**BOARD OF DIRECTORS' MEETING**

**April 30, 2020**

**Members Present Members Absent Others Present**

Mike Ehrmann (Phone) Linda Heller Rhonda Roth

Terry Hofmeister (Phone) Ronald Smith Traci Schrade (phone)

Eva Bruns (Phone) Rosita Flores

Dean Wingfield (Phone) Dave Fast

Jerri Spear (Phone)

Kent Jostes (Phone)

Alice Hilzer (Phone)

Mark Turner (Phone)

**ROLL CALL:** Michael Ehrmann, President, called the meeting to order. A quorum was present.

**EXECUTIVE SESSION:** None.

**APPROVAL OF MINUTES:** It was noted that Kent Jostes was listed as absent, but he participated via telephone. In the sentence that mentioned a new thrift store opening in Sterling “are” needs to be removed. **Motion** was made and seconded (Wingfield/Bruns) to approve the March 26, 2020 minutes with the above correction. All in favor; none opposed. Motion carried.

**AGENDA ADDITIONS:** Hail Storm Damage Repairs, Downtown Duds.

**CORRESPONDENCE**: None

**FINANCIAL REPORT:**

Finance Director Schrade presented the financial report for March. The financials looked good.

Residential rates increased April 1, 2020 due to COVID and will help pay the expense for gifting direct care providers during this difficult time. Traci reported she started working on next year’s budget, we have not received final rates for services as of now. Due to changes in how Case Management will be billed next fiscal year, we may be able to generate a bit more revenue for CM. **Motion** was made and seconded (Bruns/Hofmeister) to approve the March Financial Report. All in favor; none opposed. Motion carried.

**OLD BUSINESS**: None.

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**NEWBUSINESS**  
We are in the process of getting the hail damage fixed from the hail storm that occurred in the fall of 2019. We have a bid for several roofs and we are in the process of getting more bids. ECS already received a check for $152,433.12 for the damages. We received bids from one company and will try to get more than one bid which is challenging. We will document attempts to get additional bids and let the Board know the amount of the bids and what company is chosen. If more funds are needed than the $152.433.12 we were paid, we will bring the bids back to the Board.

The Harris window has not been replaced as we only have one bid from Schrade Property Solutions. There was discussion about checking to see if we can make the window smaller and putting in a tinted window to help with the room temperature. Will work on getting bids for this plan. Rhonda will e-mail the new bid when it is received.

We continue to have issues with contractors not calling Greg back causing delays in moving forward with starting on repairs. It was suggested we document when we call for the 2 or 3 bids from contractors and note the results of those calls. If other bids do not come in, we will go with one bid.

**Motion** was made and seconded (Bruns/Ehrmann) to approve the start of work on repairs from this storm, and document when contractors are called. All in favor; none opposed. Motion carried.

Eastern Colorado Services has closed Downtown Duds since day programs were closed in March. Due to COVID-19 it will be closed for several more months and the management team decided it was best to give the landlord a 30 day notice that we would be moving out. It is difficult to pay rent when the store is closed. The plan is to reassess opening Downtown Duds once it is safe to reopen businesses. We will also assess the best location to meet the needs of the folks we serve as well as our agency before making any decisions on this matter. We will be going through all merchandise and equipment, and will keep what we think is appropriate. We have already notified people receiving services and guardians. **Motion** was made and seconded (Hilzer/Erhmann) to close Downtown Duds. All in favor; none opposed. Motion carried.

Motion was made by and seconded to ratify (Jostes/Hilzer) the online vote for approval of the 990 Tax Return. **Motion** carried.

Motion was made by and seconded to ratify (Bruns/Hilzer) the application for the Payroll Protection Program. **Motion** carried.

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**Motion** was made and seconded (Hofmeister/Turner) to ratify the online vote to move the Public Forum from April to June. All in favor; none opposed. Motion carried.

Discussion was held regarding a bonus for Direct Care Providers that meet our guidelines for hours worked to receive a COVID bonus of $200.00 at the end of April or the first of May. Director Roth would like to pay another bonus at the end of June. If any of our people receiving services test positive for COVID-19 we will move the positive person/persons to Duffield where we can isolate the positive cases(s). Rhonda will e-mail the Board members if this should happen. We will also pay staff extra during this time. **Motion** was made and seconded (Jostes/Bruns). All in favor; none opposed. Motion carried.

**EXECUTIVE DIRECTOR UPDATE:**  Every Friday we participate in a call with CDPHE for updates regarding COVID-19. We are thankful we have no positive cases with staff or people receiving services. We submitted the required COVID-19 Isolation Plan, which included the use of PPE. We will be following these guidelines to keep everyone healthy. This will include health screenings and daily temperature checks. Staff have completed an initial questionnaire company wide. We have started a daily e-mail to provide any updates to managers and directors as well as giving an opportunity for everyone to ask questions. They can also let us know what supplies are needed and how everyone is doing. This is working well and is a much needed connection during this very difficult time.

We do make everyone take their temperature upon arrival to their facility. If the staff have a fever of 100 and above or other identified symptoms that person must go home and notify one of our nursing staff. We have trained everyone providing direct care on the use of PPE, proper hygiene, sanitizing, and properly wearing masks. The management team releases any new information as we receive it from the CDHPE or the Northeastern Colorado Health Department.

**Public Comments:** No public comments

Meeting adjourned.

**As a reminder: \*\*\*the telephone conference number is 1-877-820-7831 and the Participant Pass Code is 8058169, followed by the # sign. The Board meeting for March 26, 2020 will begin at 6:30 pm at the Administration Office, 617 South 10th Avenue, Sterling.**