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**Imagine! Board of Directors Meeting Agenda**  
**December 2, 2014**  
**7:00PM**  
**Eldridge Room, 1665 Coal Creek Dr.**

The mission of Imagine! is to create and offer innovative supports to people of all ages with cognitive, developmental, physical and health related needs so they may live fulfilling lives of independence and quality in their homes and communities.

1. Mission Statement
2. Introductions (as needed) (I)
3. Approval of minutes of the September, 2014 meeting. (D,A)
4. Recognition of Bella Auger-Larsen as new member of Imagine! Board of Directors.(I.D.A.)
5. Introduction of New Imagine! mission statement and values. (I,D,A.)
6. Foundation Report (I,D)
7. Executive Committee Report (I.D.)
8. Executive Director's Report (I.D.)
9. Adjourn (A)

I = information

D= discussion

A= action

**IMAGINE! BOARD OF DIRECTORS**  
**MEETING MINUTES September 30, 2014**  
**Eldridge Room, Coal Creek**  
**7:00PM**

**Attendance:**

**Board:**

*Present*

Ron Alford, Whitney Blair, Bob Davis, Joe Hansen, Kevin Nelson, Heidi Storz, Chuck Wellman, Scott Doyen, John Frisbie, Ken Curtis

*Absent:* Neil Draxler, Laura Koch, Trent Gustafson

*Staff:* John Nevins, Fred Hobbs, Kevin Harding, Patti Micklin, Mia Sanchez-O'Dell, Sterling Wind, Gary Stebick, Rebecca Novinger

**Guests:** Bella and her mother Lisa

**Minutes**

Bob Davis made a motion to approve the August, 2014 Board of Directors minutes with the 403(b) correction. John Frisbie seconded the motion. The minutes were approved with the 403(b) correction below.

The minutes from the August meeting need to be corrected as follows under the Finance Committee Report:

*The Committee reviewed the 40(3)(b) audit and Trent noted that the catch-up amount was not included in the audit. That amount, possibly \$200,000 will be included to the expense column.*

*Corrected Version:*

*The Committee reviewed the 403(b) audit. The committee also reviewed the June 30<sup>th</sup> year end financials. Trent noted that the amount for the 403(b) correction, possibly over \$200,000, was not included in the financials. That amount will be included in the final version.*

**Gary Stebick**

Gary Stebick will be leaving on 10/03/14 and shared with the board some wonderful stories about the clients he worked with over his tenure and how the direct care staff makes an impact each day.

**Finance Committee Report**

Trent Gustafson reported that the budgeted revenues are \$150k over prior year (July & August) but under budget by \$114k. Expenses were also under budget resulting in a year to date margin of \$305k.

The audit firm made a presentation of the draft audit and no audit adjustments or management comments were noted. Chuck Wellman said next month they can make a motion to approve.

John Nevins stated that we had 3 separate audits for Foothills, Housing Corp II and the Broomfield home. Foothills and Housing Corp II are completed and the Broomfield home is still in progress. No findings or audit adjustments were noted on the audits.

Trent Gustafson made a motion to accept the September financial report and John Frisbie seconded the motion, which passed unanimously.

John Nevins asked that the Mutual of America resolution to approve a plan amendment be reviewed and approved. The new language would clear up the administration piece.

Chuck Wellman made a motion to abbreviate the one week of request time for the amendment. Ken Curtis seconded the motion, which passed unanimously.

Heidi Storz made a motion to accept the 403(b) resolution to authorize the plan amendment. Trent Gustafson seconded the motion, which passed unanimously.

## **Foundation Report**

Patti Micklin reported that she is working on the gift giving program and announced that Robert W. Baird & Co. will be kicking off this event by asking their employees to bring a gift to a party they will be hosting and thank you to John Frisbie for making this happen.

## **Executive Committee**

The Executive Committee reported that they met but did not have anything substantive to report.

## **New Business**

John Nevins informed the Board on the Early Intervention shortfall that Imagine! had addressed with the state. The state has since announced that they have come up with additional funding. We are not sure how much Imagine! will get but we should know soon. Scott Doyen asked how much of a deficit we had last year and John Nevins said about \$250k.

John Nevins reported that the SLS program at Imagine! received 299 resources this year of which 52 people are enrolled and 111 are in process, for a total of 163.

John Nevins reported on the expense of appropriations. Current spending through the first two months could result in under-expenditures of \$62 million under the appropriation. John Nevins said half of this is due to the SLS piece.

John Nevins reported that the state is conducting a comprehensive audit of all Family Support programs of all CCB's in the state, which was directed by the Joint Budget Committee. The results are due in a couple of months.

Heidi Storz asked how the state will appropriate more money to the Early Intervention program. John Nevins stated that the state found new money in the Part C funding that was carried over from prior years.

## **Adjourn**

Joe Hansen made a motion to adjourn. Heidi Storz seconded the motion and the meeting was adjourned at 8:05 PM.

TO: Imagine! Board of Directors  
FROM: Mark Emery  
RE: Executive Director Report  
DATE: 11/24/14

**Dept of Health Care Policy and Financing, Division for Intellectual & Developmental Disabilities**  
**Dept of Human Services**  
**Legislature**  
**City and County of Broomfield**

We are continuing to communicate our concern about a significant short fall in funding for Early Intervention services this year, and Alliance has joined in. The State has a Federal mandate to not allow for waiting lists in Early Intervention. I believe we are gaining some traction on this issue as the Department of Human Services has created a supplemental task force, which includes John Nevins, and it will convene this week. We will provide an update at the Board meeting.

Also from HCPF, projections of waiver under expenditure for FY 15 are about \$36 million. Most of this is attributable to the on-boarding of the 2040 SLS resources and the enrollment of a significant number of unused Comprehensive resources from last year. We now expect the Governor's budget proposal to reduce the appropriation for this current year by about \$20 million, with the idea of restoring it for next FY 16.

We are following the response to a federal government rule that supposedly took effect last spring to address the issue of conflict of interest. This morphs in to conflict free case management of waiver funded services. The conversation further develops into this: Case management for an individual enrolled in waiver funded services cannot be conducted by a person who is employed by an organization that also provides waiver funded services for the same person. This is a description of Imagine! and many other organizations in Colorado. Exceptions to the federally issued rule can exist. This subject matter is 30 years old, however the federal government has placed a new spotlight on the issue with this new rule; unfounded as it may or may not be. The state has not responded, nor has Colorado revealed any thinking on how it may respond. The response may have a profound effect on our entire service system and for Imagine! as a corporation. I will expand on this at the Board meeting, and I expect this to be a discussion item for the foreseeable future.

We are planning to meet with Representative KC Becker on December 1<sup>st</sup>. This will be our first chance to meet with her and share our story.

We are in communication with The City and County of Broomfield about this year's contract for services. The on-boarding of new SLS resources will diminish the current need to use Broomfield funds for the SLS waitlist. We have permission to move unused funds to other approved areas of service. Even with this adjustment we expect a \$39,000 surplus by the year's end.

## **Imagine!**

Plans are moving forward on modifications we would like to make to the 1400 Dixon building over the next year. I hope to have some cost projections by our Board meeting. Our effort to enroll new people into SLS services is progressing very well. We have committed about 199 of the 299 resources. Rebecca's report should have more detail.

We are moving forward with a number of information technology roll outs in the coming months; for some of which the schedule is dictated by other parties, like the replacement of Netsuite. The combination of these roll outs will increase the demand on our entire staff; however I am confident we will complete the changes on schedule. You will see more detail in Kevin's report.

We expect a claim against Imagine! in the near future from an individual who attended a conference held in our 1665 Coal Creek facility in April of 2013. A catering company had been hired by the organization hosting the conference. There was an injury resulting from a fall, and we expect a claim against Imagine! as the alleged responsible party.

