

CARR Board Meeting

6/20/23

9AM

Zoom Call

Meeting called by:	Standing Monthly Call	Type of meeting:	Monthly Board Meeting
Facilitator:	Butch Lewis	Note taker:	Kevin Fox
Timekeeper:	Butch Lewis		
Attendees:	Alia Andrews, Cali Petersen, Dara Keller, Gonzalo Ardavin, Matt Neptune, Rourke Weaver		

Minutes

Agenda item: Approval of May Financials **Presenter:** Butch Lewis

Discussion:

Gonzalo motions to approve the May financials. Board approves the financial for May with no objections.

Conclusions:

Board approves the financial for May with no objections.

Agenda item: Revisions to CAR by-laws **Presenter:** Butch Lewis

Discussion:

Dara put together revisions to by-laws

Gonzalo – Why the revisions?

Butch – When director's roles changed it throws off the by-law percentages changing the board make-up of operators to non-operators. Dara cleaned up the language to be clearer. As a result, we need to replace Rich Montoya who is now an operator as we need a non-operator.

Motion passes to approve the by-laws.

Conclusions:

CARR by-laws language has been rewritten to be clearer as to procedure when an board of directors member either moves from a non-operator to an operator or vice-versa.

Agenda item: BHA contract **Presenter:** Butch Lewis

Discussion:

BHA has not hired someone yet, specifically for CARR's contract, but Alia will be assisting where necessary.

Butch has submitted budget to BHA.

Expansion Coordinator to help w/ expansion of recovery residences (RRs).

CARR will work with Michelle Staley, court coordinator w/ the state courts administrative office who oversees all the specialty courts, to help identify the best markets to open up RR's to support the criminal justice system. There are many situations where individuals live 1-1/2 to 2 hours away from where they had to go to court, some were managing to get a ride to the court house and sleeping outside until their court appointments. Where this happening in counties with drug courts, but no recovery housing through CARR's new Expansion Manager would partner with the state court's administrative office to find people willing to stand up RR in these counties and educate/train staff. There are independent consulting firms for very program specific issues such as writing policies & procedures where CARR does not get involved, etc.

Independent consulting firms could help open RRs. This would reduce liability on CARR. BHA recommends CARR not to provide sample P&Ps.

Training & Education Administrator – CARR to hire Fletcher Group who has Health Resources and Services Administration (HRSA) funding to provide 4 or 5 people to create training w/ a guide and a test to measure/evaluate new RRs that includes different learning styles. CARR to hire an administrator to manage the disbursement of funds to RRs.

Enterprise Champion to manage software like an electronic health records (EHR) program. Behave Health is an example EHR that Monarch SL uses.

Cali - Behave Health primarily used for recovery residences. Basically, everything we do is electronic. All of our agreements, P&Ps for staff and clients are there with electronic signatures, logs all their UA & BA test w/ electronic signatures, if clients are on scholarships, it tracks weekly assignments able to see everything through a portal, links can be sent to family members, etc. everything is HIPAA compliant, also has admittance function tied to a bed availability at specific houses with what bed fee, portal cannot track clients but they can do check ins for meetings, work, check in to properties when home for curfews or IOPs, etc., has emergency contacts and client profiles (i.e. are they a fentanyl user, drug of choice, etc.) to help house managers

Butch – CARR wants to build a similar platform that includes a Recovery Capital Index system that focuses heavily on social model of recovery. To measure the success of residential recovery programs and recoveries of individuals. Where previously CARR's focus was on the safety and recovery environment of sober livings/recovery residences, CARR is now adding a focus on the social model of recovery. Butch currently attending West Virginia Alliance of Recovery Residences (WVARR) annual summit to experience their conference and learn how they operate and bring back to Colorado methods for tracking outcomes and use data for future additional funding for recovery residences.

With all this software and programming, CARR needs an individual to work with whatever software company we decide to use and CARR and the RRs to get data into the system. Primarily used for integrating everything.

(2) Expansion Coordinator positions. Butch would like to change the name to one of the positions to Deputy Director.

Deputy Direct would perform: 1) some expansion coordinator work, 2) advocacy work for CARR, 3) help with upcoming legislation (i.e., the anti-discrimination bill) with a couple senators that are will to run for CARR, 4) budget development to replace the loss of grant funding at the end of two (2) years and 5) succession planning if something were to happen causing a Exec Dir vacancy.

