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**Rhonda L Roth**

Executive Director

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**BOARD OF DIRECTORS MEETING**

**January 26, 2023**

**Members Present Members Absent Others Present**

Dean Wingfield (phone) Mike Ehrmann Rhonda Roth

Eva Bruns (phone) Mark Turner Leeah Key

Kent Jostes (phone) Ronald Smith Jerri Spear (phone)

Linda Heller Kasha Sheets

Tom Timm (phone)

**ROLL CALL:** Dean Wingfield, Vice President, called the meeting to order. A quorum was present.

**PUBLIC COMMENTS:** None

**EXECUTIVE SESSION:** None

**APPROVAL OF MINUTES:** **Motion** was made with second: (Jostes/Bruns) to approve the October 27, 2022 Minutes. All in favor; none opposed. Motion carried.

**AGENDA ADDITIONS/UPDATES**:

* Flooring bids

**CORRESPONDENCE**: Ms. Roth passed on the staff appreciation for the Christmas gifts approved by the Board.

**FINANCIAL REPORT**: Finance Director, Kasha Sheets, presented the Financial Reports for September, October and November 2022. In September our finances revealed a minimal loss of $800. We had not received any revenue for the flood related costs and had not paid any bills for the repairs at that time. In October we had a loss of $27,000 due to the annual Alliance dues payment, payment of some of the costs for the Vickie Street flood damage repairs and a significant increase in utilities. Some facilities had $1500 per month utilities costs. Despite the increased costs, our revenues remained consistent. During the month of November, we saw a financial loss of $48,000. That month our utilities continued to be very high and we had additional vehicle repair costs, We also paid for the new flooring for Sprawka and North Division. In addition, we lost one long-time resident the day after Thanksgiving and another on New Years’ Eve, which will negatively impact our future revenues. **Motion** was made with second: (Bruns/Heller) to accept the Financial Report as presented. All in favor; none opposed. Motion

 carried.

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**OLD BUSINESS:**

* **Case Management Redesign (CMRD).** The HCPF Request For Proposal (RFP) for the CMRD was released at the end of December 2022. Since ECS has decided not to pursue a separate agency for Case Management services, we are continuing to support NECALG in their CMRD application process. Next week, Rhonda and Jerri will be meeting with NECALG and their contractor Arrow Consulting to provide information about our established case management program for inclusion in their application. NECALG has stated their commitment to hire current ECS case management staff with minimal to no loss in salary or benefits if they are chosen as the Northeast Region’s Case Management Provider. Additionally, ECS will need to continue to work with our own consultant on the numerous required business steps for removal of Case Management services. Since no formal action has been previously approved the discussion was held for the need to formalize our decision. **Motion** was made with second: (Jostes/Bruns) not to apply for the CMRD RFP. All in favor; none opposed. Motion

 carried.

**NEW BUSINESS:**

* **Financial Audit.** Auditor, Cal Logan was unable to join this meeting so the Financial Audit presentation will be postponed until the next Board meeting.
* **Vickie Street**: The Vickie Street basement has been repaired following the flooding that occurred in the Fall. It looks very nice, but due to the significant repair needs, the insurance payment of $25,000 ($30,000 coverage minus $5000 deductible) won’t be sufficient to cover all the costs. We just received a bill from E&J Steam for $20,695.51 and had previously paid $11,829.67 to Dan Robards via an email approval. **Motion** was made with second: (Bruns/Heller) to approve payment of the E&J Steam bill for $20,695.51. All in favor; none opposed. Motion carried. **Motion** was made with second: (Jostes/Bruns) to ratify the email vote for approval of payment of $11,829.67 to Dan Robirds. All in favor; none opposed. Motion carried.

* **Incident Reporting Procedure #B014**: The revised Incident Reporting Procedure with revisions to align with updated State rules and regulations was presented. We are also changing our Policy approval process so that each one does not need to be signed individually by the Board President since it is already reflected in the Minutes. **Motion** was made with second: (Bruns/Heller) to approve the updated Incident Report Policy #B014 as presented. All in favor; none opposed. Motion carried.
* **Reappointment of Board of Director members:** The three-year terms of Ron Smith, Cheyenne County and Mark Turner, Sedgwick County have expired and the representatives from their respective counties need to be reappointed. Although Ron will be continuing as the Cheyenne County representative, Mark may not be reappointed for Sedgwick County. Rhonda will followup with the Sedgwick CountyCommissioners regarding their appointee.**Motion** was made with second: (Jostes/Bruns) to approve Ron Smith’s reappointment to the Board. All in favor; none opposed. Motion carried.
* **Election of officers:** Due to Board member and officer absences, the election of officers was postponed until the next Board meeting.

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* **Flooring Bids:** At the August 2022 meeting, the bid was approved for new flooring for the North Division residence. The flooring has been installed and it looks great. However, when the bill was received, there was an additional $1500 over the approved bid. The contractor from Aladdin Carpet said that he missed areas when he originally measured the floors although staff accompanied him during the walk through. The floor did need more prep work than anticipated. Rhonda has met with the contractor and told him that we can’t pay the new bill amount without Board approval. We also have the flooring for Sprawka that needs to be replaced and the original plan was to have Aladdin Carpet complete that project. The consensus agreement was to make sure that our Maintenance staff walk through the project with the contractor so he can put together a thorough bid for the Sprawka flooring project and make sure we are on the same page with him**. Motion** was made with second: (Bruns/Heller) to approve the additional payment of $1500 to Aladdin Carpet for the flooring replacement at North Division. All in favor; none opposed. Motion carried.

**MEETING ADJOURNED**

**Next Board meeting is February 23, 2023 at 6:30pm**

**Telephone conference number is 571-748-4021 and the Participant Pass Code is 8798724, followed by the # sign.**