Finally, as part of our Strategic Plan, the staff has been working to propose a new mission and values statements for Imagine!. This will be on the agenda for action; however I will note that the Board may choose its own path with the statements. The proposed statements are brief and present a powerful message about Imagine!.

### Proposed Mission

Driving innovation for self reliance and personal well-being.

### Proposed Values

Our workforce is our number one asset.

Families are essential to our success.

We embrace a culture of support and creativity.

We inspire a positive and inclusive community.

We honor our tradition of integrity and leadership.

We believe in the potential of all.

### Current Mission:

The mission of Imagine! is to create and offer innovative supports to people of all ages with cognitive, developmental, physical and health related needs so they may live fulfilling lives of independence and quality in their homes and communities.

### Current Values:

**Lifestyles:** The lives of persons with developmental disabilities reflect the contributions, diversity of lifestyles and choices that are available to all citizens in Boulder and Broomfield counties. Priority is placed on achieving individual dignity, privacy and quality of life.

**Family Partnerships and Supports:** Supports for learning, leisure planning and work are shaped both by individual choice and by family choices and needs. Successful outcomes are achieved through a partnership of consumers, family, friends and Imagine! staff.

**Quality Services:** All services provided by Imagine! reflect community values and lifestyles, support community integration and adopt a non-punitive posture towards the development of prosocial behaviors. Quality services demand our commitment to continuous improvement through research, evaluation, feedback and practice.

**Community Resources:** Assisting persons with developmental disabilities is essentially a community building endeavor. Through creativity, innovation, professional and personal teamwork, and individual effort, a variety of human and business resources in the community collaborate to achieve the mission of Imagine!.

## **Case Management Board Report November 2014**

### **SLS Enrollments**

We were notified on 11/14/14 by DIDD that we can continue to enroll towards the 299 allotted SLS resources after 6/30/15 until all resources are filled. DIDD also reports that CDASS should be available in the SLS wavier as of 7/1/15. This may influence the decision of the 40 individuals who chose to remain on the EBD waiver due to the availability of CDASS as a service option. Imagine! hosted a provider fair on 11/17/14, which was a success. 21 clients attended, some of whom are 17 now, but turning 18 in the next few months. We had positive feedback from the families that attended. They liked the video introducing them to SLS, speaking with the providers including Medicaid, and having their questions answered one-on-one by Jenna Corder and me. To date, we have enrolled 106 individuals into the SLS wavier and are in process with 93 other individuals.

Submitted by,

Shaylyn Wilson

Program Manager of Case Management

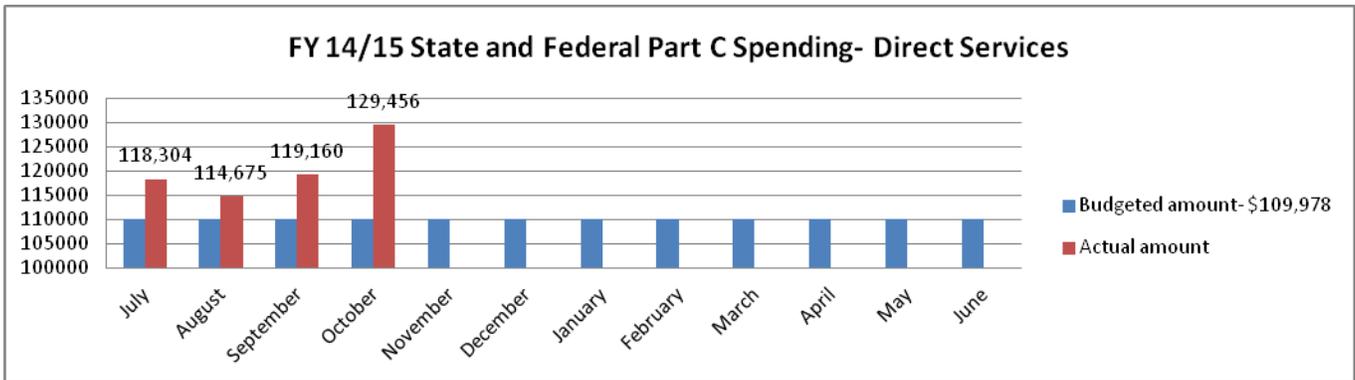
## Early Intervention Board Report November 2014

### Staffing

- I am happy to announce that Sierra Lund has assumed the position of Supervising Service Coordinator. Sierra has been with the department as a Service Coordinator for 6 months, and has shown great passion and aptitude for the work. I am confident that she will continue to excel in her new role. We are lucky to have her!
- We are actively interviewing for the open Service Coordinator position previously held by Sierra, and hope to have an offer made by the end of November.

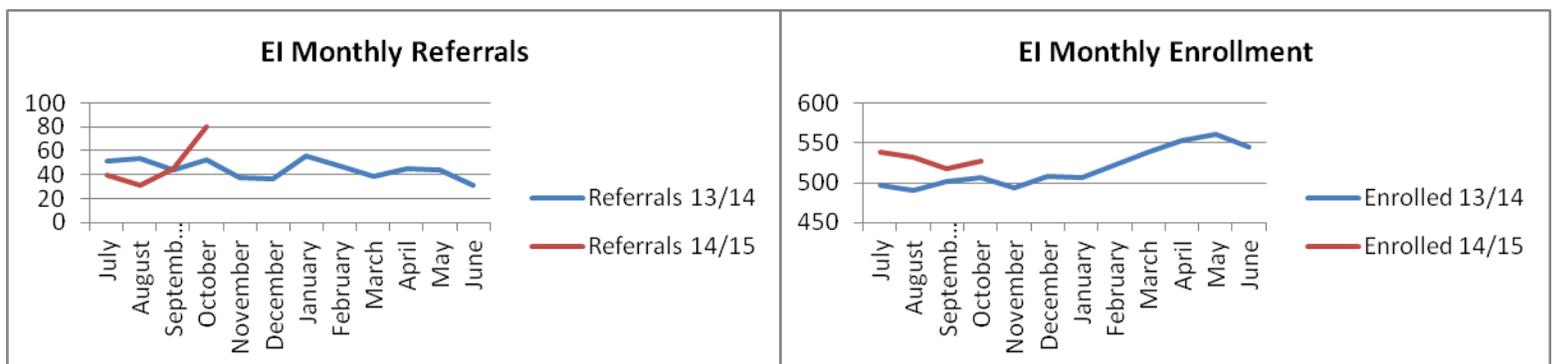
### Budget

- The State sent out revised EI allocations in October. Service Coordination decreased \$48,959 from the original allocations. It did, however, increase \$23,144 from FY14. Direct Service increased \$20,221 from the original and \$78,167 from FY14. Management increased \$23,059 from the original but decreased by \$44,813 from FY14. Overall appropriation increased by \$9,881 from the original allocation and \$35,334 from FY14.
- In keeping with trends from prior years, October billing for direct services was ~\$10,000 greater than September. Though billing is expected to be lower in November and December due to the holidays, the shortfall is expected to continue.
- With the current budget, we also project a shortfall of \$22,165 for Management, and \$247,459 for Service Coordination.



### Referral and Enrollment

- Enrollment has begun to increase after a slight downward trend for a few months; it is still significantly higher than last year. High referral numbers in October could result in enrollment continuing to increase in coming months.
- There were 80 referrals in October, significantly higher than previous months. Though 19 of these were CAPTA referrals who opted not to follow through with evaluation, the remaining referral count of 61 still puts referral numbers at the highest they have been for either this or the previous fiscal year.



*Submitted by: Sarah Baglee, Early Intervention Program Manager  
November 21, 2014*

## **Family Support Services Program- November 2014**

### **Grants**

The August 2014 Second Chance Grant run has wrapped up and grant checks have been mailed to 6 out of the 7 families eligible for Second Chance grants this fiscal year, totaling \$7109. Three families have submitted 100% verification of their initial \$500 Second Chance grant check amount and were offered the remaining \$1500 to reach a full grant amount of \$2000 this fiscal year.

