



Mill Levy Advisory Council, BCHHS
Monday, January 30, 2023
5:00p.m. to 7:30 p.m.

Meeting Minutes

Advisory Council Members in Attendance: Andy Minden, Annette Treufeldt-Frank, Deana Cairo, Heidi Que, Robert Enderson, Timothy Maxwell, Jolie Bernstein, Teresa Greene

Absent: Jennifer Geiger, Anita Speirs

Boulder County Employees: Rebecca Seiden, IDD Mill Levy Program Coordinator

Call to Order

Meeting was called to order at 5:12 p.m. by Acting Chair, Annette Treufeldt-Frank. Meeting was held through Microsoft Teams and in person at 1333 Norton Conference Room at 1333 Norton Conference Room at 1333 Iris, Boulder in the Workforce Center.

Approval of Minutes

Andy Minden made a motion to approve December 2022 minutes with change in number of employees for ACL. Annette Treufeldt-Frank seconded. Minutes approved unanimously.

Reminder: Minutes are Teams Files.

Imagine! Update-Kathryn Arbour

Imagine! is making great headway with Case Management Redesign. We are collaborating with ACMI which is the single entry point, provider contractor for the waivers that are not ID related in order to be presenting solutions and our proposal to be the case management agency. ACMI has decades of expertise and Imagine! is lucky to have them as a partner. A couple of details about the RFP. They did allow for a question period after the release of the RFP as is typical. They released all the questions with responses. There are about 60 pages of questions and responses covering lots of topics. Imagine! asked the question califying the conflict free status date that must be achieved. Because Imagine! has case management as well as direc services full separation does not have to be accomplished until whatever date we are assigned for the transition for the execution of the contract. HCPF will do it in three different transition phases. The earliest one will begin in November of this year, then at the beginning of 2024 and last one will be accomplished by June 30, 2024. We do not know what transition will look like at this point and will have some input into that. They will also base decisions on need and what they perceive to be readiness of whoever is awarded the CMA contract. HCPF is designing a case management system. They are aiming for training to begin in over the next few weeks. All of our

employees are signing up. Our IT expert is also looking deeply at the system to see if Imagine! will have to create a complimentary system as in electronic health record because the expectation is that will serve as the only electronic health record but clearly we have some work to do to figure that out.

We had the opportunity to get a planning grant from AmeriCorps. We have made the decision to postpone applying for an operational grant at this time. There are just too many things going on for Imagine! to realistically stand up a whole new program and do the kind of recruiting that would be necessary. We will have the opportunity to apply over the next three years if we choose to do so.

As far as our PASA goes I had shared that we had done some restructuring and we created a Chief Services Officer role that Laurel Rochester had stepped into. We knew at the time that it would not be a permanent role for her. Laurel has informed us that she will be transitioning out of Imagine! to be home full time for awhile. It is a hard decision to accept but we support Laurel and her family. We have posted the Chief Services Officer Position.

J. Bernstein-When is the next cycle for AmeriCorps?

Kathryn Arbour-They offer two different cycles every year. One is their major one which usually happens in February and then they offer a sort of offshoot of a cycle because some businesses operate on a different kind of calendar year. Because they do it this way every year they told us we could delay up to three years without having to do any application.

A Treufeldt-Frank-Is there someone we could submit questions to from our Housing Sub-Committee?

Kathryn Arbour-You can submit questions and I would be happy to farm them out to the right people.

Seiden-Please submit to me and I will submit to Kathryn.

A Treufeldt-Frank-The split that is happening between the PASA and CCB? Are you still just named what your named until the split happens and then you might change your name?

Kathryn Arbour-The name Imagine! will stay with the PASA. The board has already made that decision. Right now we are calling the other entity A and I. It is for Access and Independence as well as ACMI and Imagine!. It will be a DBA. To make it clear Imagine!'s interests are separating with the name into the PASA and the case management expertise is separating out to join with ACMI's expertise.

Presentation by Rory Thomes, Community Investment Manager

Questions around Procurement Processes and Differences between RFP and RFA



Boulder County Procurement Processes

Rory Trujillo Thomes
Community Investments Manager
Boulder County Housing and Human Services

Agenda

- Boulder County Policies and Procedures
- Request for Application (RFA) vs. Request for Proposal (RFP)
- Information Needed to Initiate Funding Requests (RFP or RFA)
- Q+A

HHS Purchasing Guidelines for Goods and Services

Purchase Total	Quote Requirements
< \$10,000	Quotes not required, but costs should be reasonable and competitive.
\$10,000 - \$49,999	3 written quotes or bid waiver
≥ \$50,000	Formal bid process (RFP, SOQ) or bid waiver

Request for Proposal vs.
Request for Application

Request for Application (RFA)

- Request for Application: Identifies a more narrowly defined area for which one or more agencies have set aside funds for awarding grants. Usually has a single receipt date specified within the RFA.
- A request for application is commonly associated with government agencies and non-profit institutions, as these organizations are more likely than non-governmental agencies to release money in the form of grants. For example, a government agency has earmarked funding for research on green energy. It releases an RFA indicating the guidelines and limitations of the project, how much money is available, and the scope of the project (in this case, green energy).
- A request for proposal (RFP) is a project announcement posted publicly by an organization indicating that bids for contractors to complete the project are sought.
- The RFP defines the project, for the company that issues it as well as the companies that respond to it.
- The RFP describes the project, its goals, and the organization that is sponsoring it and outlines the bidding process and contract terms.
- RFPs are used by most government agencies and many private companies and organizations.
- The alternative is a less formal process that may fail to identify the best vendor and the best plan for accomplishing a project.

Request for Proposal (RFP)

- Request for Proposal: Solicits contract proposals. An RFP usually has one receipt date, as specified in RFP solicitation.
- A request for proposal (RFP) is a project announcement posted publicly by an organization indicating that bids for contractors to complete the project are sought.
- The RFP defines the project, for the company that issues it as well as the companies that respond to it.
- The RFP describes the project, its goals, and the organization that is sponsoring it and outlines the bidding process and contract terms.
- RFPs are used by most government agencies and many private companies and organizations.
- The alternative is a less formal process that may fail to identify the best vendor and the best plan for accomplishing a project.

Summary

- An RFP solicits bids for contracts while an RFA solicits proposals for grants. Most grants go to nonprofit organizations. Rarely does funding go to applicants who submit unsolicited proposals (i.e., proposals that do not respond to a specific RFP or RFA).
- Logistics:
 - In Boulder County, RFP's go through our purchasing department.
 - RFA's go through program area

Information Needed to Initiate Request for Funding

To initiate process

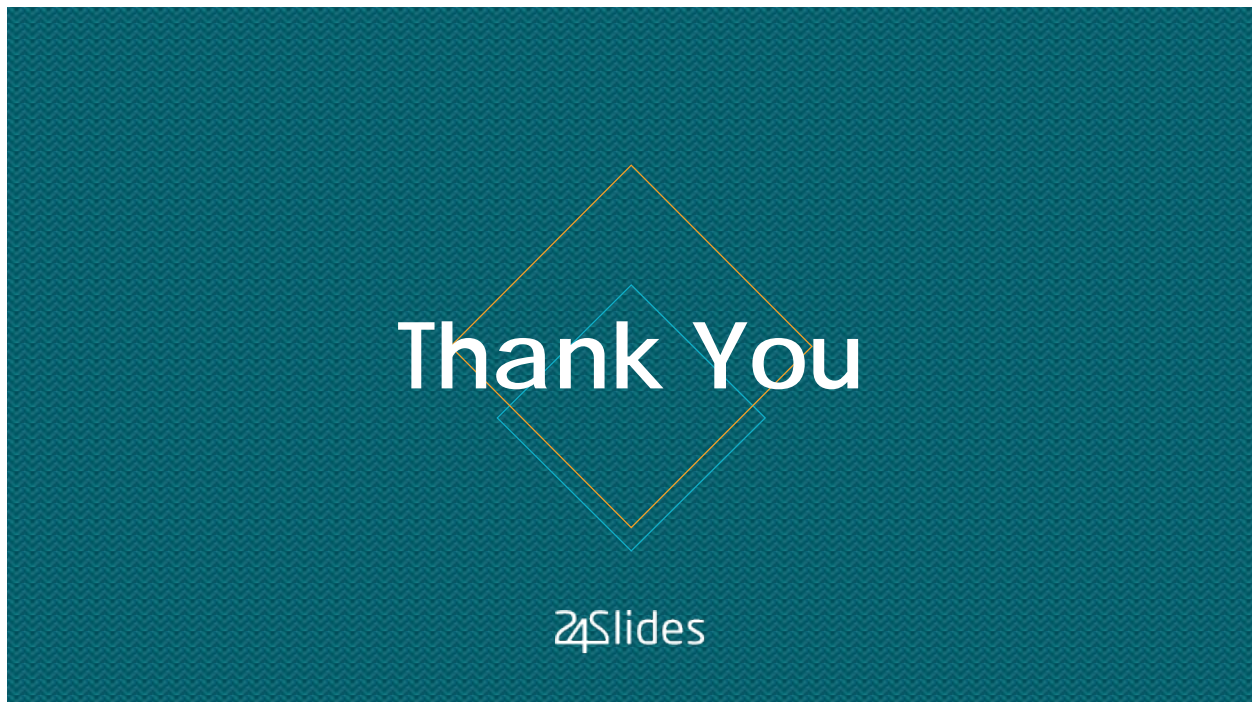
- The formal bid procedure shall be used to request exact price quotations, or in the case of an RFP (request for proposal), proposals, from vendors in an open and competitive manner when the cost of the goods or services exceeds \$50,000.
- The user Department/Office shall supply Purchasing with the following information (where applicable) to be included in the bid or RFP:
 - Specifications, scope of work, or project description
 - time schedule for project services and a deadline for selection if applicable
 - vendors list (if applicable)
 - any special expertise or unusual services required
 - selection criteria/evaluation team
 - request for specific qualifications
 - request for relevant experience and references
 - request for project work schedule (including man hour allocations)
 - request for resumes of assigned personnel
 - a request for a fee schedule of hourly rates
 - any additional information pertinent to the bid or RFP
 - necessity of a pre bid conference or walk through

Evaluation Matrix and Committee

- What criteria would you like to assess applications against?
- Is there a score threshold you would like people to reach in order to be considered for funding.
- Who is on your review committee? How will you address any conflict of interest?

Contract

- Once an organization or organizations are selected, Boulder County will need the following information to proceed with drafting a contract:
 - Organization Contact Information, including address, signatory name/title/email, etc.
 - Contract Terms:
 - Timeframe
 - Funding Amount (including a detailed budget)
 - Scope of Work
 - Project Requirements in terms of deliverables, outcomes, etc.
 - Data/Reporting Requirements



Everything has to go through a clear process when there is any purchase of any kind of good or services. Initial conversation is total amount like threshold. Depending on threshold we have different processes. We have to have a quote for anything under \$10,000 and between \$10,000 and \$49,999 we have to have three quotes or a bid waiver and bid waivers are kind of moving into a place where we have pretty good justification for why we are choosing to use a bid waiver. Anything over \$50,000 has to go through a formal bid process, which would be an RFP or RFA. We are not really not supposed to be using the bid waiver/SOQL (Statement of Qualifications) process unless it's an emergency.

