute: 50  Temporary: 10  Receiving services through Labor Source: 133</p> <p>Total: 662 (doesn't include people in services)</p> <p><b>Job Openings as of 9/12/18: 28</b></p> <p><b>FYTD Hiring Data through 8/31/18:</b></p> <ul style="list-style-type: none"> <li>• FY New Hires: 35 (includes 12 FREs)</li> </ul> <p><b>FYTD Termination Data through 8/31/18:</b></p> <ul style="list-style-type: none"> <li>• FY Terms (w/o FREs or temporary): 22</li> </ul>	<p><u>Census from Previous Year</u>  <b>As of 8/31/2017:</b>  Full-time: 303  Part-time (benefits): 21  Casual (scheduled 1-19 hours/wk): 30  Family Recruited Employee's: 238  Substitute: 42  Temporary: 19  Receiving services through Labor Source: 127</p> <p>Total: 654 (doesn't include people in services)</p> <p><b>Job Openings: 20</b></p> <p><b>FYTD Hiring Data:</b></p> <ul style="list-style-type: none"> <li>• FY New Hires: 37 (includes 14 FREs)</li> </ul> <p><b>FYTD Termination Data:</b></p> <ul style="list-style-type: none"> <li>• FY Terms (w/o FREs or temporary): 17</li> </ul>
<p><u>Current Staffing</u>  HR 6 FTE  Volunteer Program .6 FTE</p>	

**Activities:**

- Imagine! is participating in Go-Tober, which challenges companies to use smart commuting options throughout the month of October. Imagine! will compete for prizes against other companies who will be tracking their smart commutes.
- We are wrapping up HealthTrails, a companywide competition through Kaiser that encourages exercise, health eating, and active relaxation. This program was purchased using some of the wellness dollars that were negotiated with Kaiser during last year's renewal. At the midpoint of the initiative we have:
  - Total registered participants: **111**
  - Total official teams: **16**
  - Total miles earned: **16,553.34**
  - Total exercise minutes logged: **74,478**
  - Total produce servings logged: **5,831**
  - Total times active relaxation logged: **1,131**
- Benefits Open Enrollment begins in November. Our renewal rates came in much higher than previous years at 11.3% initially and after some negotiations we are at 8.7%. We are waiting for some impact reports to decide if we will make plan design changes to bring the increase closer to 5%.



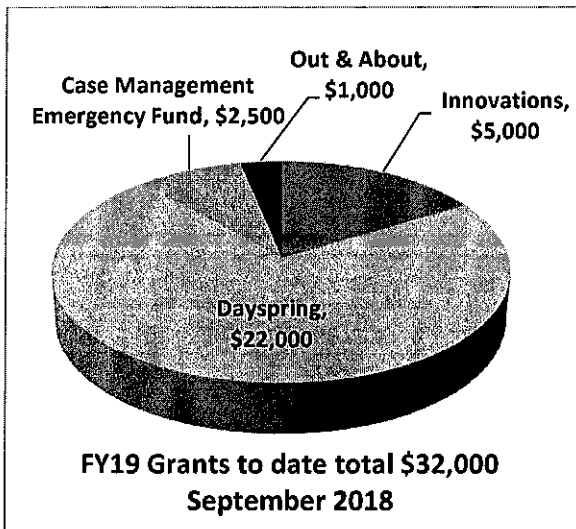
**Purpose Statement:** The Imagine! Foundation raises funds beyond its expenses annually and increases awareness of Imagine!'s clients, families, and needs in the local community in order to provide opportunities defined by Imagine! for increased independence and quality of life for those Imagine! serves.



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

**FY19 Initiatives**

- 100% of both boards will make a philanthropic gift this fiscal year. *Imagine! Board Members will receive a solicitation in September.*
- The FY19 Employee Giving campaign will fund social event planning and execution by participants in the residential program. We currently have 98 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. Tickets are \$125 and sponsor levels will remain unchanged.
- The Foundation Board will review By-laws, Gift Acceptance Policies, and Committee structures.



In addition, seven grant proposals are pending decisions, and total \$14,500.