This fiscal year families with high behavioral needs were offered the option to request an additional \$1000 for behavioral services. There are 14 families that have requested the additional \$1000 behavioral therapy funding, totaling \$14,000.

### **BCI Program**

The Boulder County Initiative program has been significantly impacted due to the Joint Budget Committee approving funds July 1<sup>st</sup> 2014 to reduce the SLS-Waiver waitlist. The BCI eligibility and enrollment criteria have been modified in response to adults being removed from the waitlist and offered an SLS resource. BCI will offer transitional support and services to individuals that have accepted an SLS resource who are experiencing delays in the SLS enrollment process preventing SLS services from starting. Most delays are due to issues obtaining Medicaid-LTC. To mitigate further SLS enrollment delays, BCI participants will be required to actively work toward SLS approval with their SLS case manager and provide proof of Medicaid application. BCI will be limited to 90-days of BCI funding during the SLS enrollment process and will terminate once SLS-Waiver services begin.

There are currently 57 BCI participants. During this fiscal year 62 BCI participants have accepted an SLS-Waiver resource ending participation in the BCI program. We anticipate the total number of BCI Participants decreasing as SLS enrollment is completed and individuals are given an SLS services start date. There are currently 3 individuals on the BCI prospects list. The BCI Program will continue to support current BCI participants, individuals who remain on the SLS-Waiver waitlist due to extraordinary SLS ineligibility circumstances, and individuals experiencing significant delays with the SLS enrollment process. We will study the future of the BCI Program and funding in consideration of SLS wait list movement beginning January 2015.

### **ASD Program**

To date the ASD program has been entirely funded by Boulder mill-levy dollars and offered exclusively to Boulder County residents. This fiscal year, an ASD Program proposal has been submitted to Broomfield County to gauge their interest and funding willingness to offer the ASD Program to Broomfield County residents. The initial proposal included a conservative initial request to enroll 2 consumers residing in Broomfield County whom are eligible for the ASD program this 2014-15 fiscal year. We are anticipating a decision from Broomfield County by May 2015.

### **Family Support Council**

The current make-up of Family Support Council members receiving family support services is marginal; due in part to their children being offered SLS or another waiver resource and transitioning out of the Family Support Services Program. Majority of the council is comprised of community members and individuals previously receiving Family Support Services. Only 3 out of 13 council members are currently in the Family Support Services Program. The need to recruit new council members to reach council majority representation receiving Family Support Services was discussed at the November 19<sup>th</sup> Quarterly Council Meeting.

Submitted by:

Amanda Sutton

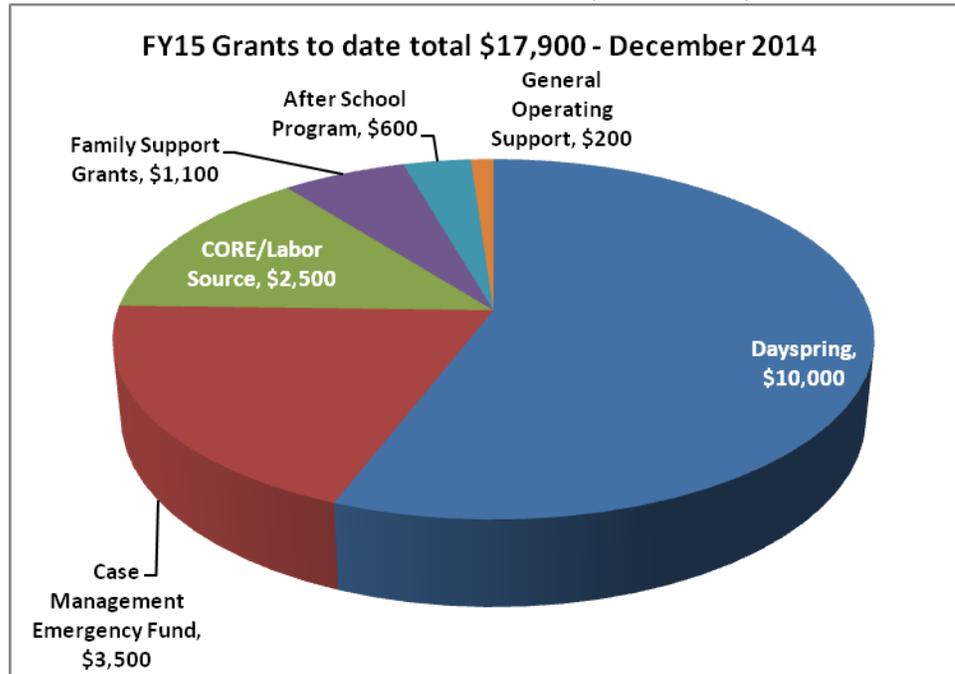
November 24, 2014



**Purpose Statement:** The Imagine! Foundation raises funds beyond its expenses on a yearly basis and increases awareness of Imagine!’s consumers, 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.

**FY15 Funds Raised To Date**

*We have raised \$125,137 (25%) of our goal of \$500,000.* This includes grants (charted below), as well as recurring, one-time and memorial contributions from individuals, foundations, churches and businesses.



**Generous Pledge News**  
 Gale Boonstra, mother of Aaron Tuneberg, who was murdered last spring, has decided to contribute \$100,000 over three years to Imagine!. We will name the middle conference room in Aaron’s memory and develop a technology security-related program to provide supports for adults we are serving who are living on their own.  
*This pledge is not included in the \$125,137 raised to date.*

Program Concerns

Adding New Board Members. The Foundation Board is recruiting new members to replace the two openings that happened in July/August. The Foundation Board added Sandy Brown, farmer/owner of Whimsy Farm.

Program Achievements or Initiatives

The Imagine! Celebration (January 23, 2015) is getting close. Also, note that December 9 is Colorado Gives Day – a great day to support Imagine! by donating here: <https://www.coloradogives.org/Imagine/overview>

Status: FY15 Imagine! Celebration: Sponsors, Tables - 11/21/14								FY14 Comparison	
Level	# Goal	\$ Goal	# to date	\$ to date	# to raise	\$ to raise	#- FY14	\$-FY14	
Platinum \$10,000	0	0	0	\$0	0	\$0	1	\$10,000	
Gold \$5,000	10	\$50,000	7	\$35,000	3	\$15,000	11	\$55,000	
Silver \$2,500	12	\$30,000	4	\$10,000	8	\$20,000	8	\$20,000	
Table \$1,250	36	\$45,000	21	\$26,250	15	\$18,750	34	\$42,500	
		<b>\$125,000</b>		<b>\$71,250</b>		<b>\$53,750</b>		<b>\$127,500</b>	

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

**To:** Imagine! Board of Directors  
**From:** Mia Sanchez-O'Dell, SPHR  
**RE:** HR Report  
**Date:** 11/24/14

**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 11/21/14:</b>  Full-time: 291  Part-time (benefits): 27  Casual (scheduled 1-19 hours/wk): 27  Family Recruited Employee's: 208  Substitute: 51  Temporary: 4  Consumers: 101</p> <p>Total: 608 (does not include consumers)</p> <p><b>Volunteer Program:</b>  <u>October 2014</u>  # of volunteers: 156  October Volunteer Hours: 677.75  Volunteer FY Hours to Date: 2,250.75</p>	<p><u>Census Variance from Previous Year %</u>  <b>As of 11/25/13:</b>  Full-time: 272 (7% increase)  Part-time (benefits): 15 (80% increase)  Casual (scheduled 1-19 hours/wk): 17 (58.85% increase)  Family Recruited Employee's: 168 (23.8% increase)  Substitute: 49 (4% increase)  Temporary: 3 (33% increase)  Consumers: 122 (21% decrease)</p> <p>Total: 524 (does not include consumers) (16% increase)</p> <p><b>Volunteer Program:</b>  <u>October 2013</u>  # of Volunteers: 147 (6% increase)  October Volunteer Hours: 2,512.75 (370% decrease)  Volunteer FY Hours to Date: 5,782.75 (257% decrease)</p>
<p><u>Overall Budget</u>  \$681,785</p>	<p><u>Current Budget Variance for October 2014 with %</u>  \$38,888 68.43% of budget</p>
<p><u>Current Staffing</u>  HR 6 FTE  Volunteer Program .6 FTE</p>	

