



**BOD:** Darcy Arnold, Dr. Lou Dwyer, Trevor Harrison, Julie Hilmes, David Kienholz, David Lane, Carolyn Rettig, Mike Schottelkotte, Mary Turner, Mary West.

## **BOARD MEETING AGENDA**

**The November 2020 Board Meeting will be held on Tuesday, the 10th, at 6:30 PM at Park Place, 932 N. Park Ave., Montrose.**

- I. Call to Order
- II. Absences
- III. Minutes
- IV. Public Comment
  - A. Board Emails
- V. Executive Director's Report
- VI. Committee Reports
  - A. Finance/Audit Committee
  - B. PR/Fund-Raising Committee
  - C. Policy and Procedure Committee
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

### **FINANCE/AUDIT COMMITTEE:**

**The Finance/Audit Committee will meet from 6:00 – 6:30 preceding the regular Board meeting.**



## BOARD MEETING MINUTES October 13, 2020

### Present:

Darcy Arnold  
Mary Turner  
Mary West (5:30)  
Carolyn Rettig (5:25)  
David Lane  
Dr. Lou Dwyer (5:50)  
Julie Hilmes  
Mike Schottelkotte  
Trevor Harrison  
David Kienholz

### Absences:

### Staff Present:

Tom Turner  
Steve Dahlman  
Aimee Pruitt

- I. Call to Order: Meeting called to order at 5:20 p.m. by President Darcy Arnold.
- II. Absences: See above
- III. Minutes Review: Motion made by Trevor Harrison and seconded by David Lane to approve the minutes from the September meeting with the following correction; “applications for loan forgiveness” instead of “processing forgiveness loans” in the Finance/Audit Committee section. All in favor, motion carried.
- IV. Public Comment:
  - A. Board Emails: Darcy reminded everyone to check your COI emails. Everything has been quiet on the email front.
- V. Executive Director’s Report: Tom thanked David Kienholz for providing a wonderful meal for all of us.
  - Tom spoke briefly about his column from the Daily Press, which helped to inform the public how we will be holding the Annual meeting this year.
  - Still no offer on the Admin building. Tom and Steve met with Tom Chamberlain, an architect on 09/29 to do a walkthrough of the north building at Park Place. Follow-up meeting tomorrow (10/14) to look at some concepts Mr. Chamberlain came up with.
  - The closure of Glencoe was finalized last Friday, we were hoping to be done by 10/01 and were all wrapped up on 10/09, so kudos to staff for a relatively easy transition. All clients were successfully placed in different living situations. All staff were moved to different areas of the agency, some even becoming Host Home Providers.
  - The Policy and Procedure Committee were informed that we have 5 new policies coming up for them to go over and they are fairly medical related.

- Tom sent an email out on Monday about Trailhead Clinic sponsoring us in their fundraiser Thursday (10/15) from 3-5pm. Tom is planning on being there for the whole event and encourages anyone who can, to stop by and have a cup of hot chocolate and mingle. One of our newly logoed vans will be there for people to see.

## VI. Committee Reports

A. Finance/Audit Committee: Steve presented the financials for July and August 2020. In addition to the challenging service environment due to the pandemic and forecasting budget amounts, the State implemented major changes in state services. Billing and monitoring may require additional changes to our systems as we understand the new requirements more fully.

- July had a revenue deficit of about \$85K, August was around \$114K. Expenses are \$80K under budget so that brings us to a \$127K deficit for the year at the end of August. We're clicking along at about 55-60% of budgeted revenue in Day Program, which is better than most other CCBs. However, SLS and Transportation program revenues continue to be significantly down in service levels and therefore revenues. The billing isn't entirely done yet for July and August, with a projected \$20-25K yet to be billed.
- Day Program is still at 50% capacity on site, but the state has allowed us to continue alternative Day Program services in group homes.
- Cash is holding out well because of the PPP loan. Alpine Bank is now accepting applications for loan forgiveness and that is Steve's next project.
- Alliance Day Program Survey was due today, this survey is to help paint a picture for HCPF of how urgent this situation has become. With no end in sight, some of the smaller agencies who rely almost completely on revenue from Day Program may not be around when and if a solution to this problem ever presents itself.

Carolyn Rettig motioned to approve the financial statements for July and August 2020, as presented, seconded by Mike Schottelkotte. All in favor, motion carried.

