



**Board of Directors Meeting Minutes  
March 20, 2019**

**Present:** Lloyd Lewis, Vice Chair  
Christine Ruggeri, Secretary  
Holly Reef  
Cassie Sudbeck  
Amy Ross  
Michael Wroe  
Joseph Derdzinski  
Jose Torres-Vega

**Absent:** Mark Ferrandino, Board Chair  
Bill Ojile, Treasurer  
Olga Feldman

**Staff** Shari Repinski, Executive Director  
John Wetherington, CFO  
Ford Allison, COO  
Shelly Roberson  
Jenn Beck  
Deanna Soulis  
Jenny Smith  
Ann Gifford  
Jodi Litfin  
Stephen Shaughnessy  
Kris Kogan  
Dianne Clarke  
Karen Levine

**Guests** Mara Kailin  
Pamela Bisceglia  
Staci Shumate, DHS  
Crystal Porter, DHS

Mr. Lloyd Lewis, Board Vice Chair, called the meeting of the Board of Directors of Rocky Mountain Human Services (RMHS) to order at 6:35 p.m. at Rocky Mountain Human Services, 9900 East Iliff Avenue, Denver, CO.

**CONSENT AGENDA**

Mr. Lloyd Lewis

- Approval of March 20, 2019 Agenda
- Approval of January 16, 2019 Board Minutes

**Motion:** Mr. Joseph Derdzinski moved to approve the March Consent Agenda and the January 16, 2019 Board Minutes. Mr. Jose Torres-Vega seconded the motion and it was approved by unanimous voice vote.

**MISSION REPORT**

Karen Levine, Director of Community Transitions at RMHS, presented an update on the Momentum program, a statewide program funded through a contract with the Office of Behavioral Health. The Momentum program assists children and adults with mental health issues to transition out of local institutes and hospitals into less restrictive environments in the community. RMHS Care Managers and Peer Bridgers provide intensive support to individuals through the transition process and for up to 60 days after discharge. In the first six months since the program's start on July 1, 2018, Momentum has served 126 clients, with 22% of the clients

under the age of 21, and 66% between the ages of 26 and 56. Seventy-one percent (71%) of clients in the Momentum program are diagnosed with either Schizophrenia or Schizoaffective Disorder.

## **COMMUNITY ADVISORY COUNCIL REPORT**

Chair, Ms. Pam Bisceglia

Ms. Pam Bisceglia provided the Board with a written update on the Community Advisory Council (CAC), whose primary mission is to provide RMHS with recommendations related to Mill Levy expenditures. Ms. Bisceglia notified the Board of a new CAC member, Tim Lomas, recently appointed by Denver Human Services (DHS). Mr. Lomas also holds membership on the DHS Mill Levy Advisory Council and will keep the CAC updated with the current activity of the DHS advisory council. Ms. Bisceglia reported the following recent CAC activities:

- Review and recommendation of 43 Mill Levy External Project Proposals leading to the selection of 28 final initiatives including the participation of 26 partner agencies
- Increased focus on the recruitment of additional CAC members for Board approval
- Formalization of the CAC Operating Procedures on March 19, 2019

## **PUBLIC COMMENT**

No public comment was made.

## **PRESIDENT'S REPORT**

### **Executive Committee Report**

Mr. Lloyd Lewis

### **Corporate Resolution**

The Board reviewed a proposed Corporate Resolution to correct an administrative error in a previous Resolution approved at the November 14, 2018 meeting of the Board of Directors, whereby the name of the corporation was erroneously stated to be Rocky Mountain Human Services, Inc. The true name of the corporation is Rocky Mountain Human Services. This Resolution, along with a copy of the Resolution being ratified, is hereby attached to these minutes for reference.

**Motion: Mr. Jose Torres-Vega made the motion to approve the Corporate Resolution on this date, March 20, 2019, ratifying the Resolution previously approved on November 14, 2018, with a correction to the organization's name. Mr. Lloyd Lewis seconded the Motion and by unanimous voice vote, the Resolution was approved.**

**Nominating Committee Report**

Ms. Amy Ross

**Election of New Board Member**

Ms. Amy Ross introduced Dr. Mara Kailin as a candidate for RMHS Board membership. Dr. Kailin currently serves as the Chief Clinical Officer at Aurora Mental Health Center. Dr. Kailin provided a brief overview of her background.

**Motion:** Ms. Amy Ross made the motion to approve Dr. Mara Kailin as an active member of the Board of Directors of Rocky Mountain Human Services, with a three-year term commencing April 1, 2019 and ending March 31, 2022. Mr. Jose Torres-Vega seconded the motion and by unanimous voice vote, the motion was approved.

