

# CARR Board Meeting

4/16/24

9AM

Zoom Call

<b>Meeting called by:</b>	Butch Lewis	<b>Type of meeting:</b>	Monthly Meeting
<b>Facilitator:</b>	Butch Lewis	<b>Note taker:</b>	Jaycie Lafrican
<b>Timekeeper:</b>	Jaycie Lafrican		

<b>Attendees:</b>	Butch Lewis, Jaycie Lafrican, Scott Mounce, Gonzalo Ardavin, Cali Peterson, Dara Keller, Valerie Resendez, Matt Neptune, Tonya Wheeler, Alia Andrews, Amy Cooper
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## Minutes

<b>Agenda item:</b>	March Financials	<b>Presenter:</b>	Butch Lewis
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### Discussion:

- Consistent with purchases.
- Purchasing the last CARR vehicle today.
- The jump in the software subscription is Jax billing for our software. It is consistently \$7,500 for the rest of the year.
- Massive change in the software this year as we're trying to update more. Trying to get it more user-friendly. We will be adding a component that makes it so users can research recovery residences specific to the county.
- Cali requests to approve financials.

### Conclusions:

March financials approved.

<b>Agenda item:</b>	Policy Review	<b>Presenter:</b>	Cali, Dara, Butch
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### Discussion:

- Dara pulled up draft policy for a complaint against executive or board members regarding investigation, reporting, etc.
- The policy for who to report to: email ([chair@carrcolorado.org](mailto:chair@carrcolorado.org)), made in person, telephone to officer or director. Concern over what level of responsibility when it is a verbal complaint.
- Came to conclusion that it needs to be in a written form either by email.
- There is language in the BHA contract for submission of any type of grievance.
- Dara will send out a policy by email. We will vote by email to approve as long as it's unanimous or push to the next board meeting.
- Alia would like BHA grievance email and telephone number in the policy too as BHA is outside of the recovery community. I want to make it as comfortable as possible for people. Alia would bring the grievance to the board.
- Email needs to go to at least two people so there is no chance of it going to the person being grieved. A lot of people are emotional and may just skip over CARR to go to BHA, but this is an internal policy anyway.
- Dara continued with explanation of policy: confidentiality, procedure, possible outcomes. If the board decides action to be taken, that will be done by the board (minimal to extreme).
- No further questions or concerns.
- Butch stated that CARR will now start taking anonymous grievances after talking with BHA. Sometimes there's no way to follow up with someone so we have to jump around to follow-up. Vote to make it okay.
- Alia stated that no hearsay will be accepted. It needs to be directly from the griever who was involved.

- Butch moved on to ask: Is everyone ok if CARR does not certify a residence until all standards, policies, and inspections are completed with exception for Egress windows for 90 day exception.
- Gonzalo: Most of our operators were challenged with this issue, specific to Egress windows, everyone is trying to make compliance.
- Cali: It makes sense to issue when compliance with policy and standards are met.
- Alia: From BHA, it sounds reasonable to me, they should wait until everything has been completed and met.
- Scott: We're overlooking someone's safety for 90 days until the windows are in. I think that room should be inhabitable until windows are put in.
- Matt: People do it anyway. How are we going to secure a follow-up and ensure that they don't have windows?
- Tonya: I agree, but I think we at least cover CARR's responsibilities for ensuring that we did our due diligence to ensure the safety of the home.
- Butch: This is also a building code violation, not just a CARR violation. They will get a 90 day provisional if it specific to Egress windows, otherwise the organization will not get certified until all policies and standards are met.

**Conclusions:**

- Dara will clean up and add clauses for BHA contact information for the grievance process against the board. Bring to the next board meeting for approval.
- Anonymous grievances now allowed to be made through CARR.
- Carr certifications will not be given unless all inspection, policies, and standards are met except a 90 day provisional specific to Egress windows.

<b>Agenda item:</b>	Insurance	<b>Presenter:</b>	Butch Lewis
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**Discussion:**

- BBMI designed specifically for recovery residences. They told us CARR has the most specific comprehensive insurance due to extra layers asked for.
- Any Carr or board decision for a decision made by them has the same liability process and protection as state law. There is significant protection for both the board and CARR's policies.

**Conclusions:**

- New certificate of insurance sent to BHA yesterday.

<b>Agenda item:</b>	Amy Cooper Supervision	<b>Presenter:</b>	Butch Lewis
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**Discussion:**

Butch reviewed last year and this years budget where supervision of Amy is less than \$1500. It hasn't been taken advantage of. We're in the process of writing the second volume of CARR Guidebook. It would be nice to have her as a reference as there are some challenges he's being met with regarding BHA and creating new standards. Any issues starting that up?

**Conclusions:**

- Everyone approves. Supervision will begin in August.

<b>Agenda item:</b>	BHA Audit of CARR	<b>Presenter:</b>	Butch Lewis
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**Discussion:**

- CARR is audited twice within the next month-BHA and NARR.
- Technical assistance with training videos ensure NARR bumped up the audit to this year.

-A lot of standards for CARR has been updated, we will be able to fix trainings in time before they go out correctly if their are edits to standards.

**Conclusions:**

-Audit to happen in the next week or two.

<b>Agenda item:</b>	Fee Increase	<b>Presenter:</b>	Butch Lewis
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**Discussion:**

-Butch: December 21, 2025 is contract. Around 450 recovery residences in Colorado. We physically can't certify with only two people behind the process. A budget was put together for staffing of the next fiscal year which is similar to the expansion budget of last year. If we were to bring on another staff member, and they made 70k a year and paid benefits of 30% it would be an increase in budget of 91k. If you divide 91k by 250 homes, that's an increase of around 350\$ which would make the inspection fee of around 500\$.

-Gonzalo: It's important to me, is the financial capability of operating and yearly reviews. The increase, if we jump up, it's less than half of what operators pay in other states. My opinion is that I would like to see a forecasted budget starting Jan 1 2025 of expenditures to maintain stability. It will be a challenge for operators.

-Butch: That's not the cost of increasing program certification, just the certification fee.

-Alia: In 2021, legislators allotted money to keep certificates down. So BHA might now agree with the jump in the increase.

-Butch: Pulled up last year's budget. It's not changing for the next year except for the staffing salary.

-Scott: I would like to go to certification every two years if you're already certified for two years.

-Cali: That would create less work for the inspector and put more focus on new people.

-Gonzalo: We need to have a discussion based on the merits of what we've accomplished in order to subsidize finances or we have to increase rates. We're at the same rate as 2020. We need to bring the discussion to BHA to discuss a resolution. The only way we can increase revenue is to increase certification fees.

**Conclusions:**

-Topic put on hold until next board meeting due to the majority of members needing to leave and a discussion needed with BHA and board regarding a budget plan.

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### ***Other Information***

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**Observers:** N/A

**Resources:** N/A

**Special notes:** N/A