B. PR/Fund-Raising Committee: No discussion.

C. Nominating Report: Read by Carolyn Rettig. All officers are slated, and Board Members are kept.

VII. Old Business: None.

VIII. New Business: None.

IX. Announcements: Carolyn Rettig let the Board know that Montrose High School won't be participating in Special Olympics this year. There will be a virtual bowling tournament and that is it.

X. Adjournment: Motion to adjourn put forth by Darcy Arnold. Meeting was adjourned at 6:10 pm.

Respectfully submitted,

Aimee Pruitt



**COMMUNITY OPTIONS, INC.**  
**48<sup>TH</sup> ANNUAL MEETING – 10/13/2020**  
**Park Place and Zoom**

**PRESENT:**

Darcy Arnold  
Mary Turner  
Mary West  
Carolyn Rettig  
David Lane  
Dr. Lou Dwyer  
Mike Schottelkotte  
Trevor Harrison  
David Kienholz  
Julie Hilmes

**ABSENCES:**

**STAFF PRESENT:**

Tom Turner  
Steve Dahlman  
Holly Tea  
Aimee Pruitt  
Several Others via Zoom

**GUEST:**

Representative Julie McCluskie

**I. Call to Order:**

President Darcy Arnold called the meeting to order at 6:25 p.m.

**II. Introduction of Board and Guests:**

Darcy welcomed everyone and then asked Board members to introduce themselves and share a bit about themselves as well.

**III. Nominating Committee Report and Election of Board Members/Officers:**

Carolyn Rettig, Secretary, read the rules for voting and the nominating process. The Nominating Committee recommended the re-election of four current board members; Mary Turner, Mike Schottelkotte, Trevor Harrison, and Dr. Thomas Dwyer. Mary West made a motion and Darcy Arnold seconded to re-elect the four current board members. Motion carried.

**Slate of Officers:** Darcy Arnold – President; Mary Turner – 1<sup>st</sup> Vice President; Mary West – 2<sup>nd</sup> Vice President; Carolyn Rettig – Secretary; David Lane – Treasurer. Motion was made by Mike Schottelkotte and seconded by Trevor Harrison to elect this slate of officers. Motion carried.

- IV. Keynote Speaker/Guests:** Tom introduced Representative Julie McCluskie, JBC Member. Representative McCluskie spoke candidly about the forecast for the upcoming year's budget and a bit about the difficult decisions the JBC had to make when COVID hit. There was an informative Question and Answer session following Representative McCluskie's presentation.
- V. Special Recognition and Awards, including COI's Employee of the Year:** Tom thanked everyone for attending our 48<sup>th</sup> Annual Meeting. Tom announced the Personal Achievement Awards to a couple very deserving clients; Martin Mihelich and Rudy Martinez. Community Appreciation awards went to; Living World Lutheran Church, Montrose Community Foundation, United Methodist Church Women's Group, and Kate Harper. This year due to special circumstances, we had a new group of award recipients. The COVID Hero award went out to four individuals who went above and beyond for the people we serve as well as their co-workers; Brad Jonsen, Michelle Lopez, Shayla Hoover, and Trish Trujillo.
- **Special Recognition was given to COI's Co-Employees of the Year for 2020:** Andy Harrelson and Stephanie Silva. Congrats to both well-deserving people!
  - David Kienholz thanked Holly Tea for all of her technical magic in putting this meeting together so spectacularly in unusual circumstances.
- VI. Adjournment:** Darcy thanked everyone for their attendance and adjourned the 48<sup>th</sup> Annual Meeting at 8:00 p.m.

Submitted by:

Aimee Pruitt

## Executive Director's Corner

by Tom Turner

### Inside this issue:

Montrose Adult Services	2
Extra Mile; Service Awards	3
Host Home	4
SLS	5
Aspen Crest	6
Aspen Crest Cont.	7

Hello everyone! After a really hot, dry summer, I hope you're enjoying the cooler weather and occasional moisture. I sure am! We had better hope for a lot of snow this winter, or the water (and fire) situation next summer will be bleak.

It's hard to believe how much our lives, our work, and our world have changed since my last newsletter article at the end of February. I'm sure I'm not the only one whose head is spinning at this point, and everything I think about seems to be relative to "pre" and "post" the beginning of the COVID-19 pandemic (it's by no means over).