What is difference between an RFA and an RFP. A Request for Application is really that we are asking people to apply to a general kind of funding purpose. This is best used when thinking about awarding grants and for scopes of work that are pretty broad. So an example of that is I use this for the funding that I am responsible for which is the Human Services safety net funding. This is intended to be used for nonprofit agencies within the County that provide a social safety net that really aligns with the services and programs that the county offers. Because that is pretty broad we fund anything from a mental health service to food banks to our family resource centers. Our homeless shelters are really broad set of funding and for that purpose an RFA actually fits best because we don't have to go and drill down to a very specific scope of work. We can say we are looking for any application that fits these defined parameters and it would list those out and allows for us to only have one application rather than four separate applications for really specific services. This allows us to be really broad. Our RFPs are really similar but they do generally have a more specifically defined scope of work. For example the Systems Navigation position for IDD, BI, and Autism. For an RFP we would be thinking about what are the broad brush of scope of work that would be willing to define that would be within the RFP and allow people to apply with the programs and services that they are offering at that time rather than confining themselves to our programs and services as we are defining them. The two are very similar. They go through the same process or a similar process in terms of having an application of a defined return date time. Having them submit all the information we would need in order to make an assessment based off of what we determine to be or you determine to be the qualification. Would include the funding source, the program and services you are looking to fund. One solicits for a specific contract and the other one is looking for proposals and the other part to an RFA is no a guarantee of funds going out. RFA allows us to be way more broad. All RFPs within Boulder County go through our procurement or our purchasing department and so we give them everything including here is what the application looks like and here are the people who we want to send this RFP to and this is where we want it to be posted and then they gather everything and then send it back to us once the process has been closed. This keeps the RFP neat and tidy and does not allow conflict of interest to creep in. RFAs all get managed by a program area so that means there has to be some time and energy dedicated to making sure you are compiling all the information, making sure that when information is submitted it is complete.

A lot of this is really figuring out what is the amount of money that you have and for what purpose. Thinking about what the clear thing is that you want to fund like a very specific program and or service. RFP fits that bucket best versus a really broad unclear service. Anything over \$50,000 has to go through a competitive process in order for that to be equitably distributed to nonprofit agencies. What is timeline for application process? What does it look like to work back from having an application open for six weeks? What is the intended time frame for which you are trying to get funds out? Specific deadline? Procurement will ask for a vendor list. If you are doing an RFP that is to make sure everyone that you are looking to see applied know that the funding is open and available. They will post it on our RFA/RFP website. Specific qualifications that an organization must have? Do they need to have a 501C? Non religious organization. That is all dependent upon the funding type. We want to understand what the criteria for evaluation will be and who is going to be on that evaluation team? Is it a one year funding process or multi-year? Is there a specific fee schedule? Creating a matrix and developing the Committee to evaluate the application. Might be questions around conflict of interest. Once selected how are they going to submit data and what kind of data? Once organization is selected or multiple organizations are selected there is a lot of information we need to get a contract executed for.

Question-What is the role of the IDD Advisory Council versus County Staff?

Rory T.-That is dependent upon what you feel comfortable with. The funding that I am responsible for managing is very similar in that it has pretty clear and concise language about how it can be used and for what organizations can access that funding. We don't have an advisory committee. So we have staff that has programmatic knowledge but not contract knowledge. The matrix was developed by our internal teams and I think the Advisory Council could definitely operate in the same way. Your evaluation matrix is heavily aligned to the application.

Seiden-Sara and I have sent an email to the County Attorney to ask about having more involvement from the Council in the RFT and RFA process. We have heard loud and clear that the Council wants to be more involved with that process.

Question-You started presentation talking about funds being given out over \$50,000 requiring the RFP or the RFA process. Does that apply to all mill levy funds, or is that just what's being apportioned as unallocated? And how is that determined? Is that a Commissioner level determination, or what's the process there?

Rory T.-That is for any funding. Any funding from any source of any kind. Our procurement processes are pretty strict and I think a lot of that is just related to us being a government entity that we have to be very clear and kind of have everything be above board. And that threshold is pretty low in terms of being able to distribute any type of fund. An example of that is we couldn't even go out and purchase computers if it was over \$50,000 we would need to do an RFP and the same for toilets. This is the main way that we ensure that we are not just funding our friend's friends and to keep everything above board. It is not just explicit to Mill Levy funding but to all funding. This puts us at a limitation when it comes to processes and that is why things take a longer time when we do RFPs and RFAs. When we make something public we can't talk about it anymore. That is another way of reducing some of that potential for bias. With an RFP it goes to procurement. When it is an RFA our names are all over it and we get questions.

Question-Once the process is completed and funds, an RFP or a vendor is determined is that information published or where does that become available, what's the process there?

Rory T.-It is up to what the funding source wants to do. We wait until all the contracts are done and then we will put it on our website. That would be up to the Council to decide what way they want to make funds and organizations to be announced publicly.

Sara B.-I wanted to add that we definitely want to add more to our external facing website around what the Mill Levy is doing with funding, data we are collecting, better connecting with the community. This is another area which we are working on. That is where we are doing concurrent work trying to initiate RFPs and RFAs. What are some of the priority areas that you want to see for services expansion in the community and we are concurrently working with our finance committee to look at unallocated funds for the current contract year and the fund balance. What are our long term investments, two and five

years. The contracts are good for five years and then there is an annual renewal of that contract and then it goes to RFP every five years. That is how community contracts are done. The IDD contracts would line up with that.

Question-When you say contracts go out for five years with an annual review process could you say a little bit more about what that annual review process is and the purpose of?

Rory T.-It is an annual renewal process. It is not a review but a renew. Part of that is when most of our contracts we meet annually or we will review data points or we will come back and forth and have conversations about what the scope is and reflect on the work that is being done. We have a master contract for five years. That locks in insurance requirements and the general idea of what the contract is. Then we have annual tasks orders that will expire from start of calendar, January 1 and expire December 31st. That allows us to renegotiate things along the way. For anyone who has gotten funding from us in the past, it is when we can say we have enough money to give a 3% increase and so we will change the budget and allow them for some adjustments. It is also where we see a lot of change in terms of basic data collection. We can align the data to the priorities. That is what is happening yearly but falls under the broader umbrella contract that is valid for 5 years.

Seiden-Our data specialist and I met recently and updated our data templates to bring more consistency to them but also to add more data into it that we wanted to collect.

Sara B-It is how we have really been approaching all of the IDD Contracts since we took over the oversight of the mill levy. We meet and we go program by program with Imagine!. We are trying to collect more data and get more clarity around all the IDD contracts as we work towards more funding.

Report Outs

Housing

Annette TF.-We have 5 items that the Housing Committee would like to put before the whole Council.

- Boulder County adopt a goal of Affordable Housing for the IDD, Autism, and Brain Injury population of 3%.
- RFP for a Housing Navigator and a Housing Specialist Position
- We are working on a physical map that puts all the affordable housing in one place with a link back to whoever is in charge of that particular property. Then populating with other statistics.
- Housing Symposium-one for stakeholders and one for builders, developers, funders and policymakers

We are also going to bring forth what kinds of things we would like to see in a housing community, specific project. Instead of trying to bring the whole project together to the County saying this is the community we would like. It would be up to County to see what it takes to make happen.

Seiden-How did you come up with the 3%? I think it will be important to show how we came up with that recommendation before we move forward on recommendation. I think when I have researched percentages it has been more like 5%. We need solid evidence behind what we are asking for.

Sara B.-Some of these populations will overlap. There will be seniors eligible for senior housing that are ID or have a Brain Injury or Autism Spectrum diagnosis. Getting some data will be important.

Andy M.-One of the struggles we have had for housing is that there may be some long term bigger numbers that are appropriate for housing. For START there was an initial investment of \$100,000 for an expert to come in that has the potential to lead into taking action of a much larger capacity. None of us on the Council are real estate development and we don't know of projects that have been demonstrated in other places or here. So if there was a way that we could as an additional maybe thing that you developed is the idea of bringing in some for of a consultant, expert or whatever that has been through and understands what the options that are available that could be done that could then develop. We have done this analysis and we think the best thing would be this investment. The need for housing is going to be large and it does not all need to be on the County but we need a leader on this. So would be like an RFP or an RFA for someone to come in and consult like we did for the START program.

Seiden R-Someone who comes to mind might be Desiree Kameka. We went to New Hampshire for START so we do not need to have someone local. We need someone with the expertise to address what the needs and the opportunities are and then to develop concrete proposals. Sara and I are setting up a meeting with Susana Lopez-Baker Deputy Director of Housing to discuss this.

Boylan, S-Under the Deputy Director is now Bill Cole. These are both new positions and they are positioned to help with this particular area with the Council. They can help with the ideas that the Council has and Norrie Boyd is the Executive Director of the Boulder County Housing Authority and that is the development bricks and mortar. That is the entity that develops the Boulder County housing. We now have more structure and administrative support to work on Housing. So we think we have some good expertise now to make progress in Housing. I think Andy is right and we could use some external expertise around this for ID, ASD, BI specifically. We can make some progress on actualizing some of the ideas of the Council.

Boylan, S-Recommendations come to Housing and Human Services and HHS is in contact with the Commissioners. The recommendations don't actually go in front of the Commissioners in a formal hearing but they come through HHS and then the Commissioners are brought up to speed and weigh in on it.

Increase Social Activities and Recreation Sub-Committee

We were looking at the Denver Mill Levy and what they have done in their IDDEAS program. They had allocated a pot of money to allow grants to be made to organizations that provide activities that individuals want to do. It wasn't just an individual but groups of a moderate size to join a particular camp or a particular group. An example would be a cooking class or lessons to people with IDD. They hired a company called Point B to manage these funds. Point B makes recommendations about who should receive funding and then at point B coordinates the administration of funds. Includes reporting by the grant recipient, make sure that the money is being used for the things that are allocated. It has to primarily benefit citizens of Denver with ID but it does not have to solely benefit Denver but has to

principally be residents of Denver. They obtained the contract through an RFP. What they do is effectively solicit applications for this money through almost like an RFA process. They have a total pot of money of \$600,000. The cost of them administering this is \$120,000. They gave us a general overview of everything worked. Denver's money for Point B is coming out of a separate funding than Denver Mill Levy. If Boulder had a lesser amount of funding then the amount paid to Point B would be less. If we were to hire an agency to manage this then it would most likely be an RFP. Some of the benefits of Point B is they run the entire program. They get the applications out which are very disability friendly. They administer the money. They also set up an Advisory Council of persons with lived experience that decide on the applications. Could the County administer the program? It might be that we do not have the staff to manage it and Point B might be more efficient and get things going faster. Does the County have the capacity for this? Could a part time position be hired. The attractive thing about going with Point B is having a council who more closely represent the ID community. May be a conflict of interest with the County. Deana commented that she thinks it is way more appropriate for people with ID and people in the community who interact with people with ID make decisions. Sounds like they have a lot of philanthropic experience and know how grants are worded, what kinds of thing in terms of reporting and they can guide some of those decisions. Seiden suggested that the next time the committee meets they look at pros and cons of having Point B doing it and the County doing it. Then recommend which way you want to go.