**Summary of recent satisfaction or surveys (linked to KPI's): none**

**October 2014 Achievements and Hurdles**

- Ceridian Dayforce, HRIS implementation
- Crowdfunding – Thanksgiving meals

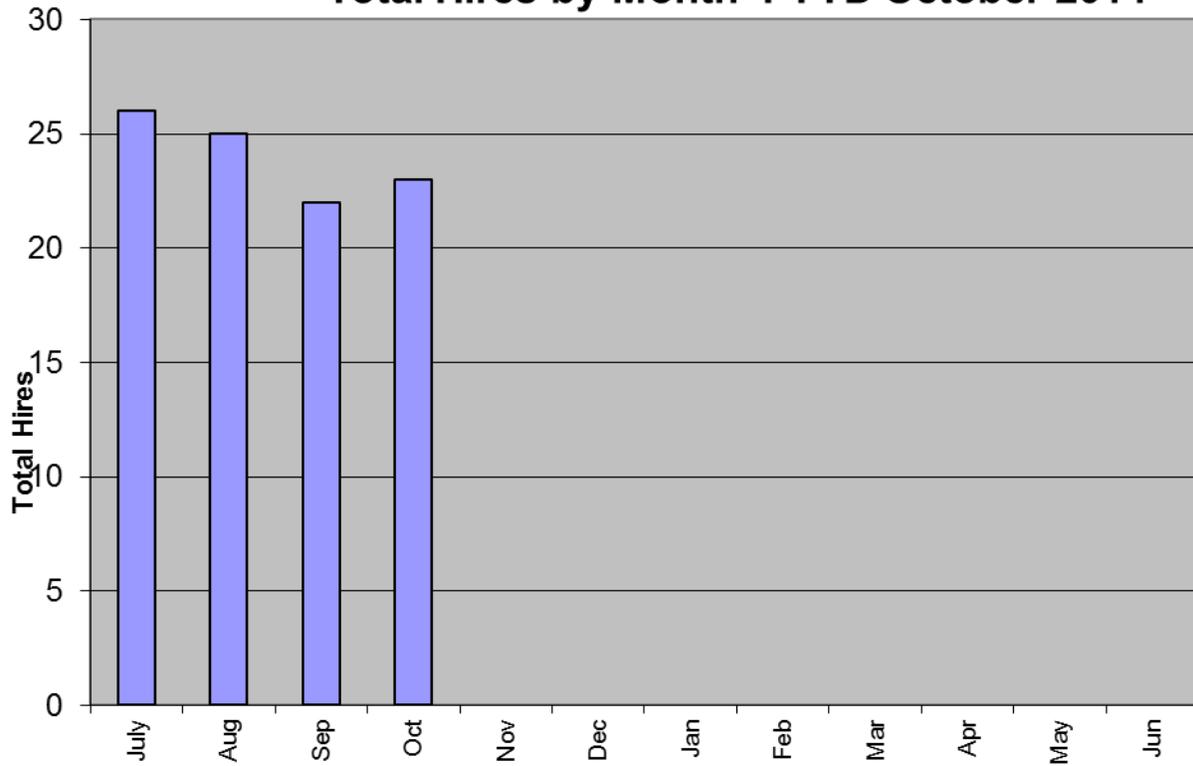
**November 2014 Primary Program Objectives**

- Ceridian Dayforce, HRIS Implementation – Go live date 12/22/14
- Thanksgiving meals for families
- Gift Giving Program kicks off
- Employee on-boarding videos – New Hires and Benefits

**1. FYTD October 2014 Hiring Data:**

FY New Hires: 96 (includes 41 Family Recruited Employees)