Training – Video series training modules on 1) how to start an RR, increasing # of calls from realtors/investors thinking that can just throw X # of clients in a house and call it a sober living; 2) what happens during an inspection, focus on the documentation, P&Ps.

Example: The City of Northglenn was trying to prohibit an RR from opening, but once CARR explained the inspection process was nearly identical to the city's process and CARR's function for RR's, the city relented. A training video would explain the inspection process.

Kim Savage, retired attorney who now consults RRs in TX, CO, MI, MO and 3 other states. CARR to hire her to create training videos regarding NIMBY, local zoning law, federal laws, how to apply for reasonable accommodations all specific to Colorado. All this to be available on the CARR website for anyone to utilize.

Good Neighbor video.

Social Model video.

Daily Operations video.

Resident Rights & Responsibilities

Cultural Responsiveness

Legal – So fare 86 hours of legal work with Dara's firm with all the contracts focused on that CARR will have to put in place (i.e., software companies, HIPAA, office space, etc.) and will work with Kim on ADA & zoning, etc.. Messner/Reeves reviewed our potential lease for office space.

Butch – want a committee to review proposals submitted by potential software companies to evaluate which would be the best alternative and bring to board for a vote.

Vehicles – Budget request to the grant initially included purchasing three (3) vehicles for staff who would be driving all over the state. However, the vehicles dropped by one (1) due to one of the late changes to the budget, CARR searching for a solution to regain the 3rd vehicle.

Newsletter – CARR to starting sending out a newsletter sometime in July. First newsletter to include, new board position to replace Rich and additional operator, formation of software committee and asking for volunteers, formation of training committee and asking for volunteers, summit, new office and how it will be used for training.

Butch – Any questions?

Gonzalo – Highly encourage leasing rather than purchasing to get away from maintenance, lease them for the time period CARR is funded for with a guaranteed fixed cost. Software – is this is a software that CARR will use that operators will transfer date into then CARR will get these results?

Butch – the software is actually intended more for the operators, it would be not mandatory for operators. Some operators are currently pay \$8K to \$10K per month for similar software. If we can get the majority of RRs using the same software, CARR can utilize on the back end to provide BHA or other agencies recovery outcome data. Software will NOT include individual client's HIPAA information, but uses a unique identifier for the data, not the individual, for the state to prove and validate social model of recovery. Goal is to make the software powerful for RRs and free!

Gonzalo – for his program which operates RRs in 4 states, utilizing a proprietary software in Colorado would not be feasible which is why they use their own proprietary software. Also, CARR would be making a commitment for 2 years, but it will likely take 1 - 2 years to collect real data with zero guarantee that on year 3 CARR will be continuing this.

Butch – 5 years is the commitment he's talking about with these software companies

Gonzalo – and will be fully funded within the first 2 years?

Butch – Pretty much, yes. But we can't pay ahead of things. We want to be there in 3 to 5 years. Deputy Director role is tasked with budget expansion to help resolve this funding gap.

Rourke – Question to Gonzalo & Cali: two of you use a proprietary software now that does data tracking are you using that for maintenance or more internal for areas you want to review.

Gonzalo – uses it as an admin panel and regionally broken down.

Rourke – ask Butch if the software he's proposing will integrate with other proprietary softwares?

Butch – maybe create an API, this would be a different system that we would ask RRs to move over to this free software

Rourke – wants all in agreement

Butch – do we adopt the budget as written?

Gonzalo – yes, we vote to approve to adopt the budget as written; and before we use any budget line items over X dollars that we go through a vote so it's in the minutes, etc.

Dara – yes, we should vote to approve the budget and perhaps we divide in to different categories.

Butch – moves to vote to approve 2024 Budget as submitted to BHA w/ the addendum that one of the expansion coordinator roles moves to a Deputy Director position.

Gonzalo – approves the motion

Cali – seconds the motion

No one opposes

Conclusions:

2024 Budget that was emailed out to all board members and described in further detail here is approved by board w/ no opposition. Butch to go ahead make edits to the job descriptions and submit to Dara. Get these job descriptions in the newsletter.

Other Information

Observers:

Resources:

Special notes:

Alia had to leave early during the meeting, but her position is a non-voting, advisory role as required representative from BHA.