To recap where we were pre-COVID, and what I wrote about in February (yes, it was less than seven months ago!), I was getting ready to go to Denver for the Alliance IDD Day at the Capitol (which I did), and we had developed solid bi-partisan support to end the waiting list for comprehensive services and were poised for the legislature to approve a plan to do so. As a part of this process, we were also working with the Joint Budget Committee and General Assembly for a significant increase in our Medicaid rates. Post-COVID, the state's budget went in the tank, and our effort to end the waiting list went with it. We also ended up with a 1% Medicaid rate *reduction* instead of an increase (which could have been a lot worse).

Also, the proposal I had submitted in February, 2018 to address the attrition of comprehensive services enrollments in rural service areas was finally approved by the federal Center for Medicare/Medicaid Services (CMS) and acted upon by the Colorado Dept. of Health Care Policy and Financing, so effective July 1, 2020, new bulk enrollments authorized by the legislature *would have* been allocated on the basis of each CCB's percentage of the state's population. That's the good news. The bad post-COVID news is that with the state's budget crisis, there weren't any new large allocations of enrollments this year, and won't be for the foreseeable future. Timing is everything.

So in early March, as you all know, COVID-19 came along, and on March 18<sup>th</sup> we closed our day programs at Aspen Crest and Park Place. Since then our work has primarily focused on keeping the people we support and each other healthy and safe, and has been consumed by a whole new set of challenges, acronyms, and concepts: PPE; PPP; retainer payments; social distancing; public health orders; Zoom meetings; teletherapy and telemedicine; alternative services; masks, gowns and gloves; FFCRA; sheltering in place; working at home; infection control surveys; and on and on.

But in the midst of all of this, the good news is that we have done a **remarkable** job of keeping the people we support and each other safe and healthy. I've been involved in providing services to people with IDD for a long, long time, and I've never been more proud of a group of people and their extraordinary efforts than I am right now. What you all are accomplishing is nothing short of heroic, but now is not the time to get complacent. We're not out of the woods yet, but with continued diligence I know we'll be OK. One of these days we'll find out what the "new normal" will be and when it will get here, so buckle up and stay tuned.

Well, that's enough for now. As always, thanks for all of your hard work, dedication, and caring on behalf of the people we serve. Until next time, work hard, be safe, wash your hands, and still have some fun.



**Montrose Adult Services Newsletter***by: Jim Womeldorf*

*"Alone we can do so little; together we can do so much." (Helen Keller)*

Just as with the rest of the world, the world of Adult Services nearly stopped spinning on its axis when the pandemic hit in mid-March. For the past six months, nothing is as it used to be. Residents of our group homes have been mostly sheltered in place. Our day program site, Park Place, has until very recently, been silent from the normal cacophony of laughter and commotion created by its participants. It is slowly coming back to life. Second Impressions, shuttered for a few months in the spring, has just begun to open its doors to the public. While clients of our Supported Living and PCA programs have begun to have freer rein in the community, community activities are naturally limited due to the pandemic. However, there is a bright spot in all of this. Through it all, we have done an excellent job of keeping our clients healthy. This is due to the incredible care and dedication of our direct support staff. When faced with the challenges imposed by the pandemic, our staff have risen to the occasion by providing fearless and consistent care to those they support. For this, we are all incredibly grateful.

As the pandemic is spreading into its seventh month, clients are becoming increasingly restless; this is certainly understandable, as we all are. In a way, the pandemic has evened the playing field a bit, as it is one thing that is affecting us all. Social isolation is not new for many of those we support; it is, unfortunately, a common condition for persons with significant disabilities. A major focus of our mission is that of social inclusion. Times like these remind us all as to how important it is for us to be connected to our fellow humans and society at large. Speaking of connections, one of the things I miss most about my job is having the ability to visit the homes and staff on a regular basis. Interacting with staff and clients is the most rewarding part of my job. I hope to be able to get out more soon and see what is going.

Sadly, one of our longest-supported clients passed away early in September. Marcia was given amazing care at Ute House since it opened in 2008, and before that at 9<sup>th</sup> Street. Her passing was a shock to us all. Thanks to the folks at Ute and Park Place for helping her along in a meaningful life.

As you all know, Glencoe will be closing its doors around the first of October. The decision to close it was a very difficult one and not taken lightly. While we have found new places for the clients to live, at Canyonview, Ute, and a couple of host homes, we are still working on finding permanent spots for the dedicated staff who made Glencoe the wonderful home it has been. Many thanks go out to them- and their Manager, Janice- for their years of support at Glencoe, and we hope, for many more years at Community Options.

