



Explore Engage Enjoy Board Meeting Agenda

Date: 12/04/2024

Time: 7:00 pm

Invitees: Rebecca Moyer, Executive Director, Analisa VanOostrum, Board President, Emily Lorang, Secretary, Stephanie Gilbreath, Treasurer.

Full board was present and fulfilled requirements for a quorum.

Overview: Explore Engage Enjoy's second board meeting of 2024.

Secretary's Report

- Review minutes from last meeting
 - Motion to Approve: Approved by Rebecca
 - Second: Stephanie

Executive Director's Report

- 2023 taxes with Form 990 and CT-12 filed and accepted by state and federal
 - Review summary page
 - Deficit of \$98,260 over course of 2023
 - RM: to be expected, don't need to pay taxes for non-profit. Non-profit status still good.
- Productivity reports, total visits and percent present
 - June: 113, 82.64%
 - July: 236, 79.34%
 - August: 447, 81.34%
 - September: 449, 81.47%
 - October: 591, 78.10%
 - November: 466, 69.25%
 - December: 406, 67.94%
 - January: 395, 60.32%

- *February: 457, 61.80%*
- *March: 444, 67.47%*
- *April: 413, 64.86%*
- *May: 398, 71.55%*
- *June: 352, 65.91%*
- *July: 401, 69.72%*
- *August: 447, 71.55%*
- *September: 388, 68.42%*
- *October: 546, 73.51%*
- *November: 413, 68.17%*
 - RM: Feels good about numbers, anything above 450 is good.
- Budget reports:
 - Profits and loss sheet shared from QuickBooks
 - Current bank balance (as of 12/03/2024) of:
 - Checking: \$36,504.63
 - Savings: \$360.09
 - Debts:
 - Credit card : \$2,233.09
 - Short term loan (Mary H. at 5%): \$6,367.43
 - Short term loan (John P. at 4%): \$20,399.28
 - Short term loan (Rebecca M. through Discover 7.99%): \$15,839.99
 - Long term loan (CCD): \$67,554.33
 - Total: \$112,394.12
 - RM: Making good headway, hopeful debts will be done in 4 years. Reimbursement for UHA went up \$5 for every OT and speech tx after November 1st.
- Two new hires to report
 - Christina Jacobs: SLP for 3 days per week and 8 treatments per day
 - Heidi Doud: SLP 1 day per week for 4 treatments per day (open to more if it goes well)
 - RM just offered position, works in school during day. RM is working on getting her credentialed.
 - Christina is fully credentialed and we are in the process of getting everything submitted and back for Heidi.
- Completed a letter of commitment to help Western Oregon University (first OR public university to offer an OTD program with first cohort starting fieldwork in 2026) working on a rural health grant that will support fieldwork students financially if they choose to do a fieldwork with us or other rural health site.

- Mention of Ford Family Foundation-E3 should be able to apply for another grant next year.
- Ideas have been implemented from strategic plan in July
 - Episodic care, limits for 9 months on and 3 months off
 - Seeing good results, one family came back today and reported positive results.
 - Updates to intake forms to increase awareness of no show policy
 - Now has intake forms in Spanish
 - Opt in option for electronic billing statements
 - Not many private pay clients
- Upcoming compliance reports will be due at the beginning of the year so I will be sending those out for HIPAA training, Medicare Fraud, Waste, and Abuse, and any policies and procedure updates
 - Has set up to go out in January
- Student training has been going very well
 - Have had a total of 3 students in 2023, 4 students in 2024
 - Two COTA students from Linn-Benton January-March 2025
 - One COTA student Navarro College March-May 2025
 - One OTD student University of North Dakota May-August 2025
 - Many observation students PT/SLP/OT
 - Nursing site for UCC first years as a community partner
- Still trying to hire and increase capacity
 - Jobs posted on Indeed
 - Spoke with a recruiter to increase exposure leading to Heidi, paying \$1,600 a month for 4 months then can cancel
 - Will likely cancel after the 4 months.
 - Also offered a \$5,000 sign on bonus on the most recent Indeed posting
 - Plans for doing a lot of community outreach:
 - December 4 providing training for staff at the Boys and Girl's Club for working with children with neurodiversity
 - They serve 200-300 children a day, plans to keep relationship
 - December 6 attending physical therapy recruitment fair in Lebanon
 - December 10 speaking with 100+ high school students at the UCC career fair
 - Covering all allied health
 - April speaker at the local Optimist Club
- Lease verified and increased November as outlined in lease agreement
 - Total previously: \$3,878.18
 - Increased to: \$3,976.52

- Lease expires September 31, 2025
 - RM: Hopes to buy space but is worried of risks. If 2 more full-time providers it would be a tight space.
 - SG: There's a medical space by Dr. Todd in a complex. RM will look into it. Both feel it would be feasible with current monthly lease amount.
 - SG: Consider a space where half is an open play gym as there is a need in Roseburg.
- Discuss community outreach
 - We have been offering more groups, Winter Motor Lap, Flexible Thinkers, Social Butterflies, Social Group, Sense of Adventure Summer Camp
 - Parent surveys have been very positive and billing a group code has been easy, not very profitable but fine
- Review timeline for moving forward
 - In a stabilizing place.
- Other grant ideas
- Waiting on most promising grants for upcoming project
 - SHARE declined as it wasn't a good fit for their funding stream
 - CHIP pending
 - CHI Mercy approved for \$30,500!
- Project is Social Emotional Kindergarten Readiness Program
 - Focusing on 10 outcome areas for up to 8 children and their families
 - Kiddos who don't qualify for services. Will recruit through ESD and eval for appropriateness. Will contact primary pediatricians if they aren't able to fill spots.
 - 10 goal areas: These skills include: being able to settle into a new group easily, cooperate with two or more peers, focus on a task for 10 minutes, follow 3 step directions, follow simple rules, and be able to take care of self such as toileting, handwashing, and opening own containers.
 - 4 weeks, 4 days per week for 4-5 year olds
 - First group will be in April/May
 - Grants submitted to SHARE, CHIP, and CHI Mercy Foundation to help make this a reality
 - Daycare
 - Business Oregon is putting out some large grant funds to make this a reality
 - There is a "planning" stage grant we applied for and could use to get an architect or engineer help draw up dream plans but haven't heard back yet
 - Gives more time to assess feasibility
 - Just got an email that the approval or denial letters would be in the mail with a scoring breakdown should we want to apply the next round

- Consider fundraising options in the future but isn't a need now.
- Good morale in the clinic, good flow, and mostly independent. Had a Christmas party this last week.
- Set up meeting schedule and plan, can try to meet every quarter but 2 meetings a year minimum
 - Aim to meet in March before kinder camp

New Business

- Discuss community outreach
- Review timeline for moving forward
- Other grant ideas?
- Project ideas and dreams?
- Set up meeting schedule and plan, will need to meet every quarter

Action Steps

- Emily: type and sign board meeting minutes
 - Email to Rebecca to post on Website
- Analisa:
- Stephanie:
- Rebecca:

Next meeting duties

- Review quarterly financial report

Signatures:


 Date: 12/4/24
 Emily Lorang, Board Secretary


 Date: 12/5/2024
 Analisa VanOostrum, Board President