



Finance Committee Meeting July 25, 2022

The regular monthly meeting of the Southeastern Developmental Services Finance Committee was held on July 25, 2022 at 11:48 a.m., at the Lamar Community Building. **Dennis Pearson**, *Board President*; chaired the meeting and **Jessica Hays**, *Board Secretary*; was present. Other Board Members present were Directors: **Ruth Porter**; **Bart Buxton**; and **Mario Figueroa**.

Absent and Excused: Landi Wagner; Maxine Spell and Mike Renken.

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Janie Grela, *Executive Director*; Kristina Fiene, *Director of Operations*; Nikki McDowell, *Finance Director*; Kimberlie King, *HR Director*; and Jo Anne Freeman, *Finance Assistant via zoom*.

Guests: Juliet Marsala via zoom with Health Management

Handouts: Case Management Redesign (*attached to end of Minutes*)

TOPIC: Paycom

DISCUSSION: Nikki McDowell reported that have been several issues on the Finance side related to PTO hours not pulling correctly. The first payroll was on Thursday July 7th. The HR side of Paycom is running very smoothly thanks to the work of Kimberlie King. While the Finance side has had issues, this is starting to go smoother.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

TOPIC: Yearly Budget/ Financial Statements

DISCUSSION: Nikki McDowell stated that the reclassifications indicated in the audit have been completed to match the trial balance. Data is completed entered thru December and the goal is to have a draft budget for the Board in August.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

TOPIC: Billing

DISCUSSION: Kristina Fiene stated that billing has increased in June from May due to additional Case Management staff to complete client plans. Kristina is working with Melissa Ramirez, former CP Assistant, to review Day Program billing for any back billing and to review PARS to get PAR requests submitted when needed.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.



TOPIC: Case Management Redesign

DISCUSSION: Juliet Marsala went over the Case Management Redesign that still has a deadline of July 1, 2024. The new regional map shows that our catchment area would only be Prowers, Kiowa, and Baca counties. There is a possibility of a 90 Day Freeze from the State withholding revenue through program transition. Juliet's understanding is that this will only be the contract billing not for billing done through Therap. Nikki McDowell stated that state contract billing is roughly \$15,000 per month.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

The regular monthly meeting of the Southeastern Developmental Services Finance Committee will meet on Monday, August 22, 2022 at 11:45 a.m., at the Lamar Community Building.

There being no further business to come before the meeting, it was adjourned at 12:37 p.m.



Jessica Hays, Secretary of the Board



Board of Directors Meeting July 25, 2022

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on July 25, 2022 at 12:47 p.m., at the Lamar Community Building. **Dennis Pearson**, *Board President*; chaired the meeting and **Jessica Hays**, *Board Secretary*; was present. Other Board Members present were Directors: **Ruth Porter**; **Bart Buxton**; and **Mario Figueroa**.

Absent and Excused: Landi Wagner; Mike Renken; and Maxine Spell.

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Janie Grela, *Executive Director*; Kristina Fiene, *Director of Operations*; Nikki McDowell, *Finance Director*; Kimberlie King, *HR Director*; and Jo Anne Freeman, *Finance Assistant via zoom*.

Guests: None

Handouts: Draft SDS Employee Handbook (*not attached to Minutes*)

APPROVAL OF MEETING MINUTES

TOPIC: Approval of Board Meeting Minutes

DISCUSSION: The Board of Directors were presented with the following items:

- Board Meeting Minutes of May 16, 2022

RECOMMENDATION/ACTION: Director Buxton moved to accept the minutes as written. Director Porter seconded the motion which carried unanimously.

FOLLOW UP: Executive Director to file and process accordingly.

TOPIC: Approval of Finance Committee Meeting Minutes

DISCUSSION: The Board of Directors were presented with the following items:

- Finance Meeting Minutes of May 16, 2022

RECOMMENDATION/ACTION: Director Buxton moved to accept the minutes as written. Director Porter seconded the motion which carried unanimously.

FOLLOW UP: Executive Director to file and process accordingly.