On a more positive note, Canyonview has a new Residential Manager, Pam Cooper. Pam began her job just as the pandemic started and the shutdown began- good timing, Pam! Pam was on the Glencoe staff team for many years and is now a welcome addition to our residential management team.

Our Nurse Jane will be leaving us in mid-October. Many thanks to her for over four years of caring nursing, as well as learning to put up with all those pesky regulations that she has loved so much! We wish her the best in her new life in North Carolina.

Finally, a big heartfelt thanks to all of you "essential workers" out there who have been coming to work, taking care of folks, and keeping them safe. It is big work that you do, so please keep yourselves safe as well. I hope everyone has a wonderful autumn and season of giving thanks!

**DATES TO REMEMBER:**

**Nov. 26th, Thanksgiving Day COI closed**  
**Dec. 25th, Christmas Day COI closed**

**NEWSLETTER ARTICLES FOR December 2020 ISSUE  
ARE DUE BY  
November 19th, 2020**

**Send it to Brittany at Park Place. Please include a  
by-line and phone number. Thanks....☺**

## - Extra Mile -

Submitted by: Midge Pruitt

### Extra Mile Award Nominees

There were seven deserving employees nominated for the Second Quarter of 2020. Thanks to all who took the time to nominate someone and of course, a special thanks to all nominees who went the "EXTRA MILE" to serve our clients.

The Second quarter winner is:  
**Andy Harrelson**

#### OTHER NOMINEES:

Bonnie Hiltibidal, Lori Kenney,  
Jetta Paxton, Julie Van Arsdale,  
Michelle Lopez, Shayla Hoover

### QUARTERLY SERVICE AWARDS Second Quarter April-June 2020

Submitted by: Midge Pruitt

#### One year:

Helen Swearengin  
Cheyenne Stone  
Taylor Brown  
Vanessa Neely

#### 5 Years:

Lee White

#### 10 years:

Romiea Blair

**CONGRATULATIONS TO ALL!!**



## You Don't Have to Live in a Castle to be a Host Home Provider



It's never too late to become a host home provider. Maybe you're thinking you need to get away from the day in, day out routine of reporting to work. Maybe work would be better for you at home with your family. Perhaps you're struggling to keep up with online learning for your kids AND holding down shift work each week. Maybe you're an empty nester and wanting more activity in your home. Here's an opportunity to be paid to stay home and provide services from the comfort of your kitchen, living room, etc. You own your own business and get paid to stay home!

We are currently looking to expand the "pool" of host home providers to include folks who just want to step in to help as well as families who are interested in providing services long term (a year or more). By being part of the pool, you may be able to become a host home provider for the "perfect" person who suddenly needs host home services.

You cannot be an employee of COI and a host home provider however, your spouse or significant other who lives in your home could be the host home provider while you remain an employee. Our current employees are our best option to provide host home services because staff are fully trained and vetted for background checks. That makes you ready to go almost immediately. You must complete an application, meet with the Host Home Manager, and pay a nominal fee if you decide to move forward (\$35). The manager will pull your training records and HR will double-check all your background checks and you're off to the races.

If you're curious about this program or just want to know more, contact

Marilyn Fick at 970 856 7600 x203 or

[marilynfick@communityoptionsinc.org](mailto:marilynfick@communityoptionsinc.org).

You can also get more information at [communityoptionsinc.org/host-home-1](http://communityoptionsinc.org/host-home-1)

We want to hear from you!

## Supported Living Services

*by Romiea Blair*

SLS has overcome great changes over the past year. SLS has since March been having to look at providing services differently to many of you. Our Supported Community Connection has been modified to still be able to provide services to clients yet minimize exposure to the COVID virus. Our staff have taken advantage of going to the parks, botanical gardens, and walking the trails. Clients have discovered they like going to the cemeteries to view the landscapes, read names on the tombstones, check to see there has not been any vandalizing, and look for new graves. One person likes to put the flags on the graves on the holidays. Riverbottom has had some changes and the clients like to watch the surfers manage the waves. The clients speak to dog walkers and take interest in their pets and watch the bikers. They have drinks and a snack and watch the games there as well.

Staff supported clients while out in the community by explaining the safety measures mandated for all of us. Kudos to the staff for helping clients practice their social distancing with peers and community members and encouraging them to wear their masks during the hot summer.