Mental Health Sub-Committee

CCHA is looking at funding to bring Dr David Hatfield's training on how to work with persons with IDD for providers of Mental Health services. CCHA will be hopefully using Boulder County as a pilot and will be paying for the actual training. Boulder County would like to look at how to incentivize the training. Much of the concept of this training is to allow more knowledge to be presented to our providers so that we could possibly increase our providers within Boulder County to work with people with IDD, Autism, and BI.. We have a lack of therapists and psychiatrists here in Boulder County. Training has been done in RAE 1 and we are waiting for some feedback from those trainings.

Brainstorming Ideas on Direct Services RFP/RFA

Access to Assessments for Eligibility

Clarification about when school district weighs in on Assessments

Additional Supported Employment

Gap funding for services to fund services while waiting for Medicaid

What to do in IDD World this weekend

Navigate resources

Gap for Housing

Augment Supported Community Connections

Training PASAs on how to work with persons just out of criminal justice system

Transportation

Respite

Camps cannot be reimbursed after you register

Jills in Denver overnight respite-How about an Adult Respite

Rep Payees

EXPAND opportunities County-wide

Adjournment

Meeting was adjourned at 7:31 p.m. by Rebecca Seiden, Staff Liaison

Submitted by Rebecca Seiden, Staff Liaison



Mill Levy Advisory Council, BCHHS
Monday, March 13, 2023
3:30 p.m. to 7:30 p.m.

Meeting Minutes

Advisory Council Members in Attendance: Annette Treufeldt-Frank, Heidi Que, Niccolle Mascarenas, Timothy Maxwell

Absent: Anita Speirs, Angela Karlstedt, Jolie Bernstein, Robert Enderson, Teresa Green

Boulder County Employees: Rebecca Seiden, IDD Mill Levy Program Coordinator and Sara Boylan, Contracts Manager

Meeting

No Quorum. Meeting was held through Microsoft Teams and in person at 1333 Norton Conference Room at 1333 Norton Conference Room at 1333 Iris, Boulder in the Workforce Center.

Approval of Minutes

Due to no quorum, there was no vote on minutes.

Reminder: Minutes are in Teams Files.

Imagine! Update-Kathryn Arbour

Imagine! is making great headway with Case Management Redesign. We are collaborating with ACMI which is the single-entry point, provider contractor for the waivers that are not ID related in order to be presenting solutions and our proposal to be the case management agency. ACMI has decades of expertise and Imagine! is lucky to have them as a partner. A couple of details about the RFP. They did allow for a question period after the release of the RFP as is typical. They released all the questions with responses. There are about 60 pages of questions and responses covering lots of topics. Imagine! asked the question clarifying the conflict free status date that must be achieved. Because Imagine! has case management as well as direct services full separation does not have to be accomplished until whatever date we are assigned for the transition for the execution of the contract. HCPF will do it in three different transition phases. The earliest one will begin in November of this year, then at the beginning of 2024 and last one will be accomplished by June 30, 2024. We do not know what transition will look like at this point and will have some input into that. They will also base decisions on need and what they perceive to be readiness of whoever is awarded the CMA contract. HCPF is designing a case management system. They are aiming for training to begin in the next few weeks.

Other topics discussed during meeting:

1. Inventory of vehicles within Boulder County and usage (eg. PASA's)
2. Looking to bring certification for Access A Ride to Boulder area a few times a week or month.
3. Housing Recommendations
Residential Housing Specialist (Housing Case Management)/IDD Housing Navigator
Regional Housing Partners Summit happening fourth quarter of this year
Percentage of low-income housing be designated for IDD/Autism/BI
4. Would like Voucher presentation to entire Council
5. What are the IDD Residential Agencies responsible for when supporting clients
6. Community education around housing process
7. Get more data on how many are happy with their living situation now? What is it that they want in one year (five years)?
8. Elevated Supports presentation to Council

Meeting ended at 7:30 p.m.



Mill Levy Advisory Council, BCHHS

April 17, 2023

6:00 p.m. to 6:30 p.m.

Meeting Minutes

Advisory Council Members in Attendance: Annette Treufeldt-Frank, Anita Speirs, Niccolle Mascarenas, Jolie Bernstein, Teresa Green, Robert Enderson, Deana Cairo

Absent: Tim Maxwell, Heidei Que (Prior to this meeting Angela Karlstedt resigned)

Boulder County Employees: Rebecca Seiden, IDD Mill Levy Program Coordinator

Meeting was called to order by acting Chair, Annette Treufeldt-Frank at 6 p.m.

Discussion on nominations for officers.

Annette Treufeldt-Frank has put her name in nomination for Chair and Timothy Maxwell has put his name in nomination for Vice-Chair. Roll Call vote taken and unanimous vote to approve Annette Treufeldt-Frank for Chair and Timothy Maxwell for Vice-Chair.

Recommendations from Housing Sub-Committee are as follows:

1. Boulder County Housing and Human Services Division develop and hire a position for Housing Navigator and/or Housing Specialist Position to work directly with persons with IDD/Autism/BI. Moved by Annette TF and seconded by Jolie B. Unanimous vote.
2. IDD Advisory Council will participate and present at the Regional Housing Partners Summit, which might include an outside expert to give overview of the needs of the county. Moved by Annette TF and seconded by Jolie B. Unanimous vote.
3. Boulder County will designate 5% to 7% of affordable housing units within Boulder County to IDD/Autism/BI population. Moved by Annette TF and seconded by Teresa Green. Unanimous vote.

Update on Systems Navigation

Elevated Supports is set to proceed with position. We will be getting a QR code out and more information.

Meeting Adjourned at 6:30 p.m.

Next meeting is May 21, 5 p.m. to 7:30 p.m. In-person at Norton Conference Room and hybrid via Teams.



Mill Levy Advisory Council, BCHHS
Monday, May 22, 2023
5:00 p.m. to 7:30 p.m.

Meeting Minutes

Advisory Council Members in Attendance: Annette Treufeldt-Frank, Deana Cairo, Heidi Que, Nicolle Mascarenas, Timothy Maxwell, Teresa Greene

Absent: Robert Enderson, Anita Speirs

Boulder County Employees: Rebecca Seiden, IDD Mill Levy Program Coordinator and Sara Boylan, Contracts Manager

Meeting

Meeting was held through Microsoft Teams and in person at 1333 Norton Conference Room at 1333 Norton Conference Room at 1333 Iris, Boulder in the Workforce Center. No Public Comments were scheduled.

Approval of Minutes

Motion made by Tim Maxwell to accept Minutes for January 2023, March 2023, and April 2023 be accepted. Teresa Greene seconded. Unanimously passed.

Reminder: Minutes are in Teams Files.

Presentation "Boulder County Housing Authority Housing Choice Voucher Program"
Kelly Gonzalez



Housing Choice Vouchers (Section 8)

Serves up to **710 households**. Provides approximately 13 million dollars in annual rental assistance to households in Boulder County

Most households pay 30% of their adjusted income toward rent

BCHA currently pays approximately 7.5 million per year in rental assistance on behalf of the

580 households currently receiving assistance

Non-Elderly Disabled Vouchers (NED)

Serves **35 households**. \$466,270 in annual assistance, awarded in perpetuity

Head of household or spouse must be under the age of 62 at lease up and have a disability.

Emergency Housing Vouchers (EHV)

Homeless Admissions Set Aside

\$1,132,370 in annual budget authority in perpetuity is committed to serving this population

Homeless Family Admission vouchers: up to **50 households** who meet the McKinney Vento Homeless Assistance Act definition, and up to **35 households** from the HSBC.

Veterans Affairs Supportive Housing (VASH)

74 total

\$985,828 in annual assistance, awarded in perpetuity

Family Unification Program (FUP)

\$1,225,624 in annual assistance for **92 households**, awarded in perpetuity. Families with identified child welfare concerns & youth transitioning out of the foster care system

Supportive Case Management that is assessment-driven, client focused, and strengths-based.

Mainstream (MS)

\$521,434 in annual budget authority in perpetuity is committed to serving this population **40 households**. A member of the household between the ages of 18-61 must have a disability.

Project Based Vouchers (PBV)

\$1,119,048 in annual assistance, awarded in perpetuity

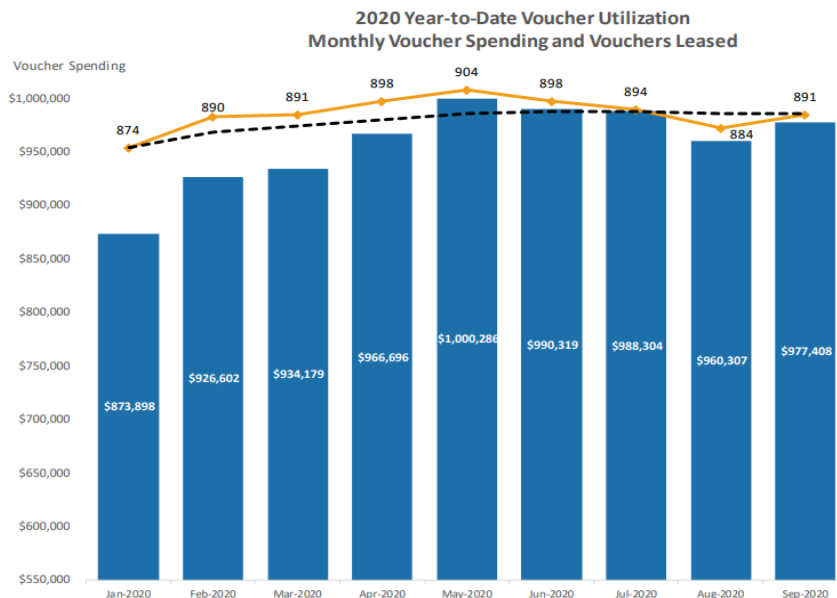
The PBV assistance is tied to the unit, rather than the person. **88 total units**. All PBV units are BCHA owned in scattered sites located in Lafayette, Longmont, Louisville and Nederland. **57 of the units** are reserved for households accepted into the Family Self-Sufficiency program.

Disaster Relief Vouchers

set aside of up to **25 households**.