DIRECTOR OF OPERATIONS

TOPIC: Upcoming Events

DISCUSSION: Kristina Fiene reported that there are several events coming up. Several pool parties have been reserved including the Annual Picnic on August 5, 2022.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time



TOPIC: Covid-19 Update

DISCUSSION: Kristina Fiene reported that some of the homes had cases or suspicion of contract with COVID. Regulations state on unvaccinated individuals need to test and SDS still offers Medical and Religious exemptions.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

CASE MANAGEMENT REPORT

TOPIC: Client Volume

DISCUSSION: The following client volume was reported:

FSSP: 28

CHCBS: 3

SLS: 31

Comp: 28

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: FSSP

DISCUSSION: Janie Grela reported that plans were developed with families. The Allocations Committee met in June and allocations have been made to the families.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

HR DIRECTOR/RECRUITER

TOPIC: New Hire Academy

DISCUSSION: Kimberlie King reported that during their first two new hire academies that there was a total of five new hires, two of these being re-hires. The next New Hire Academy is scheduled for August. Kimberlie also stated that Paycom has really helped with the on-boarding process.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Work Comp

DISCUSSION: It was reported that the two staff that were on work comp have been terminated due to performance. One of these had been on work comp for two years and the other was on work comp and was re-injured. There are currently two work comp cases open; one staff needed medical care and the other refused medical care.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time



BOARD EMAIL AND PACKET REVIEW

TOPIC: Overtime

DISCUSSION: Janie Grela reported that overtime is the highest it has ever been. This is due to COVID in part, but also necessary terminations of staff. Also, some managers have been working. The Executive Director is looking to reduce these hours and have managers flex time instead of getting OT. Also, PTO requests in the summer are high as well as call offs. PTO is not a guarantee for staff, which we have addressed with staff. We have 3 new DSPs in training who will start in the homes next week.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: CD and Operating Cushion

DISCUSSION: Janie Grela recommended that SDS cashes in one of the 2 CDS at the Frontier Bank valued at \$76,634. This is to serve as an operating cushion. The CD is getting a return rate of .300%. Discussion about the sale of SDS property have happened in the past. Needs: phone system, laptop, maintenance funds, appliances, overtime, vehicle repairs.

RECOMMENDATION/ACTION: The Board unanimously voted **No** on cashing in one of the banks CDS. There will be a hold on a new phone system and all non-essential items at this time.

FOLLOW UP: None at this time

TOPIC: Grant Award

DISCUSSION: Janie Grela reported that the Rawlings Foundation awarded SDS \$10,000 and we have been putting the funds to good use by purchasing supplies and preparing the community garden with the help of Colorado University Extension.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Staff Training and QA

DISCUSSION: Janie Grela reported that they have a new dedicated staff person to train all staff new and existing, and to execute Quality Assurance by visiting homes and reviewing records. The tracking of trainings and the offering of more trainings has been successful. The trainer will also be the SDS Safety Care certified trainer as well as the certified transportation trainer.

RECOMMENDATION/ACTION: None, Information purposes only

FOLLOW UP: None at this time

TOPIC: Fundraising

DISCUSSION: Janie Grela reported that she has sent letters of solicitation out to the chamber of commerce members. The letters highlighted the new online 'Donate' button that has been set up on the SDS website. Other fundraising: Corn Roasts: SDS held 2 corn roasts this year: Lamar Days and at Wiley Hay Days. We sold out at both events for an approximate profit of \$600. An application to the El Pomar Foundation will be submitted in July to support recreational equipment for Day Program.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time



TOPIC: Sensory Room

DISCUSSION: Janie Grela reported that the sensory room located in the Day Program area is being used by individuals. She continues to solicit donations to add to the room and cover costs. A grand opening is planned for August.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Handbook

DISCUSSION: Janie Grela has sent/handed out the Draft SDS Employee Handbook. This needs to be reviewed. The highlighted colors within the manual mean the follow: Orange=Pay close attention to, Blue=New/Updated information, and Yellow=Items for further review by Janie.

RECOMMENDATION/ACTION: Board of Directors to review Draft handbook and give feedback.

