



Explore Engage Enjoy Board Meeting Agenda

Date: 11/14/2023

Time: 7:00 pm- 8:30 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 2023.

Secretary's Report

- Review minutes from last meeting
 - Motion to Approve: Rebecca
 - Second: Analisa

Executive Director's Report

- We are up and running at full speed.
 - Numbers are skewed below due to numbers of scheduled vs. seen
- Productivity reports, total visits and percent present
 - June: 113, 82.64%
 - July: 236, 79.34%
 - August: 447, 81.34% (ideal of where we want to be)
 - September: 449, 81.47%
 - October: 591, 78.10% (2 students were present)
- Budget reports:
 - Profits and loss sheet shared from QuickBooks
 - Gross profit \$180,032.32
 - Total contract and professional fees \$4236.40
 - Insurance \$6,812.40
 - Total occupancy \$28,157.25

- Total office expenses \$13,440.92
 - Payroll (largest): \$233,129.58
 - RM: Overall: To be expected with revenue flow
 - RM has meeting tomorrow for balance report.
 - Questions regarding charges and adjustments
 - Medicaid is primary funder but only pays back certain percentage
 - Good mix of private and public insurance
 - Quarterly tax report to share
 - Taxes have been paid on time (payroll, unemployment)
 - Grant of \$5,000 from the Ford Family Foundation for training on Accountant Services from Watters + Fryer
 - Current bank balance of:
 - Checking: \$35,601.27
 - Savings: \$359.89
 - Debts:
 - Credit card (0% interest until May 2024): \$17,440.66
 - Short-term loan (Mary H.): \$10,568.46
 - Paying regularly, should be finished paying by next June
 - Long-term loan (CCD): \$144,936.14
 - 30-year loan but RM projects it will be paid off sooner
 - SG: Any expectations?
 - RM: UHA made one week of low reimbursements (5) but other weeks are usually ~100. Have been able to make payroll consistently. Fusion balance is a little off (~15 claims). Currently, only 2 claims that were denied because of prior authorization issues.
- Awaiting insurance credentialing for:
 - NWRA
 - United Healthcare (but are approving on a case-by-case basis)
 - Providence (declined us until NWRA comes through, also approving on case by case basis)
 - RM expects credentialing to come through soon
- Student training has been going very well
 - One student from University of North Dakota from June 2023-August 2023
 - Additional UND student August 2023-November 2023
 - Student from St. Augustine Health Sciences in CA from Sept 2023-Dec 2023
 - Two COTA students from Linn-Benton set for January-March 2024
 - Two other UND students May 2024 and August 2024
 - RM can take 2 at one time
- New hires and job postings

- One new hire to report:
 - Katherine P., OTR/L, CHT for part-time 25 hours per week
 - 4 clients/day. Plans to take ER CE course soon.
- Jobs posted on Indeed and R3NET for rural healthcare providers
- 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
- Had an interview with potential SLP Genealle V. on 11/07/2023
 - Decided to take another position
- Had interest from a dietitian in working a few days per week. Initial interviews went well and she is still deciding. Follow-up email sent first week of November.
- Website is live
- Lease verified and will be increasing in November as outlined in lease agreement
 - Total: \$3,878.18
 - ~\$150 more
- Approved 2023 compensation rates for employees and have been doing payroll with Watters + Fryer
- E3 Employee Handbook, Policies and Procedures, HIPAA and Privacy Policies and Procedures, and Youth Protection Policy have all been done
- We have received two grants. One for \$5,000 from the Ford Family Foundation to consult with an accountant firm to be trained on Quickbooks and other financial management. A \$500 grant from 4Imprint for promotional materials and we ordered super cute tote bags.
 - RM trained on payroll through Quickbooks. They will overlook money coming in and out.
- Submitted for a grant focusing on burnout and health of our employees with due date 11/12/2023 and will find out more in March 2024.
 - To implement a program to reduce burnout.
- Rebecca M currently taking a 4 part class on submitting government grants
 - RM has one more day to complete. Anticipate 40-80 hours to complete 1 grant.
- Discuss community outreach
 - We are offering our first camp/group service: Winter Motor Lab for 2 groups of 6-8 kids from December 18-21 for 2.5 hours each session.
 - In morning and afternoon when kids are on winter break.
 - Some payment will come from insurance
 - We'll take parent surveys and see how the funding goes billing a group code
 - Will gauge interest to continue for spring break, etc.
- Review timeline for moving forward
- Other grant ideas?
- Project ideas and dreams?
- Set up meeting schedule and plan, will need to meet every quarter

New Business

- Discuss community outreach
- Review timeline for moving forward
- Other grant ideas?
 - AV: Mention of MJ Murdoch grant, aunt received money in WA state through organization
 - SG: Sports Medicine clinic starting in Roseburg
 - RM: close to max in space so may need to consider another space
- Project ideas and dreams?
- Set up meeting schedule and plan, will need to meet every quarter
 - By-laws state 2x/year but best to meet quarterly for monetary purposes
- SG: to connect RM with provider relations at Mercy for job opportunities.
- Will give providers a holiday wreath for referrals. Referral/provider relations are going well.
- December 12th Holiday party.

Action Steps

- Emily: type and sign board meeting minutes
 - Email to Rebecca to post on Website
- Stephanie: approve budget and quarterly report as shared
 - EL motions to approve
 - SG seconds
 - All in favor to approve
- Rebecca:
 - Get credentialed with the rest of the insurances needed
 - Follow up with any other applications or recruitment ideas
 - 3-6 months after start of business apply for other loan forgiveness programs (<https://nhsc.hrsa.gov/loan-repayment/nhsc-all-loan-repayment-programs-comparison>) but OT/PT/SLP is not specifically listed

Next meeting duties

- Review quarterly financial report

Signatures:

 Emily Lorang, COTA/L

Date: 11/14/23

Emily Lorang, Board Secretary



Date: 11/15/23

Analisa VanOostrum, Board President