## **Aspen Crest**

*by: Staff*

These past 6 months have brought a lot of changes to Aspen Crest. Since the Covid-19 closure on March 18<sup>th</sup>, the staff at Aspen Crest have been doing paperwork, cleaning the building, and planning for what comes next. Staff were assigned clients in PCAs and Hillview to continue doing Alternative Spec. Hab. activities. There were lots of discussions on COVID-19 and the pandemic quarantine. Clients were disappointed that they couldn't attend Aspen Crest and participate in community outings.

In July, we started planning for the return of clients to Aspen Crest. Out came the measuring tapes and colored masking tape. Extra tables and chairs were put in storage. It was a strategic task, but we managed to get the work areas set up and implement social distancing using the formula provided. Next came the planning of which staff and clients would be in each area. Transportation was the big challenge due to social distancing and only a certain number of clients in each vehicle. We have now increased our transportation fleet from two to four vehicles daily. Thanks to Sam, Deneen, Jean, and all the rest of the staff that have jumped in to help transport clients daily. Joyce has been helping by filling shifts at Hillview. We do miss you, Joyce.

Twenty clients returned to Aspen Crest on the 11<sup>th</sup> of August, and the next 20 clients on the 17<sup>th</sup> of August. We now have 25 clients returning weekly on a rotating schedule. Clients are enjoying the activities that are being offered daily. There is still some sadness as many are still missing the interaction of friends that attend on the alternate week.

## ***Supported Employment***

SE Group has been doing deep, deep cleaning at the Garnet Building twice a month since June. Clients have returned to work as scheduled at McDonald's, Wendy's, Ace Hardware, and Look Trusses. We have resumed cleaning at the Delta City Hall, the United Business Bank, and the Seventh Day Adventist church. Everyone is happy to be able to work and receive paychecks.

## ***Host Home Department***

*by: Marilyn*

Host Home Department has been very busy. Chris has been working with Georgiana and myself putting together a new website and promoting host homes. Thanks to a provider and clients, they made a video at their home to put on the website. We have added to our team two new host homes, one in Olathe and Cedaredge. We have updated the contract. Everyone is glad to come back to day program, even if it is half time. Everyone has survived the summer and continue to practice safety and wearing a mask.

*Aspen Crest**Upstairs Group**by: Susan Cramer*

We have been doing artwork: drawing lions, dinosaurs, sharks, etc. We have been learning about each animal, as we draw them while watching nature podcasts. We are also studying pirates and each of us have made our own pirate ship out of egg cartons, rolled up newspaper, flags, cannons, treasure boxes, and skeletons. They have done a fantastic job. While listening to ghost stories and documentaries on pirates: we learned how they cooked, played music, their singing, and how to talk like a pirate.

We have resumed sign language classes, stretch, and chair dance exercises, playing Wii Bowling, listening to audio storybooks, and working on individual goals. For SCC, we have been on virtual trips to Mesa Verde and the Caribbean Islands. We have taken virtual nature hikes and toured the mountains of Lake Superior for the autumn color change. We've visited the Natural History Museum and completed the VR tour. Then we traveled to Japan, The Busch Gardens, and several other amusement parks across the United States and did VR POV (Point of View) roller coaster rides. This was almost as good as being there: stomachs flipped, arms were high, and bodies were moving. Lots of shouts and laughter.

*Aspen Crest**Downstairs Groups**by: Jodine, Marissa, Delia, Rita, and Joseph*

We have done a lot of painting and crafts. We've learned about animation and made their own zoetrope's. We are all getting into a routine again, but it has not been easy. Clients are doing pretty well with all the changes necessary in order to come back.

We have learned about things in history and even the history of Disney. We also learned about all different types of birds, art, the galaxy, and weather. The craft we made for weather was making big clouds with cotton balls and raindrops with card stock. For galaxy week, we studied NASA, planets blood moons, moon phases, and constellations. The human body week, we studied about the systems in the body, what the systems are, how many there are, how many bones are in the body, and how much water is in the body. For American Sign week, we learned the ABC's, numbers, common phrases, the Pledge of Allegiance, and Amazing Grace. For the color change week, we learned why leaves change colors and the prettiest places in the fall most toured. For crafts, we decorated for fall, made pumpkins, and leaves. We have been doing virtual tours of water slides, the Titanic, and the San Diego Zoo. We've been walking to the park for our SCC hours.