**Officer Elections**

Mr. Lloyd Lewis

The slate of Officers presented for the Rocky Mountain Human Services Board of Directors was presented by paper vote. With a quorum in attendance, the following Board Members of Rocky Mountain Human Services were unanimously voted to continue as Officers in the Corporation with the following positions, effective April 1, 2019:

Mr. Mark Ferrandino – President/Chair  
 Mr. Lloyd Lewis – Vice President/Vice Chair  
 Mr. Bill Ojile – Treasurer  
 Ms. Christine Ruggeri – Secretary

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Shari Repinski

**Mill Levy Annual Report**

Dr. Kris Kogan, Director of the RMHS Mill Levy Program, presented the 2018 Annual Mill Levy Report, a full copy of which can be found on the RMHS website at [www.rmhumanservices.org](http://www.rmhumanservices.org) under Financial Information.

**FINANCE COMMITTEE REPORT**

John Wetherington

**Year-to-Date Financials**

Mr. John Wetherington presented the Year-to-Date Financials Ending January 31, 2019, noting that both revenues and expenses are reporting behind budget. Mr. Wetherington noted that several internal initiatives will require additional expenditures before the end of the fiscal year, including the reduction of servers and increased backup of data to the Cloud, the CARF accreditation and the strategic planning process.

In terms of revenue sources, Medicaid currently has a \$700K positive variance primarily from an influx of new state funded placements, while the remaining funding sources are reporting behind. Mr. Wetherington anticipates that revenues will catch up at the end of the fiscal year for those funding sources with a normal lag time, apart from state funding for Momentum program, currently under budget by approximately \$470K. It was noted that the unbudgeted revenue of the newly approved Transition Specialist Program will help to offset shortages from the Momentum program.

**Motion: Mr. Jose Torres-Vega made a motion to accept the Year-to-Date Financials ending January 31, 2019. Ms. Amy Ross seconded the motion and the motion was approved by unanimous voice vote.**

### **2020 Planning**

Mr. John Wetherington reported that the budgeting process for 2019 – 2020 Fiscal Year will begin in April and preliminary assumptions will be reviewed with the Board at the May Meeting. The Finance Committee will review draft budgets in June and July and come to the July Board meeting with a final budget recommendation for Board approval.

Mr. Wetherington also presented an update on the following major contracts and software applications:

- The TSP contract has been approved and is awaiting final signature by the State.
- The Mill Levy contract's existing budget will carry through December and estimates will be made for next year's budget.
- RMHS is expecting the renewal of CCB contract to reflect new boilerplate terminology addressing greater compliance regulation related to PHI and technology.
- RMHS is now using Optimax Software, a cloud-based, billing software with greater functionality than our previous application.
- RMHS will be utilizing a new web-based application called Concur, for tracking mileage and expenses for the entire staff. Concur will save time and enhance audit compliance.
- Case Logic/Greenway, a new electronic health record system is currently in full use by RMHS. Phase II of development is currently in the planning stages to enhance the functionality of the initial rollout and development of a Provider module.

### **COMPLIANCE UPDATE**

John Wetherington

Mr. Wetherington reported that Board-approved Conflict of Interest policies are being implemented and distributed to staff through revisions to the employee handbook in the next couple of months. To enhance compliance, the digital training tool, Relias, will be used in the rollout of annual policies requiring receipt and acknowledgment by employees, as well as the annual required training for HIPAA.

**AUDIT UPDATES**

Mr. Wetherington provided an update on the status of the findings reported in the OSA Audit. RMHS provided documentation to HCPF but due to its volume, HCPF was unable to substantiate the data. The matter has been sent to an Administrative Law Judge to provide validation of the documentation.

The Denver City Auditor team is expected to continue to work into the month of April on their audit and will present findings to us for response in May. Findings are expected to be released in a public report on July 17, 2019.

**NEW BUSINESS/ANNOUNCEMENTS**

Mr. Lloyd Lewis complimented the entire staff and leadership team on their continued excellent work.

**ADJOURNMENT**

Mr. Lloyd Lewis moved to adjourn the meeting of the Board of Directors at approximately 8:00 p.m.

**Submitted by:**

DocuSigned by:  
*Shelly Roberson* 5/16/2019  
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Shelly Roberson Date  
Executive Assistant

DocuSigned by:  
*Christine Ruggeri* 5/16/2019  
07ECD181D9C54C1...  
Christine Ruggeri Date  
Board Secretary