**Total Hires by Month- FYTD October 2014**



**New Hires by Dept FYTD OCT 2014**

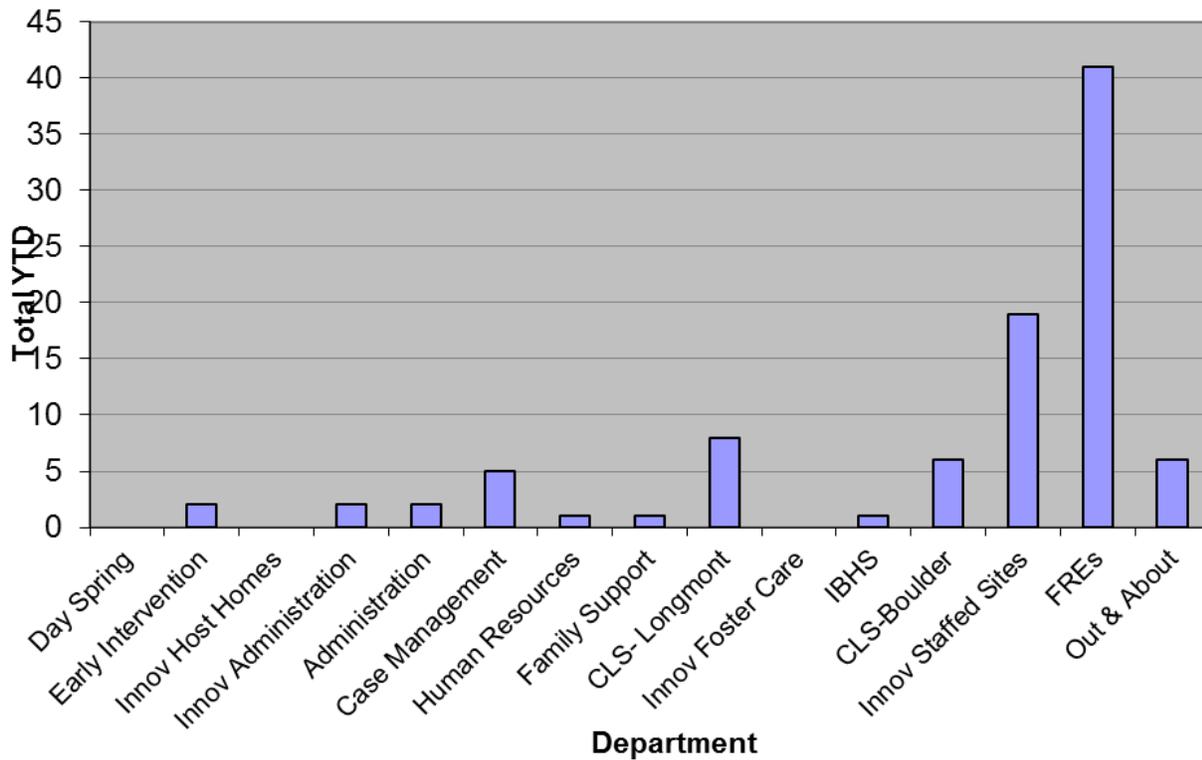


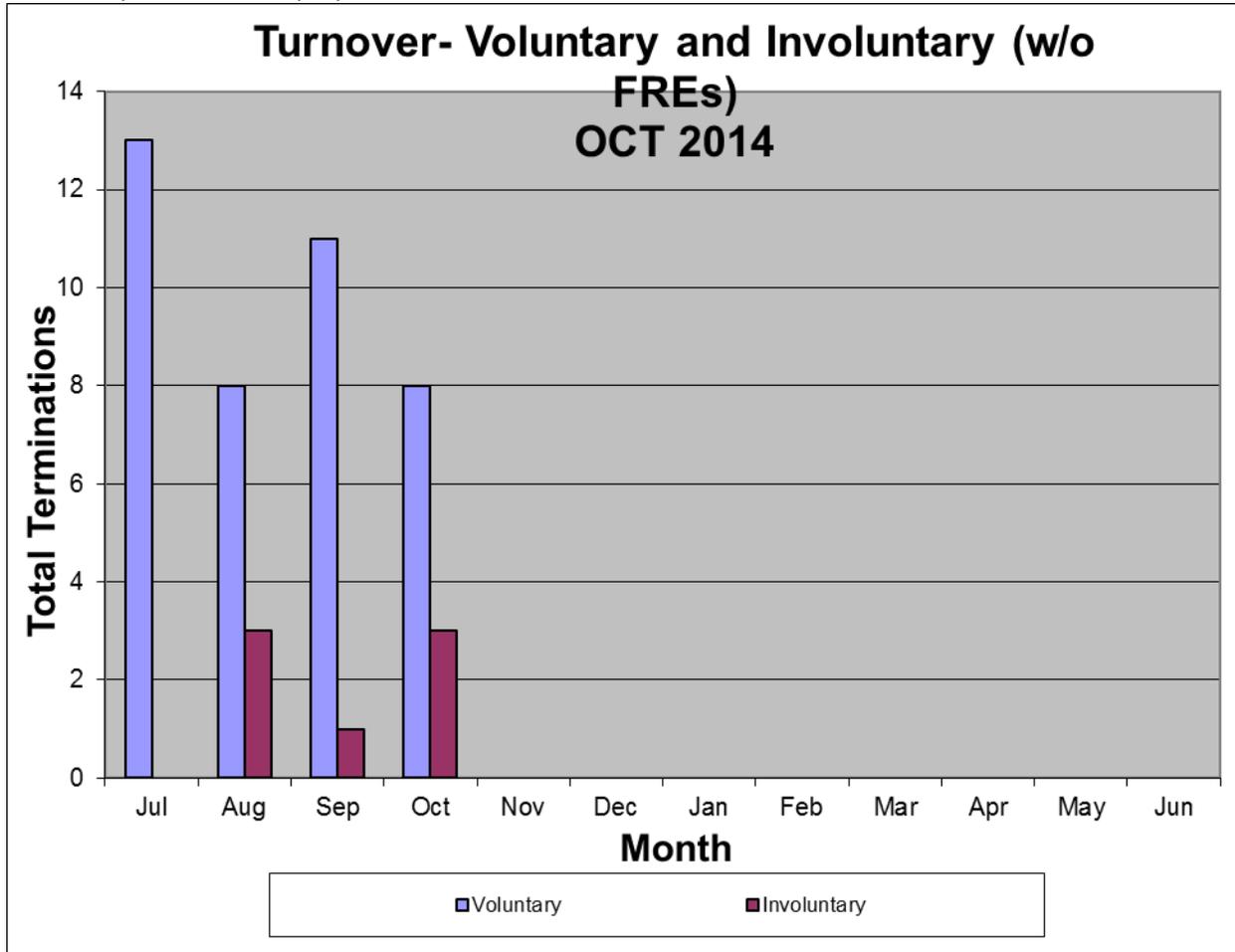
Chart includes internal movement

**2. FYTD October 2014 Attrition Data:**

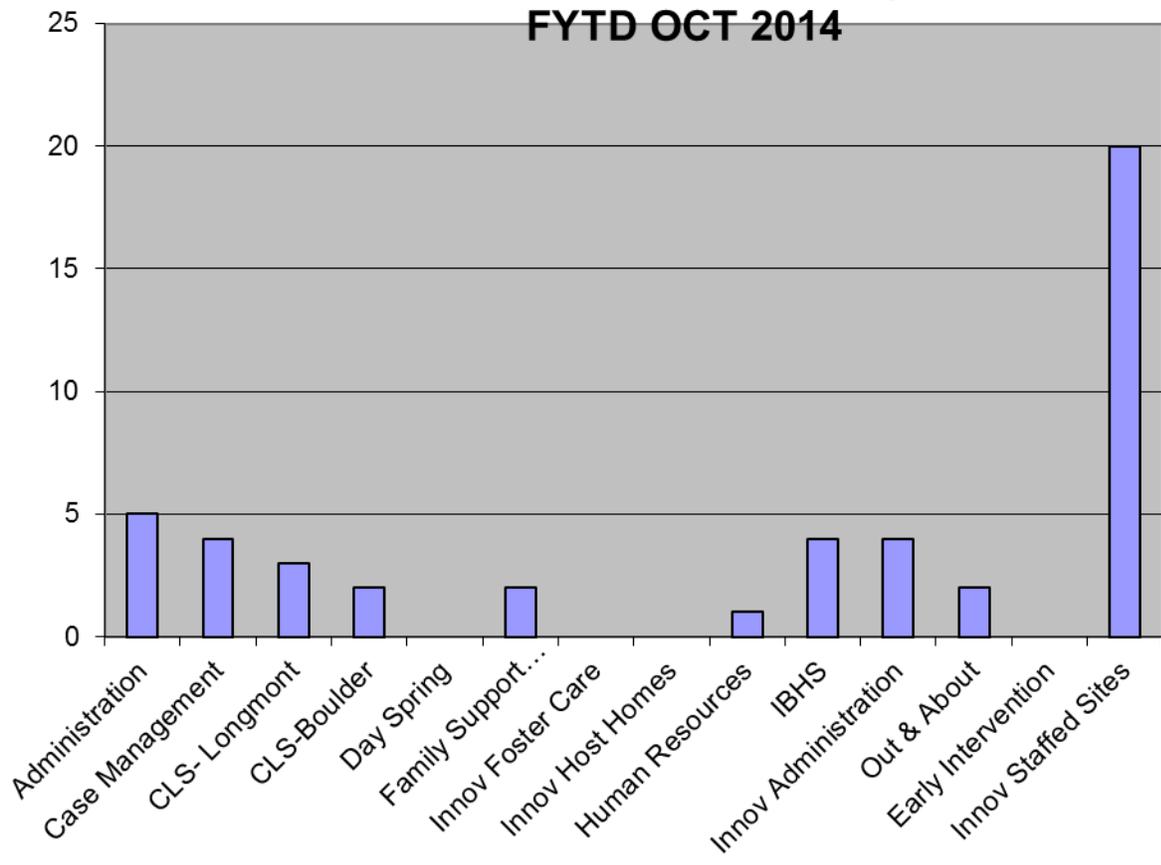
FY Annualized Family Recruited Employee (FRE) Attrition: 33.17%  
FY Annualized Employee Attrition w/o Family Recruited Employees: 28.14%  
FY Annualized Imagine! Attrition 29.62%

**3. FYTD October 2014 Termination Data:**

FY Terms (w/o FRE's): 47  
Involuntary Terms: 40  
Voluntary Terms: 7  
Family Recruited Employee Terms: 23



### Year to Date Terminations by Dept- FYTD OCT 2014



## Information Technology

### Board of Directors Report

November-December 2014

#### Current Activities

- We have started the process of finding a consultant to help us source a system or systems to replace NetSuite. RFPs were sent out last week. Here is our current schedule:

Occurrence	Date
Issuance of Request for Proposals	11/21/2014
Q&A Period for Consultants	12/1/14 to 12/8/14
Q&A Replies Posted	12/12/14
Deadline for Submission of Proposals	12/31/2014
Notification of Consultant Selection	1/31/2015
Beginning of Consultant Engagement	2/1/2015
Solution/s Selection Deadline	6/1/2015

- As I briefed the Board a few months ago, we still have the need to remove or encrypt our protected health information that is currently stored in NetSuite. This is in order to comply with the fact NetSuite will not renew our business associate agreement. We currently do not have an encryption solution so we are preparing to change our internal processes to cope with the change in NetSuite. We have identified the functions and processes used by our staff and the IT team will be working with departments to develop workarounds. Our deadline for completion is February 19<sup>th</sup>, 2015.
- After having a vacancy in our Webmaster position for the last few months, we've finally filled it. We accomplished this in a unique way by cooperating with the CCB in Jefferson County, Developmental Disabilities Resource Center. DDRC also had a Webmaster vacancy for some time and was unable to attract qualified applicants, mostly due to salary. By sharing a Webmaster equally between the companies, we are able to afford someone with the necessary experience. If you're ever in the Coal Creek building, stop by and welcome Jared Brannen as our new Webmaster.

