

DEVELOPMENTAL PATHWAYS, INC.
Board of Directors Meeting Minutes
Tuesday, January 21, 2020

Members Present: Lois Vaughan, Diane Holbert, Dr. Michaela McDonnell, JoAnne Zboyan, Monique Peyton, Commissioner Abe Laydon, Daniel Sampson, Adam Horney, Judge Don Toussaint, Tim Moore, Commissioner Nancy Sharpe, Mayre Lynn Schmit, Lynn Myers

By Phone: Tim Batz

Members Absent: Kristin Hoover, Beth Klein

Others Present: Matt VanAuken, Ed Bowditch, Bob Ward, Selina Griggs, Cindy Lichti, Karen Flores, Erica Kitzman, Jenny Skinner, Dinah Frey, Gillian Kennedy, Sarah Anderson, Meghan Murray

The meeting of the Developmental Pathways, Inc. Board of Directors was called to order by the Board Vice-President, Ms. Vaughan, at 5:09 p.m. A quorum was established by Ms. Schmit.

Guests: None

Conflict of Interest

None.

Public Comment

None.

Consent Agenda

Approval of Regular Board Minutes – December 10, 2019

MOTION: Ms. Schmit moved for the approval of Consent Agenda items as presented; the motion was seconded by Commissioner Laydon. The motion was approved by a unanimous voice vote.

Family Support Annual Plan – Ms. Skinner

Ms. Skinner, Associate Director for Community Outreach, gave a brief overview of the Family Support Services Program (FSSP) Annual Plan & Report. This report is submitted to the state each year. Ms. Skinner informed the Board that the report is available for viewing on the Board Portal and website

Community Outreach serves families that have a family member with unmet needs. FSSP is a state-funded program that serves family members that have members in the home with a developmental disability or delay. Each family is assigned a coordinator to assist them with the services and funding.

Ms. Skinner reviewed the current funding plan for the fiscal year 2020. The report also touched on outreach, special projects like Parents Night Out, goals for the current fiscal year, and areas in which improvements can be made. For the fiscal year 2019, a total of \$747,832.96 was applied to different service categories, Respite Care being the largest requested need by families. Last fiscal year, 394 individuals were served, and 280 were placed on the waitlist. Each year Community Outreach sends out a satisfaction survey to the families. Satisfaction regarding Case Management remains high, with a rating of 84% - 90%.

Initiative Reports – Ms. Frey

Ms. Frey, Associate Director for Community Outreach, presented reports regarding the 3+, Respite, and Transportation Initiatives, which were approved by the Developmental Pathways Board of Directors in 2014. At that time, Developmental Pathways staff, people with intellectual disabilities, families of people with intellectual disabilities, and community partners came together to discuss the gaps in services in those areas and projects and solutions to address the identified gaps. Developmental Pathways then implemented multiple pilot projects for each of the initiatives. These reports explain the activities, impact, lessons learned, and next steps for each of the three areas of focus. These initiatives were completed as of June 30, 2019. The reports are available on the Board Portal and the Developmental Pathways website for further review.

Mr. Batz asked for more clarification on the DRMAC transportation program. Ms. Frey stated that she would reach out directly to Mr. Batz for further discussion.

Strategic Recruiting – Ms. Anderson/Ms. Murray

Ms. Anderson, Program Manager, and Ms. Murray, a Recruiter for NMSC, presented hiring data for Developmental Pathways. Ms. Anderson showcased the career portion of the Developmental Pathways website and how it represents the culture of Developmental Pathways with staff videos and the company's mission. Ms. Anderson gave a brief overview of the information that is provided within the job postings, such as; who Developmental Pathways is, benefits/perks, qualifications, and job requirements. Recruiting is struggling to fill bilingual positions, so they are working on a potential membership with the Denver Hispanic Chamber. They have also partnered with Mi Casa and El Grupo Vida.

Ms. Murray reviewed recruiting data for Developmental Pathways as of December 31, 2019. The average time to fill a position was 30.74 days from the position posted to an offer made. Out of 330 interviews, 83 positions were filled in 2019. Out of the 83 positions filled, 62 are still active, and 13 are no longer with the company. Ten percent of the positions were bilingual only positions.