FOLLOW UP: None at this time

TOPIC: Recruiting

DISCUSSION: Janie Grela reported annual reviews continue with the HR Director and Executive Director. An increase was given in January with the new rate. Any merit increases will not take place in the year but after the new year. The HR Director has been working on HR processes, UA Drug testing, policy questions for the attorney, and getting forms into PayCom. Hires since last meeting: Training/QA Manager Stacy Kincaid; LPN Felicia Cisneros; Finance Assistant Jo Ann Freeman; DSP 5.

RECOMMENDATION/ACTION: None, Information purposes only

FOLLOW UP: None at this time

TOPIC: Staff Reviews - Communication

DISCUSSION: Janie Grela reported that all-staff meetings continue monthly. There are also continuing regular manager's and a separate Director's meeting each week. She also meets with the directors and staff regularly one-on-one. The HR Director and Executive Director have been conducting annual reviews and mock interviews with CIE clients to prepare for the DVR job training. The Board questioned to ensure that PIPs (Performance Improvement Plans) or CAPs (Corrective Action Plans) were in place and an option for staff reviews. Janie ensured that there is this option except when the subject of Abuse/ Neglect/ or Financial are in question.

RECOMMENDATION/ACTION: None, Information purposes only

FOLLOW UP: None at this time

TOPIC: Day Programming/ CIE

DISCUSSION: Janie Grela reported that the SDS prom is July 28th in the evening. On July 14th clients went to a Rockies game in Denver and there have been swim days at the community pool. All board members are invited to attend the monthly consumer's breakfast (1st Tuesday of each month) and lunch (last Wednesday of each month). SDS looks to start their partnership with DVR as we now have a state vendor designation back. This will result in more individuals coming to SDS.

RECOMMENDATION/ACTION: None, Information purposes only

FOLLOW UP: None at this time



TOPIC: Fleet Management

DISCUSSION: Janie Grela reported that SDS has been able to dispose of vehicles not running – for a small profit and junk vehicles have been removed from all properties. A used vehicle was purchased from Austin's Auto sales in May to add to the SDS fleet. SDS has an auto loan financed by Frontier Bank.

RECOMMENDATION/ACTION: None, Information purposes only

FOLLOW UP: None at this time

OLD BUSINESS

TOPIC: Potential New Board Member

DISCUSSION: Since no formal decision has been made regarding the suggested new board member. Janie will send the contact information to the Board so we can set up a meeting with this individual.

RECOMMENDATION/ACTION: None, Information purposes only

FOLLOW UP: None at this time

NEW BUSINESS

TOPIC: Case Management

DISCUSSION: Janie Grela reported that SDS does have the option to exit case management in 90 days – but contingencies will need to be discussed. Such as giving up the CCB designation and becoming a PASA. SDS continues to utilize contract case management to assist with SIS level re assessments. A large discussion of the organization and how we will exit case management I needed. The state HCPF met again with SDS on transitioning case management to the county.

RECOMMENDATION/ACTION: Advised by the Board of Directors to have a conversation with Prowers County to see what time frame is do-able for this transition and if they will be willing/ able to take all caseloads.

FOLLOW UP: None at this time

COMMENTS/QUESTIONS FROM THE PUBLIC/AUDIENCE

There were no comments or questions from the public at this time.

It was determined that an Executive Session was needed at this time. **Director Buxton moved to enter Executive Session. Director Hays seconded this motion.** The Southeastern Developmental Services Board of Directors entered Executive Session at 2:16 p.m. and re-entered Open Session at 3:11 p.m.

The regular monthly meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, August 22, 2022 at 12:00 p.m. following the Finance Committee Meeting at 11:45 a.m., at the Lamar Community Building.

There being no further business to come before the meeting, it was adjourned at 3:12 p.m.

Jessica Hays, Secretary of the Board

The background of the slide is a blue-tinted photograph of a meeting. Several people are seated around a table, their hands visible as they move and place colorful sticky notes (yellow, green, purple, blue) onto various documents and papers. The documents appear to contain charts, graphs, and text. The overall atmosphere is one of collaborative problem-solving and strategic planning.

