



Explore Engage Enjoy Board Meeting Minutes

Date: 07/29/2024

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 first board meeting of 2024.

Secretary's Report

- Review minutes from last meeting
 - Motion to Approve: SG motion to approve
 - Second: AV
 - All motion to approve

Executive Director's Report

- We are up and running at full speed.
- 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%

Notes: Ideally, would like 450/month. Took time off for feeding course in June. Overall, pretty consistent.

- Budget reports:
 - Profits and loss sheet shared from QuickBooks
 - Quickbooks off a little because of UHA pay date of Wednesday. Close to breaking even. Received grant for feeding education. Interest rates on loan, lease, and office expenses have been expensive. Net revenue of -\$5,569.22. Tends to fluctuate. Rent will go up again in November. Haven't looked into commercial space but have a good balance of therapists to space. Long-term goal is to move but is not a high priority at the moment. SG: commercial property may make a downturn soon. RM Lease expires November 2025, don't want to get on another 5-year lease. SG: Melony Marsh is a commercial property real estate agent in Roseburg
 - Quarterly tax report to share
 - Still waiting on Form 990 to be submitted, accountant applied for extension so they have until October 15
 - Grant of \$3500 from Olsrud Family Community Fund
 - Grant of \$1500 from Roseburg Forest Products
 - Grant of \$6437 from the Oregon Community Fund
 - Current bank balance of:
 - Checking: \$48,542.72
 - Savings: \$360.01
 - Debts:
 - Credit card : \$1,069.31
 - Short term loan (Mary H.): \$14,734.71
 - Short term loan (John P.): \$28,661.47
 - Short term loan (Rebecca M.): \$27,000
 - Close to not making payroll
 - Long term loan (CCD): \$109,946.55
 - RM asked bank for lower interest rate but with fees it wouldn't make a difference
- Grant for SOS Feeding Therapy and completed the training
 - So good and all of our therapists attended
 - Everyone is feeling more confident about addressing feeding concerns
 - Plan to market more to physicians

- RM plans to make a red flag list for providers to send to physicians for referrals
 - Are interested in starting feeding groups
- Insurance Credentialing approved!
 - NWRA approved and has been helpful with increase in reimbursement rate and ease of credentialing a new provider
 - ~\$227/month in fees but reimbursement rates are higher and they will help with credentialing
- Looked into and contacted source of other loan forgiveness programs (<https://nhsc.hrsa.gov/loan-repayment/nhsc-all-loan-repayment-programs-comparison>) but OT/PT/SLP is not specifically listed (declined us as we aren't PA, MD, or psych) but they gathered my request should they expand the program
- Had a strategic planning meeting with all staff on July 26
 - Ideas proposed
 - Episodic care, limits for 9 months on and 3 months off
 - Allows for time to work on HEP
 - Expect some pushback from families who have been coming for a while. Expect new families to be ok with.
 - Will need to work on updated intake forms
 - Created episodic care FAQ sheet
 - Will need to educate physicians
 - Billing should be the same, RM expecting a decrease in waiting list, families showing up knowing there's limited time.
 - Updates to intake forms to increase awareness of no show policy
 - Families will need to give 24 hour confirmation
 - Opt in option for electronic billing statements
 - Fusion (EMR system) will allow this option vs mail
 - Usually less than 25/month
- Student training has been going very well
 - Three students from University of North Dakota
 - Additional UND student August 2024-November 2024
 - Student from St. Augustine Health Sciences in CA from Sept 2023-Dec 2023
 - Student from Pacific University May 2024-August 2024
 - Two COTA students from Linn-Benton January-March 2024
 - Two COTA students Linn-Benton January- March 2025
 - Many observation students PT/SLP/OT
 - Nursing site for UCC first years as a community partner
 - ~16 came over a few days
 - RM would like George Fox, WOU students

- Emily will connect RM to AFWCs.
 - Have had a lot of people come to observe
- Meeting with ESD, new director Windy Digby made a good connection
 - Early intervention director, understands concerns and is a good place for referrals
- New hires and job postings
 - One new hire to report:
 - Christina Jacobs, SLP 16.5 hours per week
 - Starting 7/31/24, observing 1 week.
 - Previous experience in schools
 - Suzanna E. went back to school for her OTD so stopped working here in January 2024
 - Had a COTA interested and offered the job (started her a schedule) but then she declined last minute
 - Jobs posted on Indeed
 - Spoke with a recruiter to increase exposure but no applicants yet (\$9,500 per placement if they take full-time)
 - Also offered a \$5,000 sign on bonus on the most recent Indeed posting
- Lease verified and will be increasing in November as outlined in lease agreement
 - Total Currently: \$3,878.18
 - Will increase to: \$3,976.52
 - Lease expires September 31, 2025
- 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
- Other grant ideas
 - Social Emotional Kindergarten Readiness Program
 - 4 weeks, 4 days per week for 4-5 year olds
 - Grants submitted to SHARE, CHIP, and John Templeton Foundation to help make this a reality
 - Daycare
 - Business Oregon is putting out some large grant funds to make this a reality but they haven't opened yet for an application.
 - There is a "planning" stage grant we could use to get an architect or engineer help draw up dream plans
- Project ideas and dreams?

- SG: Is looking into someone private for a loan a possibility?
- RM: Yes, have been looking into it. Projecting loan to be paid off in 6 years, there is no penalty for paying it off early.
- RM: Murdoch grant hasn't opened yet. Has set email reminder. Ford Family: will need to wait reapply again since it's only once a year.
- AV: Can we do anything to help?
- RM: Would be helpful to lean on Board to support new episodic tx. Change will start August 19th. Will put up posters, etc. to educate families. 9 month won't start for current families until next PRN.
- RM: If we have 7 full-time providers, a new front desk person would be needed.
- SG: Can we reach out on Indeed to recruit? (Peruse through resumes and cold call). Roseburg tracker?
- RM: Will update Board on when taxes will be filed, needed more forms for non-profit.
- Set up meeting schedule and plan, will need to meet every quarter
 - Need to meet before October 15th

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

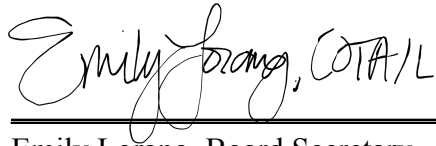
Action Steps

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

Next meeting duties

- Review quarterly financial report
- Review Form 990

Signatures:

Handwritten signature of Emily Lorang, COTA/L in black ink.

Date: 7/29/24

Emily Lorang, Board Secretary

Handwritten signature of Analisa VanOostrum in black ink.

Date: 7/29/24

Analisa VanOostrum, Board President