Ms. Myers asked, "Are incentives offered to staff for referrals?" Ms. Anderson said, "Yes, incentives are offered, and reminder emails are sent to staff often."

Ms. Myers asked, "On average, how many jobs are posted at one time?" Ms. Anderson stated, "On average, 3-5 positions are posted, but that Case Management is the highest because they have group start dates. They average about ten a month."

Ms. Holbert asked, "Is there any incentive to current employees that may want to brush up on their bilingual background and apply?" Ms. Kitzman mentioned the tuition reimbursement program that is offered to employees, but a bilingual program is not currently offered. Ms. Kitzman is going to research this option further. Ms. Lichti also mentioned that there is a paid differential for bilingual staff.

Ms. Holbert asked, "Are bilingual candidates tested on their skills level?" Ms. Murray said answered, "Yes, there is a verbal and written test given to candidates."

Ms. Anderson reminded the Board that the recruiting data and 2020 benefits summary documents are available on the Board Portal for further review.

Executive Committee – Ms. Vaughan

Legislative Update – Mr. Bowditch

Mr. Bowditch stated that we are two weeks into the Legislative session. Rep. Hansen was appointed to the Senate. Rep. Julie McCluskie, a Democrat from Summit County, has taken his place. On March 4, 2020, Robin Smart will be presenting her DD/HCPF Figure Setting recommendations, and on March 9, 2020, Tom Dermody will be presenting his EI Figure Settings recommendations to the Joint Budget Committee. The big push this year will be the "End the Wait"

Campaign. Mr. Bowditch stated that there seems to be overwhelming support; the debate is around affordability. Mr. Bowditch also touched on the Paid Family Leave proposal. The stakeholders are working on the proposal to generate the required support. Mr. VanAuken and Mr. Bowditch continue to meet with legislators and have two meetings coming up with Rep. Buckner and Rep. Michaelson Jenet.

Board Retreat Topics – Mr. VanAuken

Mr. VanAuken presented the proposed Board Retreat draft agenda. There will be a portion of the agenda for those that still need to complete training requirements. Mr. Harcey will be reaching out to those individuals directly. Other Board members are welcome to attend the training as a refresher. Mr. VanAuken asked that if anyone has feedback regarding the agenda, please contact him or Ms. Hoover no later than mid-February.

Conflict of Interest Statement Policy Update – Ms. Flores

Ms. Flores informed the Board that the Conflict of Interest questionnaire was recently updated and that a copy was provided to each Board member to fill out and turn in to Ms. Griggs. With the changes to the questionnaire, a resolution was drafted to approve these changes. Ms. Flores went over the changes and then requested Ms. Vaughan to make a motion to approve the Conflict of Interest Resolution.

MOTION: Mr. Moore moved to approve the Conflict of Interest Policy for Developmental Pathways, Inc. and its Affiliate, Youth Housing Colorado, as presented by Ms. Flores; Ms. Holbert seconded the motion. It was approved by a unanimous voice vote.

Finance Committee

Board Quarterly Financial Statement Review and Approval – Ms. Holbert

Ms. Flores gave a financial statement update for December 2019 and stated that Developmental Pathways is positive to budget by \$1.8 million. This is due to; open staffing positions, delayed salary increases, and unbudgeted investment earnings. Investment earnings are both unrealized and realized gains. Draft budgets for Fiscal Year 2021 will begin in early February. The draft will be presented to the Board in May and submitted for approval to the Board in June. Ms. Flores stated that a proposed budget Q&A Zoom meeting would be offered on June 9, 2020, as an opportunity for Board members to review and ask questions about the proposed FY2021 budget. A meeting request will be sent out to the Board with details.

Ms. Holbert discussed the Fiduciary Responsibility and Socially Responsible Investing portion on the Board Retreat agenda and that she and Ms. Flores will be sharing information around these two topics at the Retreat.