COLORADO CASE MANAGEMENT REDESIGN

ESTABLISHING A CLEAR PATH FORWARD DURING UNCERTAIN TIMES

JUNE 23, 2022

CASE MANAGEMENT REDESIGN: TECHNICAL ASSISTANCE/COACHING

HEALTH MANAGEMENT ASSOCIATES

INTRODUCTIONS



Juliet Marsala, Principal

jmarsala@healthmanagement.com

(267) 312 0826

AGENDA

- Colorado Case Management Redesign
 - What, Why, and When?
- Impact to CCBs and SEPs
- SDSCCB Options and Considerations
- Q&A and Discussion to make the material meaningful for your plans



A group of six diverse healthcare professionals are posed in a modern office setting. From left to right: a man with glasses sits on a wooden bench holding a coffee cup; a man sits on a stool; a woman stands holding a clipboard; a woman in a wheelchair sits on a stool; a man stands holding a tablet; and a woman sits on a wooden bench. The background shows large windows and office equipment. The entire image is overlaid with a blue tint.

CASE MANAGEMENT REDESIGN

HEALTH MANAGEMENT ASSOCIATES

CASE MANAGEMENT REDESIGN

- **What is it?** Changing case management agencies to serve all Home and Community-Based waivers so people have one place to go
- **Why is it happening?** In 2014, Centers for Medicare and Medicaid Services (CMS), the federal partner to States on HCBS services, released the HCBS Settings Final Rule which included requirements for providers to make changes to their processes to increase person-centeredness. **This rule also included a requirement for “conflict-free” case management agencies**
- **When does this go into effect?** Colorado must come into compliance with conflict-free case management by July 1, 2024. If they do not, they risk losing federal funding which is 50% of the budget used for Home and Community-Based waivers