#### Employees supported

- 397 supported users, less FRE's

#### KPI's for previous quarter

- Opened Service Requests: 539
- Closed Service Requests: 533
- Time to Respond: 6.1 hours average
- Time to Repair: 16.4 hours average

**Report to the Imagine! Board of Directors  
Public Relations  
November/December 2014**

**Recent/Upcoming Presentations/Outreach Efforts**

- Xilinx Outreach Fair
- Santa Fe Group Home Open House
- Spiritual Living Center Boulder
- Lutheran Church of Hope

**Recent Newsletters**

- Imagine!ws – Imagine!’s Employee Newsletter:  
<http://www.imaginecolorado.org/ImagiNews/ImagiNews.htm>
- Imagine!’s Dayspring Bulletin: <http://p0.vresp.com/s1f4cm>
- Imagine!’s SmartHome Newsletter: <http://p0.vresp.com/lGfU04>
- Imagine!’s Innovations for Children Bulletin: <http://p0.vresp.com/fj8CjE>
- Imagine!’s Family Support Bulletin: <http://p0.vresp.com/L3ur21>

**Recent Media Successes**

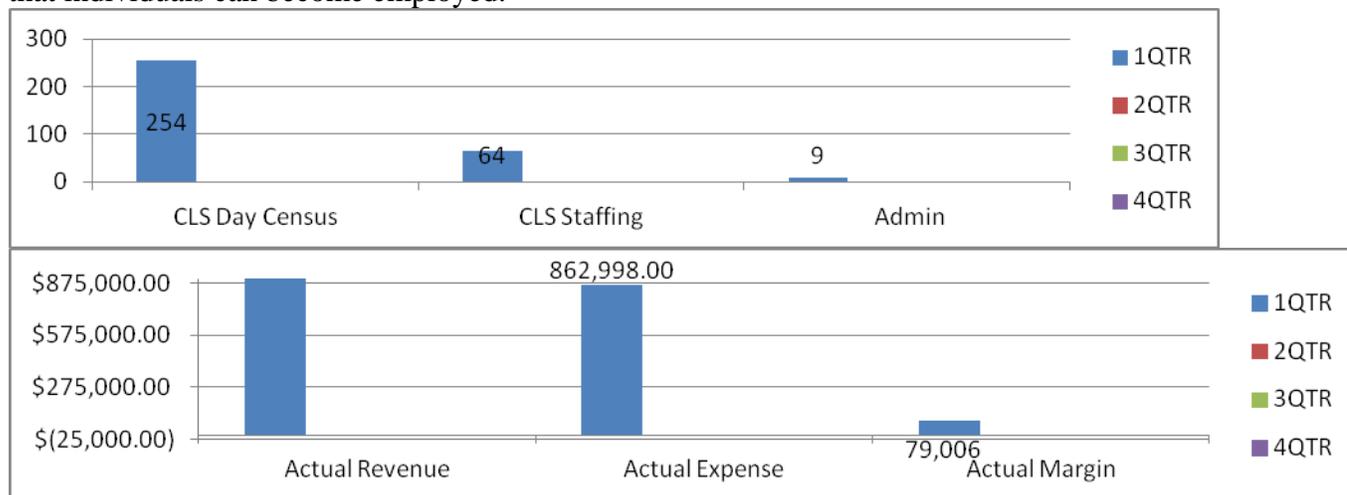
- Imagine!’s own [Stephanie Tilley](#) was recently the subject of an article in [Apostrophe Magazine](#). Apostrophe is a national publication promoting inclusion of people with intellectual and developmental disabilities. Apostrophe’s stories and photos show people achieving independence, contributing to their communities, and enjoying life. In the article, Stephanie explains why using technology is so important to those with developmental and intellectual disabilities, and gives examples of how she incorporates technology in the classes she teaches at Imagine!’s CORE/Labor Source department. Check out the story here: <http://apostrophemagazine.com/technology-can-lead-engaged-living/>

**Videos**

- On Thursday, November 6, 2014, Imagine! hosted an Open House at its brand new Santa Fe Group Home. Imagine!’s Santa Fe Group Home serves as a home base to meet the multiple needs of six individuals with developmental disabilities who are seniors or experiencing the early onset of aging-related conditions that often accompany these disabilities. This specialized care allows the individuals to live in a neighborhood setting while avoiding the more costly nursing home alternative. In this video, Imagine!’s Director of Innovations, Jodi Walters, and Imagine!’s CEO, Mark Emery, talk a little about the how and why of the home, and thank the many people who helped make it possible:  
<http://youtu.be/VMqz2fUynh4>
- Imagine!’s Thanksgiving crowdfunding campaign video (the campaign met its goal in less than three days!): [http://youtu.be/FBMna\\_xVoYs](http://youtu.be/FBMna_xVoYs)

*Stay social with Imagine!:* <http://imaginecolorado.org/imagine-social>

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



**Summary of Recent Satisfaction or Surveys Results**

CLS received our sub-minimum wage certificate that allows us to employ clients based on their productivity. The certificate is up for renewal in April 2016. DOL noted what they felt were issues regarding our process. We met with DOL and it was determined that our processes comply with regulation. We agreed that one procedure for determining client wages could be modified to use prevailing wages data that only consider jobs where an experienced employee received a raise.

**Summary Previous Month’s Achievements and Hurdles**

**Achievements:** CLS assisted five individuals to become independently employed in the last three months. We have jobs in development at GE Lighting and Rudi’s Bakery.

**Hurdles:** A start date for November 1<sup>st</sup> for increased DVR rates has been delayed as the proposal is stuck in channels, but is expected to have final approval soon. DVR expects to release 500 people a month from their waitlist until everyone is off of it. Also, DIDD has recently removed the unit caps for job development, which pay \$49 an hour. This may also positively impact job development activity.

**Summary of Current Program Initiatives**

CLS seeks to have forty independently employed clients by the end of 2014. We have thirty-eight people in jobs or actively seeking employment. We are working with DVR to start job development to enroll several consumers coming off the DVR wait list.

CLS is converting to a 36-hour work week (four 9 hour days). This will eliminate OT and assist in providing opportunities for staff to collaborate at the end of their busy days as well as participate in training to improve their skills.

CLS is adding to our curriculum to meet the needs of new SLS enrollment coming into adult services, ages 19 to 29. Generally, individuals that are coming from transition programs or who have not received services since transition programs as a result of being on the waitlist. These services will focus on independent living and developing employable skills with the goal of increasing their ability to be in community without paid supports.

CLS is researching service possibilities of supporting clients with attending college programs.

**November 2014 Board Report: Submitted by Julie Hartman**  
(Based on October's Financials)

**Dayspring's Purpose Statement**

We recognize that parents and families are a child's first teacher. Dayspring strives to strengthen the capacity of families and community members to meet the developmental and emotional needs of children. Families will be involved in decision making at every step from evaluation through implementation.