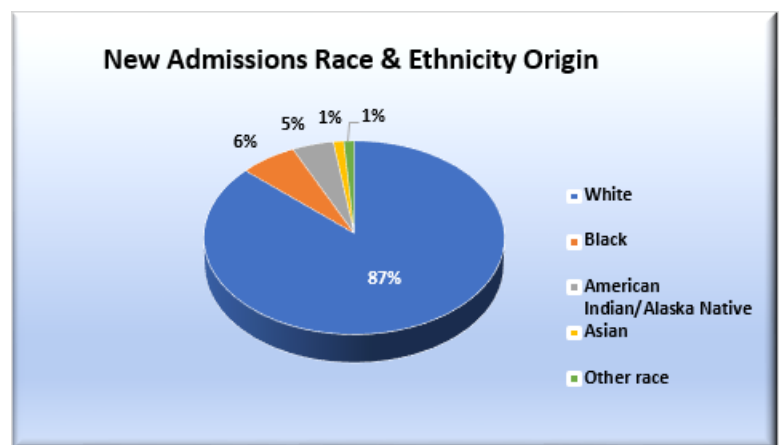
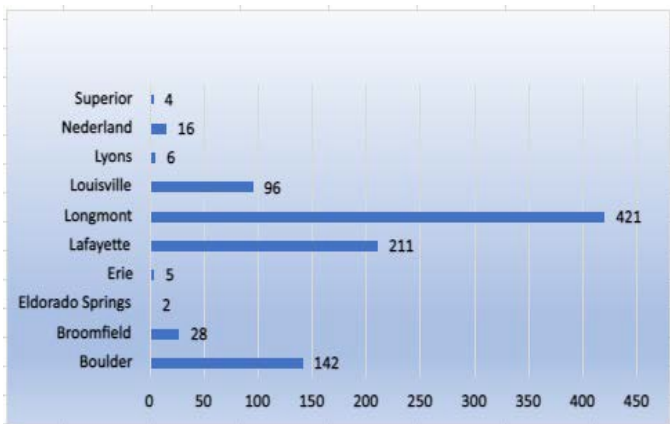
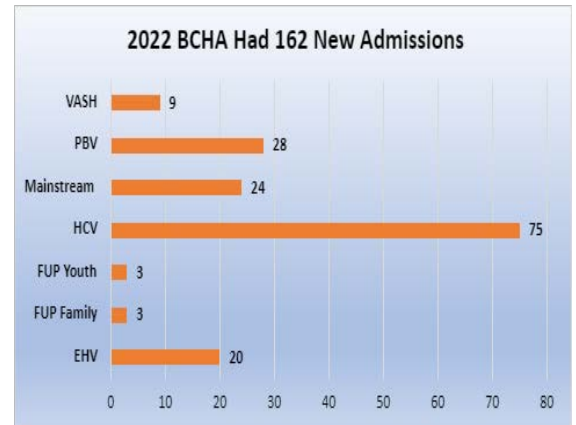
Vouchers for households who were affected by Federal or local disasters in or near Boulder County

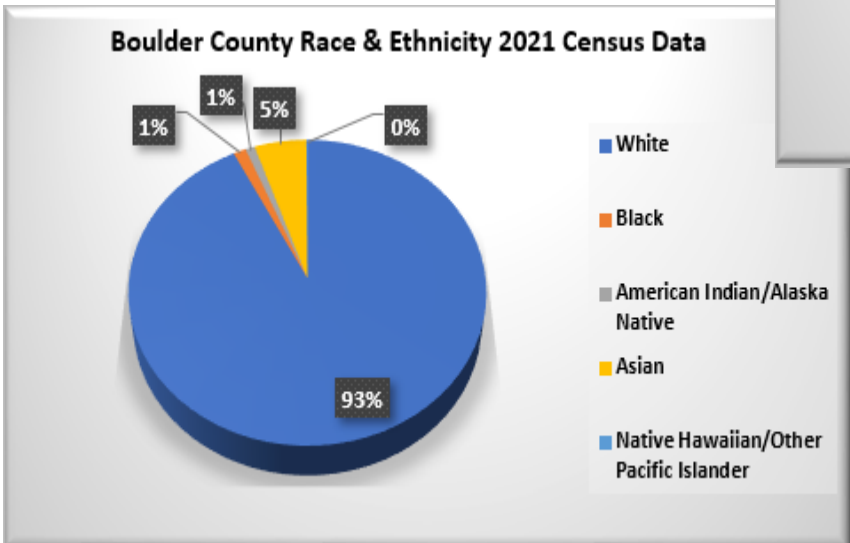
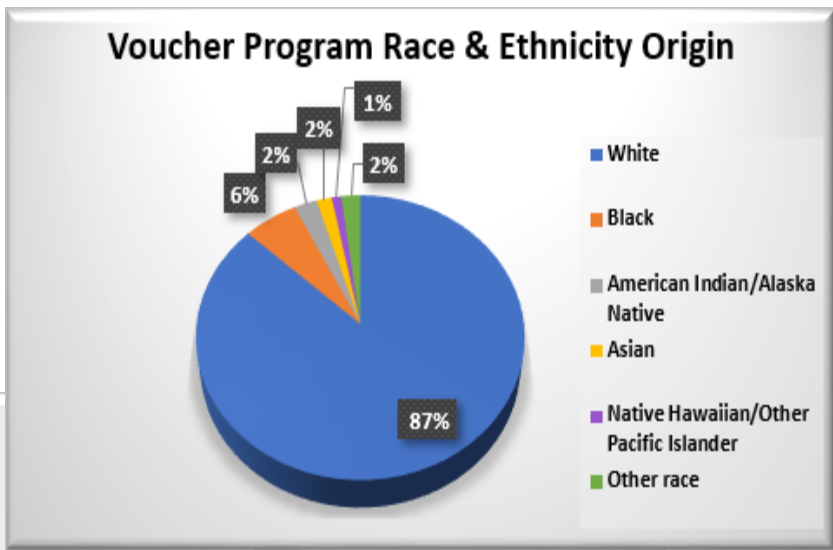
Currently supporting 3 households who were impacted in the 2013 flood



May HAP Estimates		
Voucher Type	Vouchers Under HAP Contracts	Total Spending
FUP	71	\$ 112,637.00
PBV	74	\$ 88,324.00
VASH	64	\$ 73,031.00
HCV	686	\$ 885,779.00
FSS Escrow Deposits		\$ 17,000.00
SubTotal	888	\$ 1,176,771.00
EHV	25	\$ 34,268.00
Mainstream	32	\$ 37,087.00
Grand Totals	945	\$ 1,248,126.00

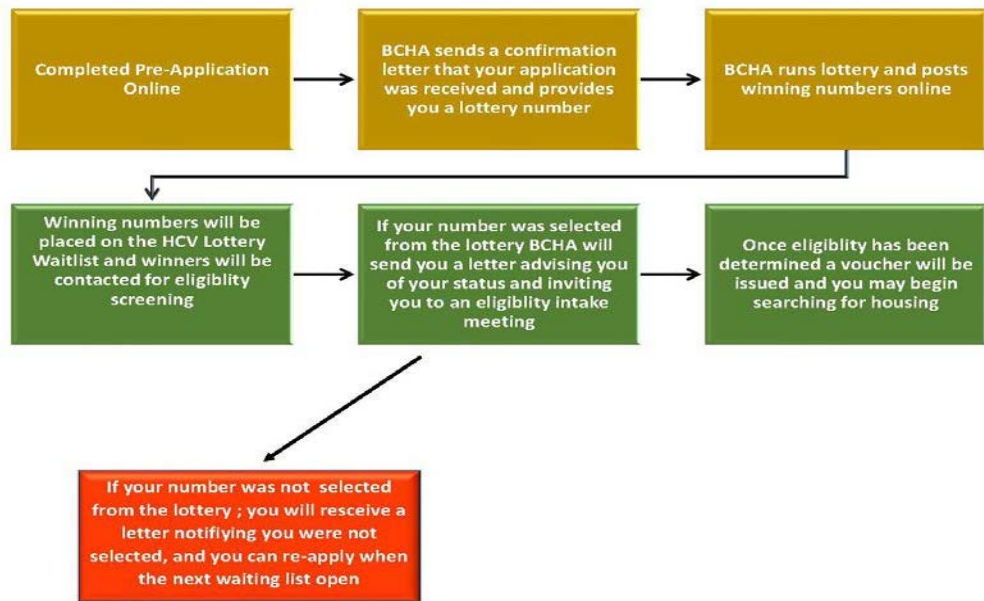
Who We Serve





Lottery Process

BCHA Lottery Process



2023 Lottery Data



All Applicants Data for Head of Household	% Compared to Total Applicants
542 Hispanic/Latino	28%
1399 Not Hispanic/Latino	72%
1331 White	69%
213 Black/African	11%
65 American Indian/Alaska Native	3%
33 Asian India	2%
73 Multiple Races	4%
Native Hawaiian/Other Pacific	
7 Islander	0%
219 Other	11%
860 Disabled	44%
455 Elderly 62+	23%
1339 Female	69%
684 Households with minor children	35%
Average Annual Household Income Reported	\$21,745

Applicant Locations	% Compared to Total Applicants
194 Out of State*	10%
Colorado Applicants not in 552 Boulder County*	28%
1195 Boulder County	62%
1941 Total Applicants	
Applicant Locations in Boulder County	% Compared to Total Applicants
1 Allenspark	0%
453 Boulder	23%
130 Lafayette	7%
517 Longmont	27%
51 Louisville	3%
25 Lyons	1%
9 Nederland	0%
4 Niwot	0%
5 Superior	0%

*151 applicants that are not current Boulder County residents stated they used to live in Boulder County but had to leave. Reasons for having to leave the county included:

- Financially unable to afford
- Domestic Violence
- Natural disasters, flood, fire, pandemic,
- Better employment opportunities
- Becoming homeless
- Family issues
- Medical reasons

General Program FAQs

What are the benefits of the Housing Choice Voucher Program for me, as a participant?

- The program promotes housing choice; a household awarded a voucher can look for a unit within the neighborhood of your choice, within the housing authority's area
- The program promotes quality housing; units are inspected annually to ensure standards of health and safety are met
- The household contribution is approximately 30-40% of your monthly-adjusted income, with the balance paid by the housing authority to the property owner

Who is eligible for a voucher?

Households qualify for the program if their household income is 50% or less of the Area Median Income (AMI) for Boulder County or Broomfield (some voucher programs are capped at 30% AMI). BCHA preferences households aged 62 or older, disabled heads of households or households with minor children.

Where can vouchers be used?

Vouchers may be used in Boulder County and Broomfield. Boulder County jurisdictions include Boulder, Erie, Jamestown, Lafayette, Longmont, Louisville, Lyons, Nederland, Superior and Ward, and those in Unincorporated County include Allenspark, Caribou, Coal Creek, Eldorado Springs, Gold Hill, Gunbarrel, Hygiene and Niwot.

What kind of rental units qualify for the program?

All existing rental housing may be eligible; single-family homes, condominiums, apartments, mobile homes, townhouses and duplexes. Each unit must be located within Boulder County or Broomfield, rent for below the program's payment standards, and pass a Housing Quality Standards (HQS) Inspection, among other requirements.

What types of actions may lead to termination from the program? The following are some actions that may lead to program termination: fraud (i.e., providing false information or documentation), non-compliance with program requirements, criminal or drug activity, unauthorized household members, non-compliance with a lease. If a program participant is terminated, they will receive a termination letter which informs them of their opportunity to request an informal hearing to present their case for reinstatement. BCHA and HUD are stringent regarding program compliance and will take action as necessary.