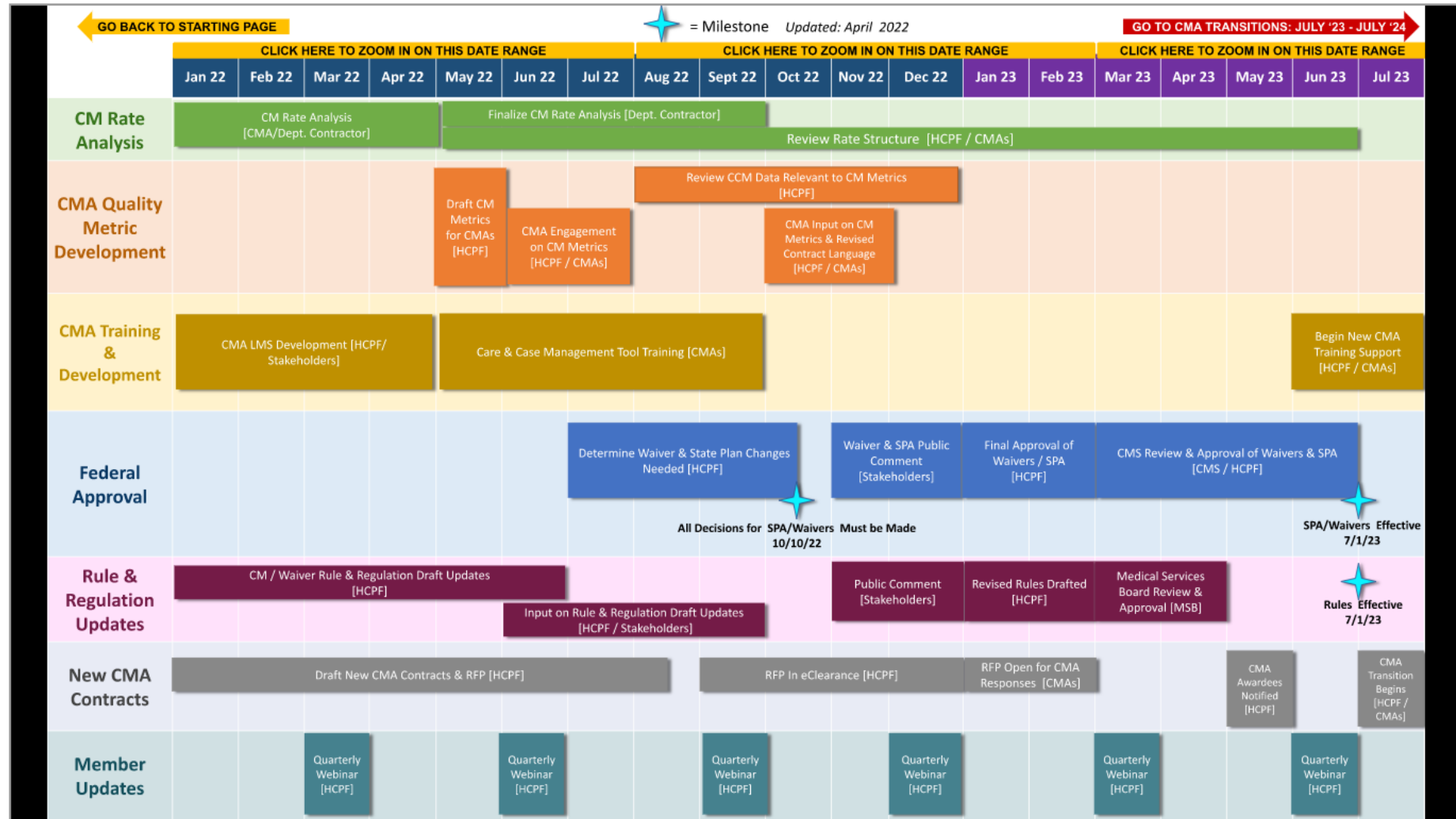
THE NEW LANDSCAPE

Case Management Agency Regional Map



Proposed Catchment Area	Counties in Proposed Area	Estimated Proposed Catchment Area Member Population
1	Cheyenne, Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, Yuma	1,308
2	Baca, Kiowa, Prowers	616
3	Bent, Crowley, Otero	1,000
4	Huerfano, Las Animas	709
5	Arapahoe, Douglas, Elbert	8,710
6	Adams, Denver	12,200
7	Clear Creek, Jefferson	4,529
8	Boulder, Broomfield, Gilpin	3,010
9	Weld	2,326
10	Larimer	2,954
11	El Paso, Park, Teller	7,611
12	Pueblo	3,321
13	Chaffee, Custer, Fremont, Lake	881
14	Alamosa, Conejos, Costilla, Mineral, Rio Grande, Saguache	1,087
15	Eagle, Garfield, Pitkin, Summit	803
16	Grand, Jackson, Moffat, Rio Blanco, Routt	448
17	Mesa	3,096
18	Delta, Gunnison, Hinsdale	553
19	Montrose, Ouray, San Migue	699
20	Archuleta, Dolores, La Plata, Montezuma, San Juan	1,189

CASE MANAGEMENT REDESIGN TIMELINE



Source: <https://hcpf.colorado.gov/case-management-redesign/case-management-redesign-timeline>



LOOKING TO THE FUTURE

HEALTH MANAGEMENT ASSOCIATES

TWO OPTIONS

- 1. Continue Case Management and compete for the RFP, stop direct services**
- 2. Transition out of Case Management and focus on direct services and expansion opportunities**

WHERE DO WE GO FROM HERE?

What do we do well now?

Consider the impact
Consider your mission
Identify paths forward

What do our stakeholders need?

What do the Individuals we serve need?

What do our staff need?

What does our community need?

How do we best position ourselves for the future?

What is the best strategy?

What makes sense financially?

What are operational impacts?

PREPARING FOR TRANSITION AND CHANGE

- 1. Would we be prepared and competitive in the RFP process?**
- 2. If we transition away from Case Management what is the best way to do so?**
 - Initiate Severing the Contract Now
 - Continue Services through the transition
 - Subcontract with SEP to give staff/get staff through the transition

WHAT'S A TAKE-AWAY FROM TODAY?



QUESTIONS?

Juliet Marsala

jmarsala@healthmanagement.com

(267) 312-0826