The December 2019 YTD financials were reviewed. Below is a summary of the Developmental Pathways Consolidated December 2019 Financials:

Balance Sheet:

Assets	\$31,574,824
Liabilities	\$3,377,076
Fund Balance	\$24,657,846

Statement of Operations

	Actual	Budget
Revenues	\$23,279,924	\$21,932,378
Expenses	\$21,227,199	\$21,723,478
Excess of Revenues Over Expenses	\$2,052,725	\$208,900

In accordance with SB16-38, we are required to review and approve financial statements at least once a quarter. With that said, we will not present financials at every Board meeting, but rather on a quarterly basis. Financial reports are posted on the Board portal approximately 1-week prior to Board meetings. Ms. Holbert provided a brief overview of the December 2019 YTD Financials.

MOTION: Mr. Horney moved for the approval of the December 2019 YTD financials; Ms. Myers seconded the motion. It was approved by a unanimous voice vote.

Nominating Committee – Ms. Schmit

Commissioner Nancy Sharpe – 2nd Term Ending 1/2020 (Term 3)

Ms. Schmit notified the Board that Commissioner Sharpe's second term was ending January 31, 2020. Ms. Schmit asked Commissioner Sharpe if she would like to continue for a third term on the Developmental Pathways Board? Commissioner Sharpe replied, "Yes."

MOTION: Mr. Horney moved to approve Commissioner Sharpe for a third term on the Developmental Pathways Board of Directors; Commissioner Laydon seconded the motion. It was approved by a unanimous voice vote.

Ms. Schmit thanked Mr. Moore again for serving on the Developmental Pathways Board and wished him well.

Development Committee – Ms. Kennedy

Ms. Kennedy reviewed the handout provided to the Board on current fundraising events, initiatives, and focus areas. Ms. Kennedy touched on the upcoming Colfax Marathon, and that only 15 more runners were needed to qualify for a free tent at Charity Village. Ms. Kennedy mentioned the community event scheduled for June. This will not be a traditional fundraising event. Instead; Legislators, Board Members, Donors, Community Partners, and PASA's will be invited as a thank you for their continued support. This will also be a free event, and Ms. Kennedy is currently working on sponsorships. Ms. Kennedy reviewed a few of the initiatives for the year, including, spring/end of year appeals and employee giving. Ms. Kennedy stated that the focus areas this year would be grants, sponsorships, planned giving, and public relations.

New Business

ED Report – Mr. VanAuken

Mr. VanAuken discussed the wonderful feedback he has received regarding the ED Report and asked the Board to continue providing suggestions on how to make it better. He thanked Ms. Kennedy and Ms. Coulter for their assistance in putting the report together. Mr. VanAuken mentioned that a version of the ED Report is in the works for all staff, and possibly a newsletter for the community.

Mr. VanAuken reviewed the follow-up flyer regarding the Access, Outcomes, & Equity Symposium that was held on December 18, 2019. There were 80 community partners invited to the event, and it was a huge success. Lt. Gov. Primavera attended the event, and Ryan Berg, a self-advocate, spoke about his life and the obstacles he has overcome. Mr. VanAuken is reaching out

to all that attended the event, asking them to commit to one action that will better the I/DD system in Colorado. Mr. VanAuken informed the Board that his term as President of the Board of Health ended in January, but that he remains a member.

Executive Session

Ms. Vaughan asked for a motion to move the Board of Directors to go into executive session to discuss legal issues and all associated issues as per section 3.9 of the Developmental Pathways Bylaws and Colorado Revised Statute 24-6-402 (4)(f).

MOTION: Commissioner Sharpe moved for the approval for the Board of Directors to go into Executive Session to discuss legal matters and all associated issues as per section 3.9 of Developmental Pathways Bylaws and Colorado Revised Statute 24-6-402 (4)(b); Mr. Moore seconded the motion. It was approved by a unanimous voice vote.

MOTION: Ms. Myers moved for the approval for the Board of Directors to come out of Executive Session at 7:00 p.m.; Commissioner Sharpe seconded the motion. It was approved by a unanimous voice vote.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:00 p.m. Adjournment motioned by Ms. Myers and seconded by Dr. McDonnell. Approved unanimously.