Resetting to a Hybrid World

Seiden spoke about resetting expectations with meetings since we are hybrid. Basics of this are calling on people that are on-line and not in-person so that all voices are heard. Because when Seiden is presenting she can not see people's questions. Annette and Tim will be keeping track of questions as they come in. There are times that our cameras need to be off. Side conversations when in-person need to be kept at a minimum as it is distracting. We need to make sure that we are being respectful to all comments and suggestions. If there is need for clarification, please ask. It is a different time with meeting hybrid. Annette TF spoke about for newer members to please ask if they would like to be aligned with older members for onboarding. Attendance is very important. We have 9 members

presently and it is important that we keep attendance high to make decisions on recommendations and to make sure we are hearing all voices.

Systems Navigation Update

Update from Elevated Supports

Resource Navigation Overview

May 2023

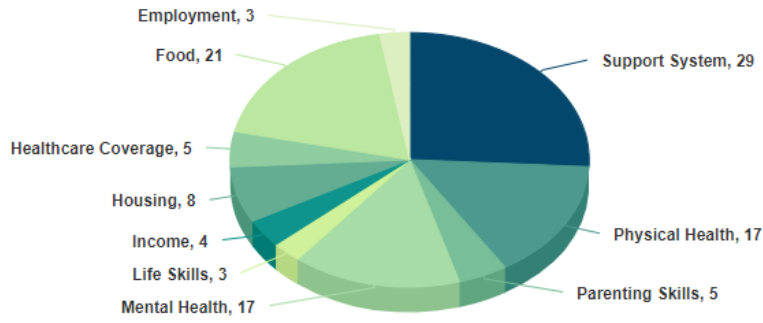
Program Development

- Created a program guide– see attached
- Developed a flyer – see attached
- Established a referral process for incoming referrals – QR code and link
- Community Connections:
 1. Our Center, Longmont – Staff a partners table 1x per month (6/1/23 11am-1pm).
Asked to speak to round table of resource counselors
 2. Mother House, Boulder – Meeting with E.D. scheduled for June 2
 3. Sister Carmen, Lafayette – Staff a partners table 1x per month(confirming date)
 4. Out Boulder, Boulder – Approved to provided printed materials
 5. Boulder Neuro – Assessment based private practice that provides adaptive and neuropsychological evaluations needed for disability determination. Provider accepts Medicaid & Medicare and has the shortest wait times to schedule testing.
 6. Imagine! Intake team and attendance of Resource Fair
 7. ACMI – Meeting with E.D. mid-June
 8. Request to staff a table at BOCO Farmer’s Market, Longmont
- Developing a comprehensive resource guide– target completion date 9/1/23

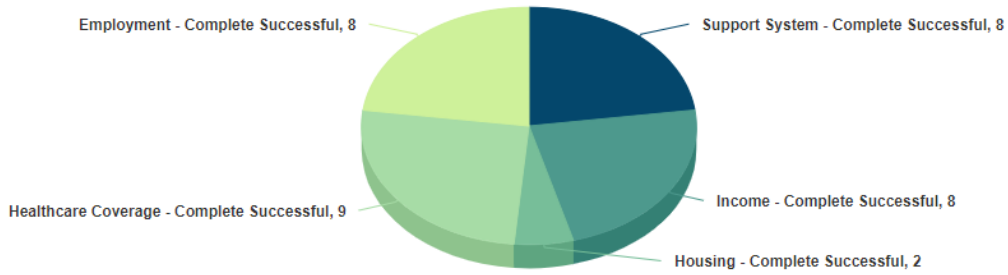
Program Engagement

- Currently engaged with 22 participants since launch
- 4 successful Imagine! Applicants
- 8 pending Imagine! application
- 1 successful ACMI applicants for the BI waiver
- 13 BOCO resource (Medicaid, SNAP, AND, TANF) applications
- 1 unhoused participant housed

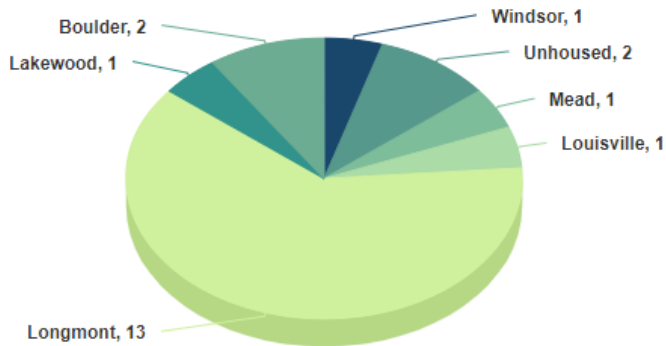
Chart of Client Engagement



Completed Goals by Domain



Quarterly Clients by City



Other Updates

Seiden has sent letter with housing recommendations to Susan Caskey.

Social Isolation and Recreation Recommendation

Deana C: An overview of what the sub-committee has been working on. The sub-committee investigated the possibility of having funding for programs that support people to be integrated in the community with a lot of the changes that have occurred during COVID. There is now an high degree of social isolation among people with ID, BI. A Lot of activities that people were doing before the pandemic have now ceased and have not resumed since the pandemic. Denver has a similar project using funding. We spoke with a company called Point B. They administer the project for Denver. We were able to get a sense of what would be involved to have such a project. We would potentially need somebody that could do this project and who would run it day to day. Review applications from businesses that wanted funding. For example, do adaptive climbing in a climbing gym or to have a cooking night for people who need adapted cooking. We discussed having somebody within Boulder County who was an existing employee take on some of these tasks or all these tasks. We broke down what tasks are required. The sub-committee thinks that to get this off the ground it is going to take a lot of time. One of the features of the program that we really liked is the way Point B in Denver is administering their program with a committee of entrepreneurs from the Community, people with ID and other stakeholders sitting on a committee who first determined what activities they wanted to see supported by funding. The committee would consider direct applications and make decisions on who should receive funding after an initial cut by the program administrator (after basic requirements). Most people had a year to run their program and they were reviewed. Some ended after a year or one event once they were reviewed. Some were reviewed and were given future funding or given changes that needed to be made. We think that at least for awhile it will be a full-time job as in 32 plus hours a week. It is going to be hard for a county employee to have that expertise and skill set to organize the people in the business world, to organize and cultivate those relationships, to have entered, to find entrepreneurs and people with ID to serve on the committee and other stakeholders. A chunk of this role would need to be handled by somebody probably outside the committee unless a person were hired into the county with specific expertise and experience in this role. Back in December, the sub-committee recommended that \$600,000 be funded to run both the program and administer the program and for the funds for the grants. There are other grant programs out there to serve individual things.

Jolie B: We would like to look at the County building capacity. Grow sites and opportunities that are actively interested in including our population. We are cultivating a receptivity and a proactiveness and an awareness in the community about our population and how to integrate them into the community in any number of ways recreational.

Recommendation: Developing, implementing, and maintaining a program with a full-time position using grant money funded from the IDD Mill Levy to provide grants to businesses and other organizations to increase integration and recreational access for persons with IDD, Autism, and BI who reside in Boulder County.

Jolie B: I motion that we approve the above recommendation.

Heidi Q: I second the motion.

Motion approved unanimously by IDD Advisory Council.

START Discussion

IDD Advisory discussed pursuing START recommendations for IDD/MH in Boulder County. Discussion of exploring feasibility of coordinating with Denver on the recommendations made in the IDD/MH System Analysis.

Recommendation: IDD Advisory Council recommends that we pursue the feasibility of recommendations made in the Boulder County IDD/MH Service System Evaluation completed by National Center for START Services by continuing conversations with START and City of Denver.

Teresa G: Made the above motion.

Heidi Q: Second the motion.

Motion approved unanimously by the IDD Advisory Council.

Direct Services Discussion and Recommendations

Boulder County would like to get funding out for direct services. Direct services that are currently funded to Imagine! include: Employment Services, Adult Community Services, Residential Services, School Aged Services, Mental Health, and Nursing. What needs to be discussed is there other direct services that you think we are missing from that list that we want to provide funding for. We had made a list previously which includes the following.

FRE type respite programs

Connect with Easter Seals respite program

Create a fund to increase funding to non-waiver services grants for nursing.

Host Home Oversight

More Host Home Providers

Reliable Day Programs

Respite Employment Services

Employment Benefits

Training

Employment Skills

Training for Youth Benefits

Counseling for all life situations

Additional Supported Employment

DVR paid work experiences

Adult Community Services

Skills Training including music, cooking, sewing, changing attire, woodworking, jewelry making

Game Nights, Movie Nights, Social Clubs

Mental Health was more access to services and parent assisted services for adult and youth with ID school age

Transitioning to adult training

ADA ID rights

Disability advocacy for families

Additional PARS

Brainstorming Ideas on Direct Services RFP/RFA

Access to Assessments for Eligibility
Clarification about when school district weighs in on Assessments
Additional Supported Employment
Gap funding for services to fund services while waiting for Medicaid
What to do in IDD World this weekend
Navigate resources
Gap for Housing
Augment Supported Community Connections
Training PASAs on how to work with persons just out of criminal justice system
Transportation
Respite
Camps cannot be reimbursed after you register
Jills in Denver overnight respite-How about an Adult Respite
Rep Payees
EXPAND opportunities County-wide

Please look at these before our next meeting. That is our next big recommendation.

Meeting adjourned at 7:42 p.m.

Meeting ended at 7:42 p.m.



**Mill Levy Advisory Council, BCHHS
Monday, July 17, 2023
5:00 p.m. to 7:30 p.m.**

Meeting Minutes

Advisory Council Members in Attendance: Annette Treufeldt-Frank, Anita Speirs, Niccolle Mascarenas, Timothy Maxwell, Teresa Greene, Jolie Bernstein

Absent: Deana Cairo, Robert Enderson, Heidi Que,

Boulder County Employees: Rebecca Seiden, IDD Mill Levy Program Coordinator and Sara Boylan, Contracts Manager

Meeting

Meeting was held through Microsoft Teams and in person at 1333 Norton Conference Room at 1333 Norton Conference Room at 1333 Iris, Boulder in the Workforce Center. No Public Comments were scheduled.

Approval of Minutes

Motion made by Tim Maxwell to accept Minutes for May 2023 be accepted. Annette Treufeldt-Frank seconded. Unanimously passed.

Reminder: Minutes are in Teams Files.

Elevated Supports Report Outs

Wendy Klusak and Nicole Newsome from Elevated Supports presented about the Systems Navigation that is being supported by IDD Mill Levy funding.



Program Overview

This program will create Boulder County's first designated Systems Navigation position for persons' with an I/DD, BI and/or Autism diagnosis, funded by the IDD Mill Levy. The Systems Navigator will support individuals of all ages and/or their families living with IDD, BI and/or Autism to access, engage and secure local, state and federal supports and other services that will empower them to lead healthier, meaningful and self-directed lives in Boulder County. The purpose of this position includes having knowledge of relevant and appropriate resources and providing accommodations and support as needed to apply for programs which the person may be eligible for.



