

**BOARD MEETING MINUTES**  
August 10, 2016

**MEMBER'S PRESENT**

Nita McAuliffe  
Vicki Alire  
Sonya Lee  
Brad Wilcox  
Sally Allee  
Chris Montague  
Julie Geiser  
LaVerne Valdez

**OTHERS PRESENT**

Brooke Hayden  
Anita Kinsey  
Patrick Rheaume  
Cindy Espinoza  
Tyler Chacon  
Heather Parga

**I. CALL TO ORDER**

The Board meeting for August 10, 2016 was called to order at 2:04 pm.

\***Introduction of guests:** No guests

**II. APPROVAL OF THE MINUTES**

**A motion was made to approve the minutes for July 13, 2016 as is:**

**MOTION: Vicki      SECOND: Brad**

**III. ADDITIONS/CHANGES TO AGENDA**

1. Certificates and Assurance document for CDOT grant
2. Board member email addresses.

**IV. CORRESPONDENCE**

1. Audit engagement letter from Wall, Smith and Bateman, Inc.  
The audit engagement letter was presented to the Board members.

**V. COMMITTEE REPORTS**

a. Finance Committee Report – presented by Anita Kinsey, Finance Director  
All financial reports were emailed to the Board members for review prior to today's BOD meeting. The Finance Committee met today at 1:30 p.m. to review the Financial Reports. The Finance Committee recommends the financial reports to the Board of Directors for approval.

Blue Peaks has completed 100% of the 2016 fiscal year. The cash balance as of June 30 is \$517,960 with \$585,966 invested in CD's. Expenditures are \$67,483 under the revenues, operating at 1% under the monthly budgeted amounts, in comparison to a deficit of \$230,931 at the same time in Fiscal Year 2015.

The Statement of Financial Position lists accounts receivable in the amount of \$382,283 and accounts payable at \$251,946.

The Statement of Activities shows an overall increase in revenue this year of approximately 1.1%, compared to this time in FY2015. A comparative analysis shows decreases in expenses this fiscal year from last fiscal year in all areas, with the exception of Client Compensation, Staff Development, and Other Expenses.

A monthly comparison of total Revenue for FY2016 shows an average of \$398,306 per month versus \$393,790 for FY2015. The comparison of total Expenditures shows an average of \$392,682 per month versus \$413,034 for FY2015.

Our Current Ratio has increased from 5.25 to 1 last month, to 5.37 to 1 this month. The A/R Aging ratio increased from 12.1% last month to 12.9% this month. We have 6.47 months of operating expenses in the total Fund Balance, and 3.80 months of operating expenses in the Fund Balance net of assets.

1.. Presentation (for approval) of the June 2016 financial statements

**A motion was made to approve the June 2016 financial statements:**

**MOTION: Brad      SECOND: Chris**

#### **VI. OLD BUSINESS**

None

#### **VII. NEW BUSINESS**

1. Signature of Executive Director and Board President was completed for the Certificates and Assurances document for the CDOT vehicle grant.

**A motion was made to approve the signatures for the CDOT grant:**

**MOTION: Brad      SECOND: Julie**

2. The audit engagement letter for the 2015/2016 audit by Wall, Smith and Bateman, Inc. was presented by Anita Kinsey, Finance Director. This is the first year WSB will be auditing Blue Peaks. There were no additional questions from the Board members.

**A motion was made to approve the signing of the engagement letter:**

**MOTION: Chris      SECOND: Vicki**

3. Board member Sonya Lee brought an issue of concern to the Board. Sonya felt that Blue Peaks should consider some type of cooling system in the group home in which she is living. Sonya feels that the summer has been particularly hot and her father suggests a swamp cooler system. After some discussion by the Board, it was determined that a portable air conditioning appliance would be purchased for the time being , as opposed to investing in a swamp cooler system of significant expense.

4. Board member email addresses were distributed to the Board members – these are the email addresses that are included on the website to meet the transparency requirements of SB16-038. The Board was given instruction on accessing the email and changing the passwords.

#### **VIII. EXECUTIVE DIRECTOR'S REPORT**

Executive Session – personnel issue

#### **X. PUBLIC COMMENT**

NONE

#### **IX. ADJOURN**

**MOTION: Chris      SECOND: Nita**

The Board meeting adjourned at 3:10 pm.

#### **In the Board notebooks:**

1. Wall, Smith, Bateman, Inc. engagement letter.