**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, November 13, 7:30 a.m.

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



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

**September 2018 Catalog Board Report**

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

**August's Summary:**

Total # of activities: 26	# of FNO: 4	# of ongoing: 19	# of Sat. one-time events: 4
Total number of service hours: 3,107		# of participants enrolled: 151	
# of Volunteers: 3	# of volunteer hours: 12.5	# of interns: 5	# of intern hours: 292
Medicaid Revenue: \$34,995.20		Private Revenue: \$6,374	
Transportation: \$9,095		Donations: \$2,650	

- **Completed:**
  - Bike Block Party (Aug 18<sup>th</sup>) – about 100 attended (50 participants); raised about \$2,650!
  - Staff In-Service Day (Aug 22<sup>nd</sup>) – 40 casual, part-time and full-time employees
  - Started Fall Catalog with 3 new participants
- **Planning:**
  - Securing regular activity locations, creating activity plans
  - JIVE go-live
- **Special Projects:**
  - Camp Cheley overnight camping trip in October.
- **Collaborations:**
  - Growing Gardens for Paint the Sky (Thursday PM) – Elysa Polovin and Growing Gardens
  - Two Angels Foundation (Bike Block Party)
  - First National Bank (Bike Block Party)
  - Sweet Cow Ice Cream (Bike Block Party)
  - Big Dawg's BBQ (Bike Block Party)
- **Outreach:**
  - Calvary Bible Church – kitchen space for Around the World and Home Sweet Home
  - BVSD – contacting for theater space for Centre Stage performance in February
  - Cairn Christian Church – space for Mission Improv-ible (Thursday Nights)
- **Billing & Reporting:**
  - Follow-up on July held claims (SLS/DD)
- **Recruitment:**
  - Posted for part-time and full-time instructor positions
- **Internship Program:**
  - Special Projects (program plan for new fall activity, in-service initiatives)

**Summary of hurdles:**

- Running a smooth transition between summer and fall catalog, while being short staff due to staff's changes in availability for the school year.

**Summary of current Program Initiatives:**

- New programs, Home Sweet Home and Around the World, planning and implementing.
- Continue work towards embedded ABA services in programing.
- Jive Go-Live planning and training.



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

**September 2018 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.*

**August's Summary:**

# of Summer Camp: 8	# of ASP days: 5
# of Service Hours: 2,748	# of children enrolled: 83
# of Volunteers: 1 # of Volunteer hours: 2	# of interns: 5 # of intern hours: 292
Medicaid Revenue: \$41,090.94	Private Pay Revenue: \$5,652.50
Boulder County \$: \$28,500 Broomfield: \$2,400	Donations: 2 Strider Bikes

**Completed:**

- Out & About After School Program started with 9 new participants.
- Lil' Sprouts Registration Paperwork and activity locations.

**Planning:**

- School Closure Day activities
- JIVE go-live

**Special Projects:**

- 6 members of Out & About's team chose the participants to focus on for their RBT certification.
- Implementing Jive into Out & About
- Over 55 parents and children attended the end of the summer Luau.

**Collaborations:**

- Continued collaboration with Elysa Polovin's "Share your Idea," community garden/HT idea.
- Collaboration with the NSCD for Outdoor Recreation Activities during the school year.
- Continuing collaboration with the Colorado Ballet for our Body and Sole & Center Stage for After School.

**Outreach:**

- YMCA for more space during the After School Program and School Closures.

**Billing & reporting:**

- Completed Invoicing for Private Pay Clients for the School Year
- Implementing the fiscal year budget for upcoming programs.

**Recruitment:**

- 19 Summer Staff continued their positions for the school year for FT, PT, Casual and Sub Status's, but still short staffed due to high enrollment for ASP.

**Internship Program:**

- The 5 Interns have completed their hours and the Fall intern has begun her internship.

**Summary of hurdles:**

- Hiring and training new Children's program CTRS while planning and preparing for After School Program.

**Summary of current Program Initiatives:**

- Continue work towards embedded ABA services in programing.
- Planning for 2018-2019 School Closure Days and Lil' Sprouts
- Jive Go Live planning and training.