Program Background

The Developmental Disabilities property tax, approved by voters in 2002, supplemented an existing mill levy to support developmental disabilities programs in Boulder County. For the purposes of funding, this includes persons with IDD, BI and Autism and their families, residing in Boulder County. In the Boulder County IDD Needs Assessment 2019 report, stakeholders repeatedly mentioned the need to supplement case management services with systems navigation and advocacy services.

“Many stressed a need to reexamine the idea of a single entry point or “one stop shop” as few know families [sic] who have had that experience as it was intended. Many stressed that the current system and workforce simply does not have the capacity to help families navigate through complex eligibility determination processes and access needed services. As one family member described “We need just general systems navigation.....if you don’t have the right buzzword, you get sent down the wrong alley.....Oftentimes, people are turned away from funding resources when really, they should have been just essentially led to a different door.”



Program Background

• **Access to the full report:**

• <https://assets.bouldercounty.org/wp-content/uploads/2019/08/Boulder-County-IDD-Needs-Assessment-Full-Report-January-2019-UPDATED.pdf>

(Keystone Policy Center, Omni Institute pg.23)

Program

Development

- Launched April 1, 2023
- Office location: 728 Coffman St Longmont, CO 80501
- Walk in office hours:
 - Tuesdays 12-3pm
 - Wednesdays 4:30-7pm
 - Fridays 9-12am
 - Client appointments scheduled around these times
 - *Walk in hours not currently being utilized, but late in the day appointments are in high demand.
- Created program flyer & overview
- Trained on Apricot software to create client database
- Created admissions assessment to organize and prioritize areas of need based on project specifications.
- Created self-sufficiency assessment to be administered quarterly to monitor progress

Mission Statements:

It is the mission of Elevated Supports to provide unique, individually crafted supports to elevate and expand the independent living skills and the quality of life for each person Elevated Supports serves.

Elevated Communities' mission is to support Boulder County community members in need of an accessible and safe space to overcome barriers towards self-sufficiency, provided through individualized strength focused advocacy, resource navigation, and employment readiness strategies.

The Vision of Elevated Communities is that all people experience purpose and meaning in their lives.

Nicole Newsom Program Director nicole@elevatedsupports.com 720-256-5191	Wendy Klusack Resource Navigator wendy@elevatedsupports.com 720-786-8944	Rebecca Seiden IDD Mill Levy Program Coordinator, Boulder County rseiden@bouldercouty.org 720-564-2730	Intake 
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Link to intake form:

<https://elevatedsupports.socialsolutionsportal.com/apricot-intake/1a533e56-9d87-4a21-b381-20303ac7d056>



Key Personnel

Wendy Klusack Resources Navigator

Empowering others is at the core of what inspires Wendy Klusack to serve as a Resource Navigator through Boulder County I/DD Mill Levy Navigation Services. Wendy joined Elevated Supports in 2019 and served clients under the Supported Living Services Waiver. She developed the program to serve clients to maximize waiver benefits while connecting them to life enriching resources and opportunities.

Wendy is a graduate of Colorado State University with a Bachelor of Arts in Human Development and Family Studies. Her professional tenure has included time spent serving Special Education students throughout K12 levels, teaching pre-school, residential group homes for youth, parent/tot recreation classes, community based mental health organizations and providing host home and foster care services.

In her new position as Resource Navigator with Elevated Communities, she will connect with members of the Boulder County I/DD, Brain Injury and Autism Spectrum Community to offer individually crafted supports to identify needs and services to increase independence, quality of life and self-sufficiency. Her goal will be to support clients to overcome barriers and strengthen the cohesiveness of programs offered within Boulder County.



Key Personnel

Nicole Newsom Program Director

Nicole has over 20 years of experience working with individuals with Intellectual/Developmental disabilities in the Boulder County community. Her education includes a Bachelor of Arts in Sociology from CU Boulder and a Master of Arts in Advocacy from Regis University. She began her career at Imagine! in 2003 as a Supported Living Counselor and later as an Adult Case manager. She served on the Human Rights Committee from 2008 to 2016. In 2008, Nicole worked as a Program Navigator through Workforce Boulder County on a grant commissioned by Social Security called Colorado Youth WINS. During this time, she gained extensive knowledge on the rules and regulations of Social Security benefits. When the grant ended, she went to work as an Adult Advocate at the Association of Community Living. During her 8 years there, she provided resource information and navigation and direct consultation to 200+ adults with disabilities and their families. She also developed an extensive community resource guide and provided dozens of trainings regarding guardianship and transitioning from school to adult services. Nicole also worked as a legal aid, assisting with Social Security appeals. Since 2016, she has been the owner and Executive Director of Elevated Supports, which provides supportive services to over 120 individuals with IDD in Boulder County.

Community

Outreach

- Wellspring Therapy - flyer distribution & in person explanation
- Next Step Consulting - in person program explanation
- Boulder Community Health - flyer distribution & in person explanation
- UC Health - flyer distribution
- Boulder Neuropsychological Services - flyer distribution & in person
- Brandon Fields, PC - Special Needs Planning - flyer distribution
- We All Belong Advocacy - flyer distribution & in person explanation
- Mental Health Partners - flyer distribution
- The Reentry Initiative - flyer distribution
- Front Range Clinic - flyer distribution & in person explanation
- Major Medical - flyer distribution & in person explanation

Community Partnership

- Staffed resource table at The Our Center (ongoing once a month)
- Staffed resource table at Temple Grandin School Open House for prospective students. Invited to attend next alumni picnic
- Attended Non-Profit Summit with Longmont Chamber of Commerce
- Attended networking event sponsored by Next Step Consulting
- Host Caregiver Mixer - once a month (See flyer for Aug. event)
- Attended Key Autism event and distributed flyers



Resource Materials and Guide

- Compiling resources into user friendly guide that can be updated regularly to contain accurate information. Completion goal of 12/1
- Created HUD lottery notification system for enrolled navigation participants
- Resource display in the office



IDD Mill Levy Systems Navigation



Resource navigation assistance
for individuals with:

- **Intellectual and Developmental Disability (IDD)**
- **Brain Injury (BI) or**
- **Autism (ASD)**

of **all ages in Boulder County** to access, engage, and secure local, state, and federal supports as well as other services to empower people to lead self-directed, meaningful, and healthy lives

Scan QR code to
access referral
services form



Drop-in office hours available at
728 Coffman St. Longmont:
• Tuesdays 12pm-3pm
• Wednesday 4:30pm-7:30pm
• Fridays 9am-12pm
Appointments outside these times
available by contacting:



330 MILL ST
WENDY@ELEVATEDSUPPORTS.COM
728 COFFMAN ST. LONGMONT, CO 80501

WENDY KLUSACK
IDD MILL LEVY
SYSTEMS NAVIGATION

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Community

Outreach

- The Our Center – presentation to the resource navigation team
- ACMI Intake Team – flyer distribution and request to present
- Imagine Intake Team – presentation to the enrollment team
- St. Benedict's – in person program explanation
- ARC of Larimer County – flyer distribution
- ARC of Weld County – flyer distribution & in person explanation
- Colorado Healing Collective – presentation to clinical team
- Temple Grandin School – flyer distribution & in person explanation
- Fusion School – flyer distribution & in person explanation
- Out Boulder County – flyer distribution
- Gather and Grow Therapy – flyer distribution & in person explanation

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WENDY KLUSACK
IDD MILL LEVY
SYSTEMS NAVIGATION



Join us for a panel presentation of three caregivers at different stages of providing care for their adult siblings with a neurodivergent diagnosis. Hear trials and triumphs with their journey while enjoying comradery of other caregivers.

Light dinner will be provided. Feel free to bring a beverage to share.

Please RSVP to Wendy Klusack at Wendy@elevatedsupports.com

Reminder: This is an event for caregivers. Please reach out if you need support providing supervision for children or adult family members.



Quarterly Metrics	Q1	Q2	Q3	Q4
Number of referrals by residency for systems navigation				
Boulder			4	
Lafayette			1	
Louisville			1	
Longmont		21		
Other Cities Inside Boulder County			0	
Homeless Inside Boulder County			1	
Mountain Region			0	
Unknown			0	
Number of Referrals	0	28	0	0
All Referral Cases By Age				
0-5			0	
6-12			0	
13-17			0	
18-24			12	
25-54			12	
55 or older			3	
Child- Age Unknown			0	
Adult- Age Unknown			0	
Total	0	27	0	0
(Waitlist/Unable to Serve)			3	
Race				
American Indian/Alaska Native			1	
Asian			0	
Black/African American			0	
Native Hawaiian or other Pacific Islander			0	
Mixed Race			1	
White/Caucasian			25	
Other			0	
Unknown			0	
Total Race	0	27	0	0

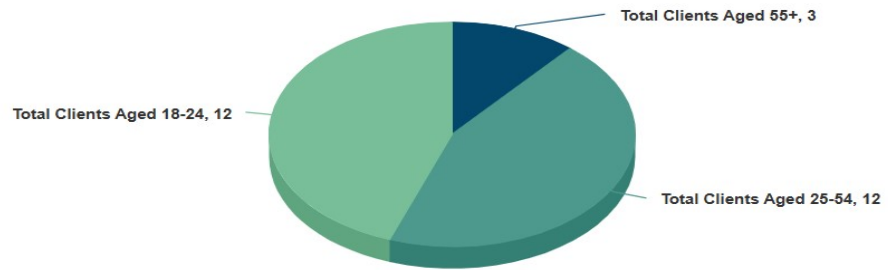
Hispanic, Latino or Spanish origin				
No, Not of Hispanic, Latina/o, or Spanish origin			18	
Yes, of Hispanic, Latina/o, or Spanish origin			9	
Unknown			0	
Total Origin	0	27	0	0
Referral Source				
Boulder County			1	
BVSD			0	
Community Member			0	
Current Waiver Participant			5	
Advocate			2	
PASA			2	
DVR			9	
Resource Navigation Participant			1	
CPWD			0	
Imagine!			0	
Jail/Criminal Justice			0	
Other (please list)			0	
Self			7	
SVVSD			0	
Total	0	27	0	0

Resources referred to				
ACMI			4	
ACL			1	
CPWD			0	
Boulder Community Health			2	
Boulder County Housing Authority			1	
Boulder County Human Services			6	
Boulder Housing Partners			1	
Boulder NeuroPsychological Services			7	
Thistle Properties			2	
OUR Center			1	
Longmont Housing Authority			1	
Imagine! Housing			1	
Imagine! CCB			14	
Gather and Grow Therapy			1	
Colorado Healing Collective			5	
Saint Benedict Health Services			2	
Family Resource Network			0	
Precious Child			0	
Other			0	
Total	0	45	0	0
Successful Systems Applied to				
Medicaid			6	
Social Security			5	
Imagine!			18	
ACMI			1	
Housing Voucher			9	
Division of Vocational Rehabilitation			6	
LTC			2	
LEAP			1	
SNAP			7	
Rental Applications			2	
WIC			2	
CCAP			0	
Other (non-application resources)			18	
Total	0	77	0	0