**Overall Margin YTD (\$14,885)**

**Items that will result in a positive impact on our budget moving forward are:**

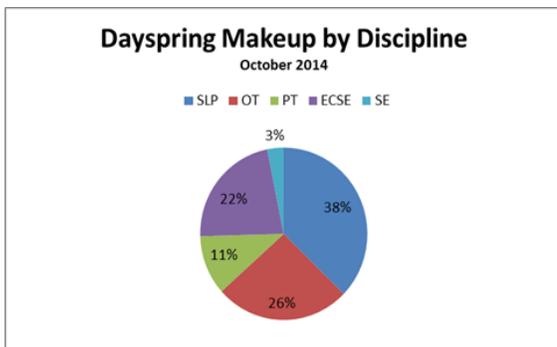
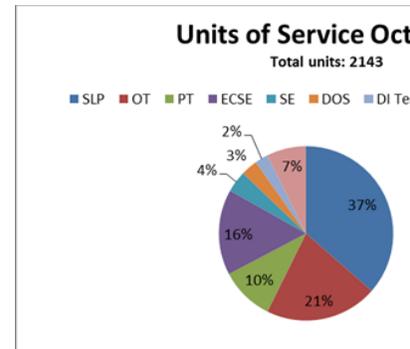
- Billing for Interdepartmental Revenue for trainings provided to the FRE program
- Billing for Training provided by Caitlin Looney for ACL.
- We have not replaced the full-time Program Coordinator. We are taking a look at all of our systems and data collection & making progress with streamlining our practices. We are striving to drop this position by .5FTE.

**Items resulting in a negative impact on the revenue are: Interdepartmental Revenue for EI: (\$22,917)**

- Recent changes in the way Early Intervention is funding and approving units of therapeutic service per child.

**Current Census & revenue compared to last fiscal year:**

	Oct 2013	October 2014
<b>Enrollment</b>	137	144
<b>Units of Service</b>	2562	2143
<b>Revenue</b>	\$78,782	\$68,288



The chart titled 'Dayspring Makeup by Discipline' refers to FTE by discipline. These two charts show the relationship between FTE & units of service provided by each discipline for the month of October.

**Accomplishments/Feedback from our Transitioning families,**

“Our therapist was not just expanding our son’s vocabulary, she was helping our entire family communicate better with our son & each other”.

“Our therapist has been a positive, significant part of our daughter’s life and progress. I could not be more grateful for our therapist’s relationship with our daughter and for the opportunities that Dayspring continuously provides to help connect families and kids, creating a real sense of community”.

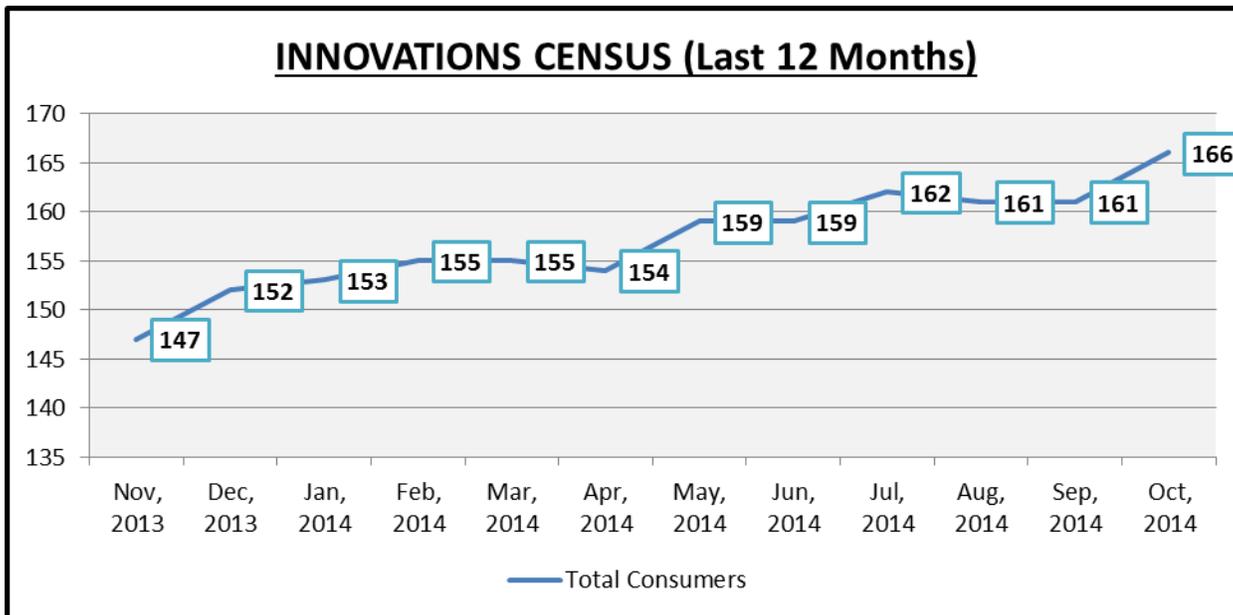
“We loved the CCA. It was really nice to be able to go to an activity w/ other families who were in therapy. It felt non-judgmental, where sometimes other places make you feel that you are not welcome. Really appreciated that, and meeting other families.

**Purpose Statement:**

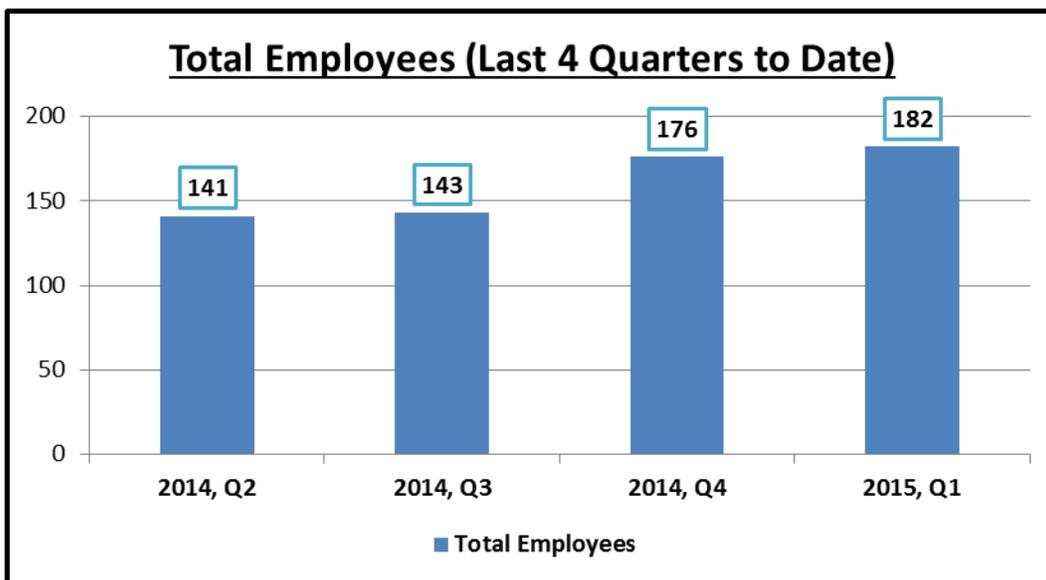
Innovations provides quality services that promote a culture of choice and integration through creative solutions.

Census graph for FY

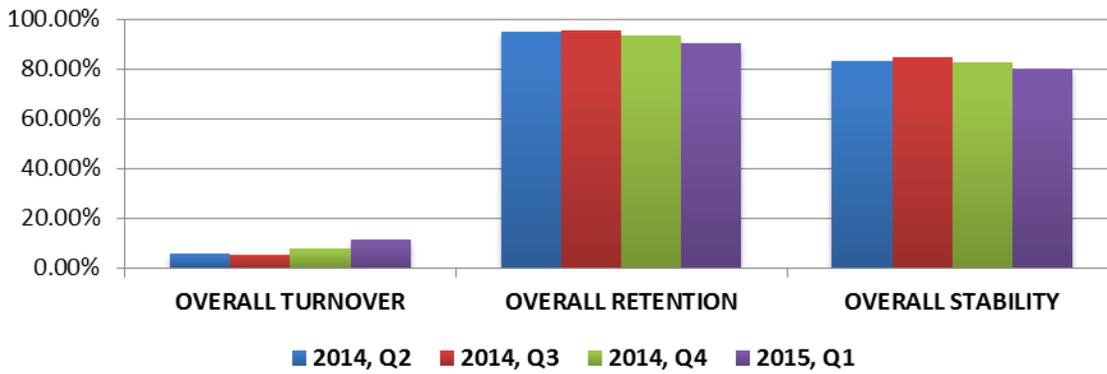
QUARTER	AVERAGE
Q2, 2014	180
Q3, 2014	179
Q4, 2014	183
Q1, 2015	190



