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**Rhonda L Roth**

Executive Director

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**BOARD OF DIRECTORS MEETING**

**May 25, 2023**

**Members Present Members Absent Others Present**

Mike Ehrmann Carrie Ankrom Rhonda Roth

Dean Wingfield (phone) Ronald Smith Kasha Sheets

Kent Jostes (phone) Jerri Spear

Linda Heller Cal Logan (phone)

Tom Timm (phone)

Eva Bruns (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: (Wingfield/Jostes) to approve the March 30, 2023, Minutes. All in favor; none opposed. Motion carried.

**AGENDA ADDITIONS/UPDATES**:

* Payroll/HR system contract

**CORRESPONDENCE**: None

**FINANCIAL REPORT**: Finance Director, Kasha Sheets, presented the Financial Report for February 2023. Expenses exceeded revenues with contributing factors of a short month with one holiday, snow days, weather related increased utility costs, multiple vehicle repairs, and two full-time maintenance positions. The agency has also been paying all of the required contributions for the new Colorado FAMLI programs, although we will discontinue paying the employees’ portion in July. **Motion** was made with second: (Bruns/Ehrmann) to accept the February 2023 Financial Report as presented. All in favor; none opposed. Motion carried.

Ms. Sheets also presented the March 2023 Financial report. Revenue did exceed expenses by a small amount this month. However, overtime costs continue to be a contributing factor to expenses. This month we also paid the annual charge to RLawn for lawn care and annual audit fees of $13,000. **Motion** was made with second: (Wingfield/Heller) to accept the March 2023 Financial Report as presented. All in favor; none opposed. Motion carried.

**Board of Director’s Meeting**

**DATE: May 25, 2023**

**Page 2**

**OLD BUSINESS:**

* **Case Management Redesign (CMRD):** The State has still not released the RFP recipients for the Case Management Redesign program. The decision has reportedly been pushed back to mid-June. However, we are developing the required Transition plan, which is due to the State by July 15th and working with our HMA consultant about business practice changes.

**NEW BUSINESS:**

* **990 Report:** Auditor Cal Logan of LTJ, LLC presented the Fiscal Year 2021/2022 990 report. No significant issues or concerns were discovered during his review.
* **Fiscal Year 2023/2024 Budget**: The financial information for FY 23/24 has not been fully released by the State yet. We have been notified that we will receive an 18% increase for group home residents, a 42% increase for transportation costs, and a 3% increase for all services. We also have been notified that the minimum starting rate for Direct Care Providers must be $15.75 per hour effective July 1, 2023. However, we do not know if there is separate funding for these wage increases or if it is already included in the noted increases.
* **Pay Schedule Revision:** In order to incorporate the required Direct Care wage increases we will need to update our current Pay Schedule. There is a 5% required increase in the Direct Care wages. However, we have determined that we cannot increase all wages by 5%, which would result in an additional monthly cost of approximately $17,000. Subsequently, we will work on a revision that will include a smaller percentage increase for non-Direct Care staff.
* **Wells Fargo discussion:** During some recent meetings with the Bank of Colorado we have determined that their system will enhance our payroll operations more than our current process with Wells Fargo. Since we have accounts with both banks, we are working on transitioning our operating account from Wells Fargo to the Bank of Colorado.
* **Payroll/HR system contract:** Since we have been unsuccessful in replacing our Payroll Clerk position that will be vacant due to Vickie’s Barker’s retirement in July 2023, we have looked into the option of an electronic Payroll/HR system. Proposals were reviewed with the recommendation of contracting with Paychex. They offered a more thorough system and agreed to a 3-year contract so there will be no increase in costs during that time. **Motion** was made with second: (Bruns/Heller) to approve the Paychex contract. All in favor; none opposed. Motion carried

**MEETING ADJOURNED**

**Next Board meeting is June 29, 2023, at 6:00pm**

**617 S 10th Ave, Sterling**

**Telephone conference number is 571-748-4021 and the Participant Pass Code is 8798724,**

**followed by the # sign.**