Unsuccessful Systems Applied to				
Medicaid			1	
Social Security			0	
Imagine!			0	
ACMI			0	
Housing			0	
Division of Vocational Rehabilitation			0	
LTC			0	
LEAP			0	
SNAP			0	
CCAP			0	
Other			1	
Total	0	2	0	0
All active system navigation cases by SSM domains addressed				
Food			8	
Housing			11	
Income			4	
Childcare			0	
Employment			6	
Money Management			2	
Transportation			0	
Workplace Skills			1	
Adult Education			2	
Child Education			0	
Parenting Skills			2	
Relationship Safety			1	
Support System			25	
Life Skills (Household Management)			8	
Healthcare Coverage			8	
Physical Health			7	
Mental Health			6	
Substance Abuse			1	
Functional Ability			3	
Criminal Justice System			0	
Legal (non-criminal)			0	

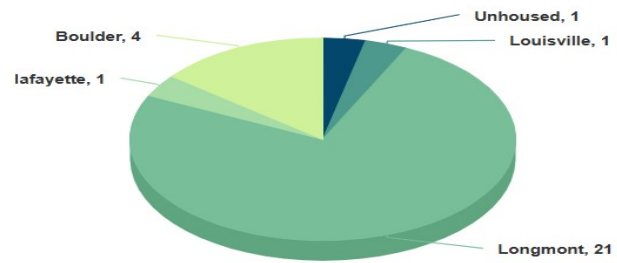
Total Clients Age Summary ▾

Total Clients Age Summary



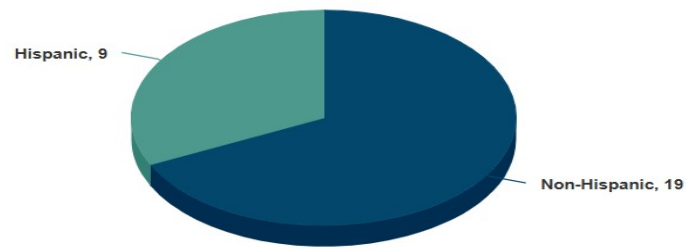
Total Clients by City ▾

Total Clients by City



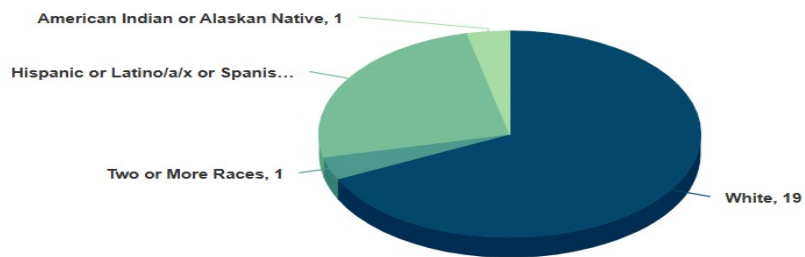
Total Clients by Ethnicity ▼

Total Clients by Ethnicity



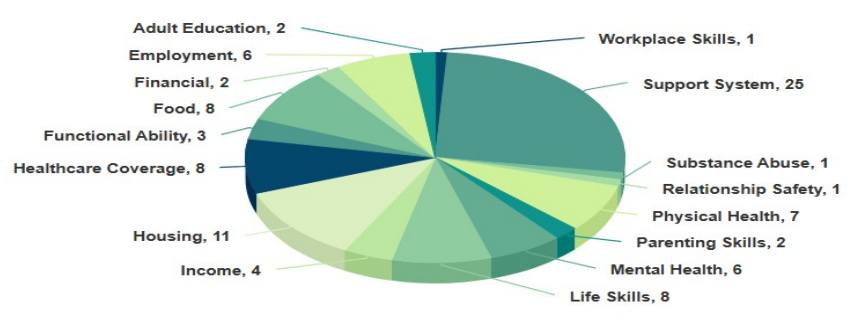
Total Clients by Race ▼

Total Clients by Race



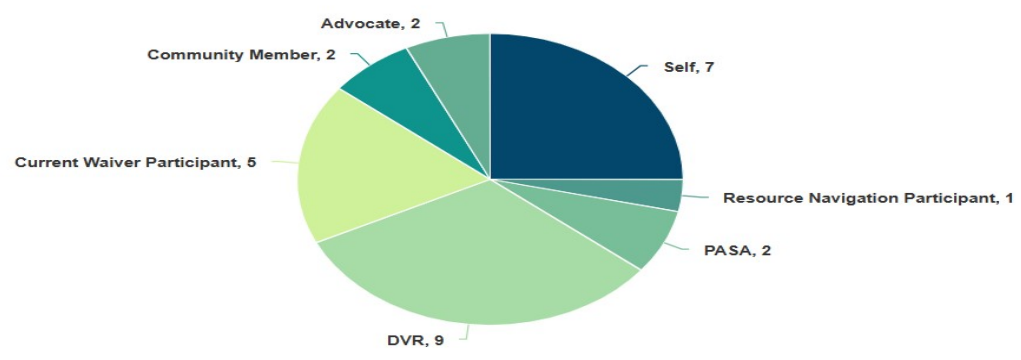
Total ISPs by Domain ▾

Total ISPs by Domain



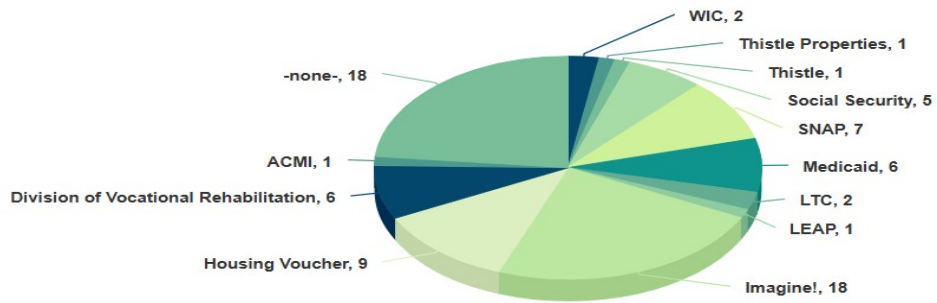
Total Clients Referral Source ▾

Total Clients Referral Source



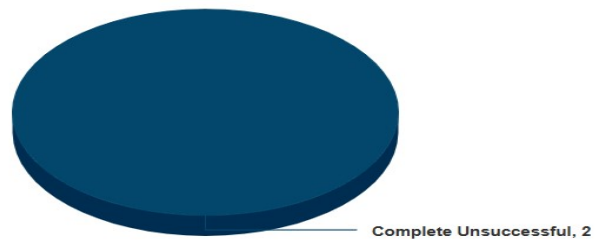
Total Successful Applications ▾

Total Successful Applications

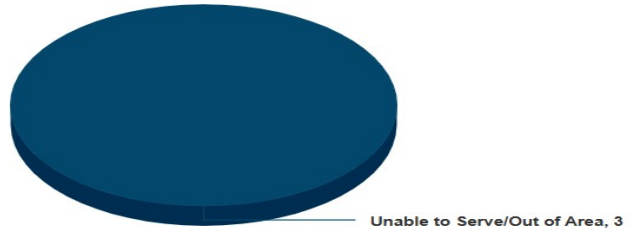


Total Unsuccessful Applications ▾

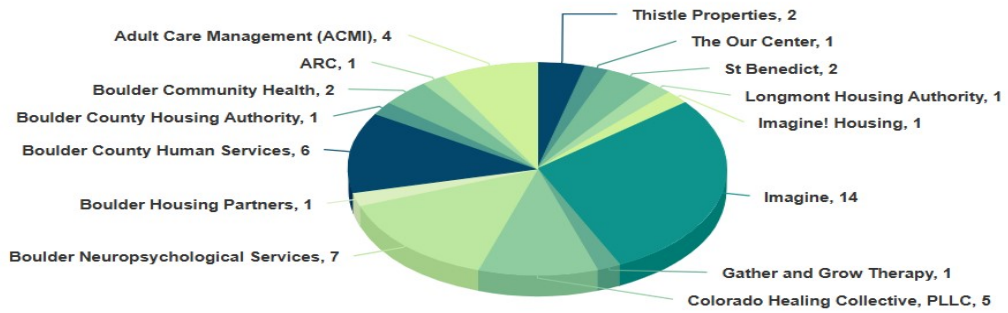
Total Unsuccessful Applications



Unable to Serve/Out of Area



Referrals by Agency





Program Goals for Quarter 3

- Continue outreach focusing on mountain regions
- Connecting with school districts
- Focusing outreach to resources specific to people of color
- Expand resource guide and materials
- Complete Courageous Conversations about Race Training
- Participate in community partnerships
- Explore full potential of Apricot software

RFA Discussion and Recommendations

Discussion between Council Members and Rebecca Seiden in reference to putting more investment into Direct Services funds. We would like to increase the money that is being invested into the community to provide for direct services. Imagine! currently receives around 3.2 million in funding that goes to direct services. In the future, Imagine! will also need to answer requests for funding as other organizations will. The Council discussed the idea of some of the requests be open ended to provide for creative ideas in providing services. Also, the consensus was that we would need very stringent reporting guidelines so that decisions could be made about what is working and what is not and whether to continue funding. This funding investment does not affect the funding which Imagine! receives for Community Center Board activities. Limits on funding were discussed. It was decided that we would like to start with discussing a total amount that would be recommended for future investments for Direct Services. The Council discussed that they do not want any services drop for clients.

Teresa Greene made a motion “we recommend a 4.2 million to be placed in the RFA for direct care service funds”. Jolie Bernstein seconded motion. Motion was passed unanimously by those present.

Council discussed matrix that will be used to evaluate request for funding. Some ideas that were brought up were:

Person-centered

Underserved area unmet need

Employees paid a fair wage

Serving communities that have not been served in the past

Serving mountain or unincorporated Boulder County

Encourage services for Brain Injured

Communication other than spoken or written word

Meets an identifiable unmet need with the community, IDD, Autism, BI

Seiden: This is a big step for us. It is equitable that we start looking at other programs and services within Boulder County also increasing our services to those populations that really don't have services.

Meeting Ended at 7:42 p.m.

Minutes submitted by Rebecca Seiden, Staff Liaison



**Mill Levy Advisory Council, BCHHS
Monday, September 18, 2023
5:00 p.m. to 7:30 p.m.**

Meeting Minutes

Advisory Council Members in Attendance: Annette Treufeldt-Frank, Jolie Bernstein, Miranda Fisher, Timothy Maxwell, Nicole Mascarenas, Teresa Greene

Absent: Anita Speirs, Deana Cairo, Heidi Qui, Nicole Mascarenas, Robert Enderson

Boulder County Employees: Rebecca Seiden, IDD Mill Levy Program Coordinator and Sara Boylan, Contracts Manager

Meeting

Meeting was held through Microsoft Teams and in person at 1333 Norton Conference Room at 1333 Norton Conference Room at 1333 Iris, Boulder in the Workforce Center. No Public Comments were scheduled.

