



**Board of Directors Meeting Minutes
May 20, 2020**

Present: Mark Ferrandino, Board Chair
Bill Ojile, Treasurer
Mara Kailin, Secretary
Jose Torres-Vega, Vice Chair
Cassie Sudbeck
Olga Feldman
Joseph Derdzinski

Absent: Dean Apice
Holly Reef
Mary Beth Susman

Staff Shari Repinski, Executive Director
Georgia Edson, CPO
John Wetherington, CFO
Dana Johnson
Jenny Smith
Stephen Shaughnessy
Deanna Soulis
Amy Becerra
Ann Erickson
Dianne Clarke
Kris Kogan
Joelle Ashley
Karen Levine
Alicia Caldwell
Lisa Roebuck
Amanda Lighthiser

Guests:

Mr. Mark Ferrandino, Board Chair, called the meeting of the Board of Directors of Rocky Mountain Human Services (RMHS) to order at approximately 6:32 p.m. via Microsoft Teams.

CONSENT AGENDA

- Approval of May 20, 2020 Agenda
- Approval of March 18, 2020 Board Minutes
- Approval of April 14, 2020 Special Meeting Board Minutes

Motion: Mr. Jose Torres-Vega moved to approve the March Consent Agenda, the March 18, 2020 Board Minutes and the April 14, 2020 Special Meeting Board Minutes. Dr Mara Kailin seconded the motion and it was approved by unanimous voice vote.

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MISSION REPORT

Mill Levy funded services are adapting to the changing needs of the current environment. The RMHS department is continuing to be flexible and adapting to meet the needs of clients and families. This initiative is intended to maximize access and services for individuals through numerous external initiatives, individual requests and assessing barriers to accessing virtual services.

PRESIDENT'S REPORT

There was a Special Meeting held on April 14th wherein the Board discussed the Federal Paycheck Protection Program. The Board approved RMHS to apply for a loan through BOK Financial in the amount of \$3,380,300.

PUBLIC COMMENT

No public comment was given.

EXECUTIVE DIRECTOR'S REPORT

Current Operations Due to COVID-19

Ms. Shari Repinski reported that most of RMHS staff is effectively working at home while delivering services remotely, evaluating what we've learned through moving to a remote process and what needs to change moving forward. Senior Leadership is now assessing numerous variables to determine how to establish a new normal. Information considered will include changes in regulation, availability of testing, contact tracing, local orders for social distancing, similar business' decisions, local school districts plan to return, public health guidance and availability of PPE. Other variables include the ability to determine face to face visits, regulations and state directives, availability of telehealth as a permanent option, individuals and families comfort level with in-person or remote interaction and the efficacy of remote delivery for some services.

State Budget

The Board reviewed the budget shortfalls for the state expected for FY21 that includes numerous cuts to I/DD programs and services.

SEP Implementation Update

Ms. Georgia Edson reported that the Single Entry Point contract has been signed by RMHS and that there are regular transition meetings with Colorado's Healthcare, Policy and Financing Department as well as the incumbent Colorado Access. The technology

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for the new staff has been ordered and received, the west wing is currently undergoing a remodel to accommodate more cubicles, a large-scale phone system is being implemented and external partner outreach within the community is being continued. Finally, recruitment is in progress and onboarding will be conducted remotely.

Other Strategic Priorities

Ms. Shari Repinski informed the Board of an RMHS initiative called the Horizons Project, which is a committee that has several focuses that adhere to required changes in the wake of COVID-19. Focuses include evaluating business and funding changes, adjusting service deliveries to keep client utilization high during an exclusively telehealth environment, focusing on the framework of how to maintain person-centered intent, identify top priorities to operationalize client/caregiver needs, brainstorm how to best utilize the changing state budget and how the influence of funding on service delivery function within the organization. These priorities in turn developed the four areas of concentration which are new and existing programs, resources and partnerships, telehealth and assessments/measurements/evaluations. Each group will create a series of recommendations that Leadership Team will review and approve for organizational implementation.

FINANCE COMMITTEE REPORT

Compliance Update

Ms. Dianne Clarke reported on the initiatives and accomplishments of compliance awareness through HIPAA trainings and walk-throughs, organizational-wide security risk assessments, unencrypted email reviews and e-signature software. More specific measures for COVID include temporary guidance on telehealth, security updates, remote work guidance, HIPAA enforcement changes, ongoing comprehensive communication, and enacting temporary policies and procedures. CY2020 Compliance focuses include a continued response for COVID, creating a culture of compliance, introducing a compliance audit plan, continuing to comply with contractual and regulatory requirements, training staff on RMHS policy and procedures while encouraging prompt reporting and prompt response time for all staff regarding compliance issues.

Update on IT Security

Mr. John Wetherington reported on the information security assessment completed by Security Pursuit, LLC, which found a moderate risk overall. The assessment examined current state strengths and deficiencies, wherein the findings will be used to assist the IT team in identifying areas for improvement and prioritizing work over the coming year.

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Year-To-Date Financials

Mr. John Wetherington reported the results for the year-to-date financial results for total revenues and expenses for March 31, 2020.

Motion: Mr. Bill Ojile made a motion to accept the Year-To-Date Financials ending March 31, 2020. Mr. Joe Derdzinski seconded the motion and the motion was approved by unanimous voice vote.

Budget Process FY21

Banking

RMHS senior management to open a money market account with BOK Financial.

Motion: Dr. Mara Kailin made a motion to accept RMHS senior management to open a money market account with BOK Financial. Mr. Jose Torres-Vega seconded the motion and the motion was approved by unanimous voice vote.

Credit Card Program

RMHS Finance department is implementing a new program for credit card use to simplify access and resources for clients. The program will be structured as a loan with BOK Financial and requires an increase in credit as client population continues to grow.

Motion: Mr. Jose Torres-Vega made a motion to accept RMHS senior management to establish a credit card program at BOK Financial, with a loan of a maximum amount of \$250,000. Mr. Bill Ojile seconded the motion and the motion was approved by unanimous voice vote.

NEW BUSINESS/ANNOUNCEMENTS

No new business or announcements were made.

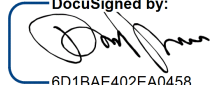
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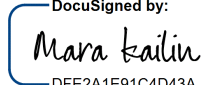
ADJOURNMENT

With no new business or announcements, Mr. Bill Ojile moved to adjourn the meeting of the Board of Directors at approximately 8:14 p.m.

Submitted by:

DocuSigned by:

6D1BAE402EA0458... 7/13/2020

Dana Johnson Date
Executive Assistant

DocuSigned by:

DFE2A1E91C4D43A... 7/13/2020

Mara Kailin Date
Board Secretary