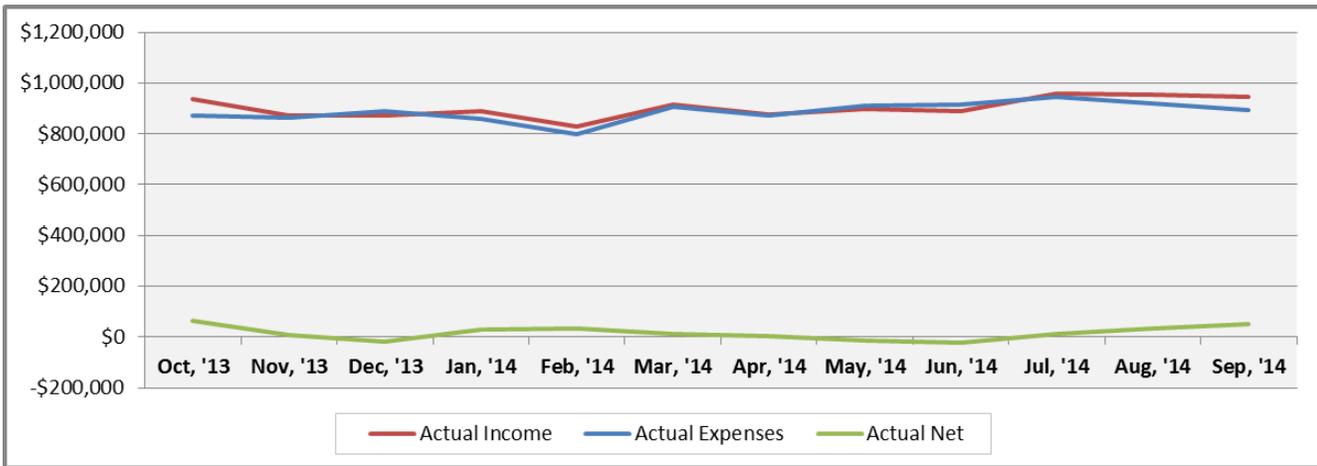
Staffing graph for FY



### INNOVATIONS STAFFING KPIs (Last 4 Quarters to Date)



Budget Graph of revenue over expenses for FY



### Summary of Recent Satisfaction or Surveys Results

There was a Social Security audit scheduled for 11/20/14. Overall, they were very complimentary of records and cooperation of the clients and participants. They only mentioned a few issues:

- Titling of the bank accounts – they still had issues with the titling of the bank accounts. Hopefully, we'll get it right when switch over banks.
- Trust accounts – need to be approved by social security for anyone with SSI.
- One consumer with assets greater than \$2000

### **Summary Previous Month's Achievements and Hurdles**

- Achievements
  - We have begun our transfer of Personal Needs accounts to Chase bank, and overall it has been successful.
  - Our census numbers are improving, with a 5-individual increase in the current quarter.
  - Innovations had a very successful 1<sup>st</sup> Quarter financially, finishing in the black by \$96K, \$9K over budget in Net Income.
  - Foster Care has received some new placements including a newly licensed family!
  - The Foster Care Team attended a Vicarious Trauma workshop as a group
  - All Innovations front line supervisors completed a two day training on the principals of learning and teaching.
  - Innovations is preparing for holiday celebrations for foster parents and Host Home Contractors. There will as well be a holiday party for those in our HH services that is put on by a Provider that Innovations supports.
  - One consumer successfully transitioned from a host home into an independent apartment. We are preparing for one foster home with two consumers to transition into a host home by 1/01/15 An individual living in her own apartment has decided to receive services through Innovations. She began with us on November 16<sup>th</sup>. In mid-December a young man will transition out of CES services and into our services in the Family Model program.
  - Memory Care Career Ladder is in the final approval phases to hopefully launch this month.
- Hurdles
  - Need to consider a new system for our agency tracking, as it appears that NetSuite will no longer meet our needs.
  - A lot of internal effort was expended to support an individual in crisis and they ended up leaving our services in spite of our supports. Innovations had another individual transfer to an external service provider as well.

### **Summary of Current Program Initiatives**

- We are improving our KPI tracking so that we can more easily review the last eight quarters of data.
- Due to HIPAA concerns with NetSuite we are making contingency plans for our data storage, incident report routing, and tracking.
- Foster Care has been engaging in a good deal of community outreach to recruit Foster parents. There have been presentations and booths set up at community events and Foster Care now has 3 foster parents in the licensing process. The placement supervisor and a placement worker (Bianca and Christie) presented at an Adams 12 event and had a both highlighting the FC program most recently.
- Working on a new Person-Centered Processes and getting the complete concept ready by the end of the year.
- Recruiting for a new family/guardian member for the advocacy council.



### O&A CATALOG Services

#### Summary of October's Achievements:

- 121 Registrations received for Winter Catalog
- Reached registration capacity in most of our Winter Catalog activities, including 62 participants for Friday Night Out, 35 for Bowling League, 20 for Centre Stage, and 35 for Saturday 1-Time activities.
- Partnered with Kristel Brown and Parlando School for the Arts to facilitate our Centre Stage class this winter. A grant through Parlando will cover the majority of the cost.
- The Creative Expressions class utilized instructor Sarah Larkin, a music teacher, to facilitate 2 very successful music classes at Grace Studios in Broomfield.
- Completed the hiring of 2 additional Instructors to help alleviate understaffing.
- Added 3 new volunteers to Friday Night Out and Saturday programs.

#### Summary of October's Hurdles:

- Managing instructor turnover and availability changes.
- Winter Catalog activities reaching capacity before November 1<sup>st</sup> deadline.

#### Summary of Current Program Initiatives:

- Complete the registration and authorization of Winter 2014-2015 Catalog participants.
- Create and finalize the schedule for the winter quarter.
- Finalize the Saturday snowshoeing events with EXPAND for the Winter Catalog.
- Create the itinerary for a new class, Guys' and Gals' Day.
- Hire 2 or more additional instructors to meet ongoing staffing needs.

### O&A CHILDREN's Services

#### Summary of October's Achievements

- We had 2 volunteers help in our After School Program, for a total of 8 volunteer hours.
- Met with Paula Nelson, PEN (Parent Engagement Network) Program Director, to acquire assistance with locating a performance space for the Center Stage for Kids final production.
- Met with Tasia Krause, Vice President of School Age Programs for the YMCA to set up collaboration. O&A will provide training and guidance to counselors working with children who have DD and in return the YMCA provide access to their facilities for our School Closure Days.
- We successfully hired 2 new part-time employees and 1 casual status employee.
- Children's Saturday Fitness & Fun November schedule has been completed and planned.
- Elena Ciaravino, Children's Services Coordinator attended the Coleman Institute of Technology conference, Alliance Board Meeting, and the Imagine! Board Meeting for Imagine!'s Leadership Development Group .
- Children's Services Coordinator and Catalog Services Coordinator attended the Mountain States Employee Council training *Buddy to Boss*.
- Finalized staffing and confirmations for the November School Closure Days. We have 26 children enrolled for each day.
- Sent out confirmation for December and January School Closure Days.

- Started planning December and January School Closure Day activities.
- Met with Patti McKlin, Imagine! Foundation Executive Director, to discuss Imagine! Celebration's collaboration and support of Out & About.
- Met with Christina Craigo to discuss possible grant opportunities for O&A's Summer Camp 2015.

**Summary of October's hurdles:**

- Running a smooth efficient program while being understaffed.
- Finalizing staff schedules for School Closure Days for November.

**Summary of current Program Initiatives:**

- Hire 1-2 additional part time Instructors to fill Need Staff positions.
- Plan December School Closure Day activities.