Approval of Minutes

Motion made by Jolie Bernstein to accept Minutes for May 2023 be accepted. Annette Treufeldt-Frank seconded. Unanimously passed.

Reminder: Minutes are in Teams Files.

Report Outs

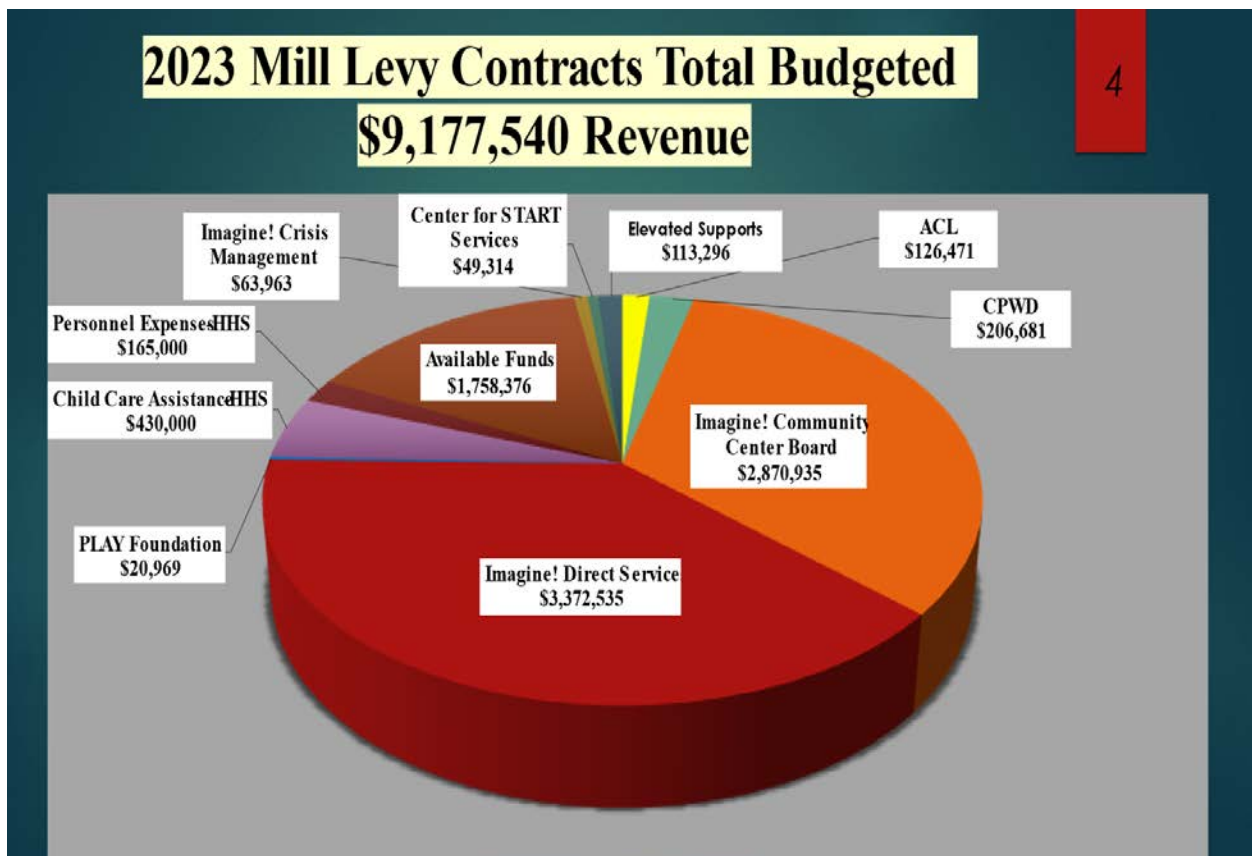
Request for new FTE is still in process. Job Descriptions for Housing positions have been written and will be recommended forward. We are working on developing a method to get more understanding about the housing needs both the actual housing investment needs and the numbers of people that would need housing.

The IDD lunch and learn was very successful. Sara Boylan and Rebecca Seiden presented to staff within Boulder County. Jenna Corder will be presenting the second week of October to County staff to go over what Imagine! is and what services they offer.

Rebecca Seiden has spoken with Dr. David Hatfield about the concerns that the MH sub-committee had about the trainings. 1. Delay to next year as committee feels that December is too soon. 2. Less in person training to minimize interruption to MH providers' schedules. Dr. Hatfield is discussing with his colleagues changing it to a hybrid training. Part virtual learning and part in-person virtual.

Budget Break Down-2023

We discussed the numbers for the 2023 Budget. Total revenue was \$9,177,540 for 2023. The following is the break down for funds that were budgeted for 2023.



Personnel expenses include not only Rebecca Seiden's salary but a portion of other salaries that touch the IDD Mill Levy. Last year our contracts received a 3% increase all but Imagine! Direct Services. Contracts except Imagine! Direct Services will be receiving a 3% increase for 2024. We had another meeting this morning with County Attorneys and confirmed that when putting out our request for funding for next year non-profit and for-profit agencies could respond to funding requests. This opens many opportunities for agencies to apply for funding to increase recreational and social activities and direct services in Boulder County. There still has not been a decision on how we will be getting funds out this next year.

Crisis Management is under Imagine!'s CCB as well as Autism Spectrum. That will stay under that contract moving forward. When we send notice out for funding we will be making sure to announce it so that many entities know about it. Rebecca Seiden has also been keeping a list of agencies that have shown an interest in applying for funding.

Budget Projections

This was based on numbers that were given to finance in June 2023. There have already been changes and will undoubtedly change as we go through contracting, get positions approved, put funding requests out.

IDD Budget, Actuals and 5-year Projections 2023 to 2027		updated after mtg w-Rebecca and Sara on 7/18/23				
Adjust annual variations to expected revenues, contract and personnel increases and housing slot commitments.	Variables	2024	2025	2026	2027	
	Revenue incr %	3.0%	0.0%	3.0%	0.0%	
	Contract incr %	5.0%	5.0%	5.0%	5.0%	
	Pers incr %	3.0%	3.0%	3.0%	3.0%	
	# of housing slots	7	7	10	10	
	Cost per housing slot	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	
		2023	2024 Projected	2025 Projected	2026 Projected	2027 Projected
I.	Beg IDD Fund Balance ^A (based on PY projected)	\$ 6,758,185	\$ 7,916,561	\$ 8,630,094	\$ 8,943,256	\$ 9,065,876
II.	Expenditures					
	Expenditure Type	2023 Reserved/Budgeted	2024 Projected	2025 Projected	2026 Projected	2027 Projected
	OPS/Contracts					
	CPWD	\$ 206,681	\$ 217,015	\$ 227,866	\$ 239,259	\$ 251,222
	ACL	\$ 126,471	\$ 132,795	\$ 139,434	\$ 146,406	\$ 153,726
	Center for Start Services (UoNH)	\$ 49,314	\$ -	\$ -	\$ -	\$ -
	Elevated Supports	\$ 113,296	\$ 118,961	\$ 124,909	\$ 131,154	\$ 137,712
	IMAGINE! (general ops)	\$ 2,870,935	\$ 3,014,482	\$ 3,165,206	\$ 3,323,466	\$ 3,489,639
	IMAGINE! (crisis mgmt specialist)	\$ 63,963	\$ 67,161	\$ 70,519	\$ 74,045	\$ 77,747
	IMAGINE! (PASA direct services)	\$ 3,372,535	\$ 3,541,162	\$ 3,718,220	\$ 3,904,131	\$ 4,099,337
	PLAY Boulder Foundation	\$ 20,969	\$ 22,017	\$ 23,118	\$ 24,274	\$ 25,488
	RFA Award #1 - services	\$ 200,000	\$ 210,000	\$ 220,500	\$ 231,525	\$ 243,101
	RFA Award #2 - social isolation / rec	\$ 200,000	\$ 210,000	\$ 220,500	\$ 231,525	\$ 243,101
	START (Systemic Training...)	\$ 200,000	\$ 210,000	\$ 220,500	\$ 231,525	\$ 243,101
	Total OPS/Contracts	\$ 7,424,164	\$ 7,743,593	\$ 8,130,772	\$ 8,537,311	\$ 8,964,176
	Personnel - salary + fringe (new salaries at PS1 mid-range)					
	Budgeted Personnel - Current (7/2023)	\$ 165,000	\$ 169,950	\$ 175,049	\$ 180,300	\$ 185,709
	IDD Housing Navigator PSI (4 mos in 2023)	\$ 21,828	\$ 89,930	\$ 92,628	\$ 95,407	\$ 98,269
	IDD Residential Specialist PSI (4 mos in 2023)	\$ 21,828	\$ 89,930	\$ 92,628	\$ 95,407	\$ 98,269
	Program Specialist II (4 mos in 2023)	\$ 21,828	\$ 89,930	\$ 92,628	\$ 95,407	\$ 98,269
	Other					
	Budgeted CCAP IDD	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000
	Housing slots (4 mos in 2023)	\$ 31,500	\$ 126,000	\$ 126,000	\$ 180,000	\$ 180,000
	<i>other programming/spending</i>					
	<i>other programming/spending</i>					
	<i>other programming/spending</i>					
	Identified/Projected Expenditures^B	\$ 8,019,164	\$ 8,739,333	\$ 9,139,705	\$ 9,613,831	\$ 10,054,693
	Unallocated 2023 Funds	\$ 1,315,781	\$ -	\$ -	\$ -	\$ -
III.	Revenues and Fund Balance Calculation					
		2023 Reserved/Budgeted	2024 Projected	2025 Projected	2026 Projected	2027 Projected
	Budgeted/Oracle or Projected Expense ^C	\$ 9,334,945	\$ 8,739,333	\$ 9,139,705	\$ 9,613,831	\$ 10,054,693
	Budgeted/Oracle or Projected Revenues ^D	\$ 9,177,540	\$ 9,452,866	\$ 9,452,866	\$ 9,736,452	\$ 9,736,452
	Budgeted Ending IDD Fund Balance ^{A-C+D}	\$ 6,600,780	-	-	-	-
	Projected Ending IDD Fund Balance ^{A-B+D}	\$ 7,916,561	\$ 8,630,094	\$ 8,943,256	\$ 9,065,876	\$ 8,747,636

Discussion about Meeting Times

Discussion was had about meeting times for next year. Attendance has dwindled at both the Advisory Council Meetings and the Sub-Committee Meetings. When the Council first started up we met on Friday afternoons and the attendance was high. After COVID we still met Friday afternoons and added one time per month per sub-committee which seemed to work as well. We have tried meeting once per

month with sub-committees first. That did not seem to give us enough time. This year we meet alternating IDD Advisory Council Meetings and Sub-Committees each month. Attendance has not been good. It was suggested that it might be good to go back to all in person meetings.

We also began brainstorming for other areas to work on such as IDD Awareness and Education. Also, brainstorming for more ideas to bring to the BI Community.

Meeting Ended at 7:33 p.m.

Minutes submitted by Rebecca Seiden, Staff Liaison