

## BOARD MEETING MINUTES

March 9, 2016

2:00p.m

### MEMBER'S PRESENT

Nita McAuliffe  
Sally Allee  
Brad Wilcox  
Sonya Lee  
Ben Duarte  
LaVerne Valdez  
Vicki Alire  
Chris Montague  
Robert Wardell  
Raphael Meastas

### OTHER'S PRESENT

Brooke Hayden  
Anita Kinsey  
Pat Rheume  
Tyler Chacon  
DeAnna Chacon

#### I. CALL TO ORDER

The Board Meeting for March 9, 2016 was called to order at 2:00 p.m. by Vicki Alire.

#### II. APPROVAL OF THE BOARD MINUTES

A motion was made to approve the minutes for January 13 and February 10, 2016 as is.

#### III. ADDITIONS/CHANGES

- a. Ben Duarte served his last Board meeting for BPDS on March 9, 2016 and was recognized for his contributions to Blue Peaks over many years.

#### IV. CORRESPONDENCE

NONE

#### V. COMMITTEE REPORT

##### a. Finance Committee

- The Finance Committee met at 1:30 p.m. to review December 2015 and January 2016 financial statements. BPDS ended the month of December 2015 with an excess balance of \$7,435. The Statement of Financial Position shows an increase in State and Medicaid receivables in comparison to this time last year. Accounts Payable shows an overall increase also, consisting of a decrease in operating expenses, and an increase in personnel compensation and other payables. The Statement of Activities shows an overall increase in revenue and a decrease in expenditures. The month of December ended with a 5.96:1 current ratio, the AR aging 3 months ago or more at 28.7%, and 3.48 months of operating expenses in the fund balance net of assets.
- BPDS ended the month of January 2016 with \$400,978 cash balance, with \$585,966 invested in the CD's. Expenditures are \$20,620 under revenues, operating at 1% under the monthly budgeted amounts. The Statement of Financial Position shows an increase in State and Medicaid receivables in

comparison to this time last year. Accounts Payable shows an overall increase consisting of increased operating expenses and personnel compensation. The Statement of Activities shows an overall increase in revenue of approximately 1% and a decrease in expenditures of approximately 3.6%. The month of January ended with a 5.79:1 current ratio, the AR aging 3 months ago or more at 28.4%, and 3.56 months of operating expenses in the fund balance net of assets.

A motion was made to approve the financial statements for December 2015 and January 2016.

MOTION: Ben Duarte SECOND: Robert Wardell XPASSED

- Response to Internal Control Deficiencies Letter – proposed payroll changes as outlined in the letter to the Board from the Executive Director and the Finance Director include a change from monthly to semi-monthly pay periods of the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of each month. Pay dates will now be on the 8<sup>th</sup> and 23<sup>rd</sup> of each month, with timesheets due on the 1<sup>st</sup> and 16<sup>th</sup> days. The work week will change to Monday through Sunday for all staff members. Changes and updates to the Personnel Policies will be ongoing after the April transition.

The discrepancies in documentation of the Board Minutes will be corrected by a process to include at least two other persons who will review the Minutes before they are finalized.

Financial reporting will continue with presentation of the monthly financial reports to the Board members, with the addition of charts and graphs comparing receivables, payables, revenue and expenditures. Monthly expenditures will be closely monitored with particular attention to personnel compensation, and repair and maintenance expenses.

## VI. OLD BUSINESS

- a. RFP – Audit services  
The RFP for audit services will be mailed requesting bids from chosen CPA firms.
- b. Cal called in to discuss the level of audit letter that he sent to BPDS. He explained the difference between financial statement and performance audits. The purpose of a financial statement audit is to determine if the organization's financial statements that are prepared by management are a fair reflection of the organization's financial position and activities. The performance audit, often referred to as a compliance audit, is to determine whether an organization is in compliance with funding requirements. Performance audits often deal with effectiveness and efficiency considerations.
- c. Early Intervention audit results-Pat

The EI audit was completed – policy updates recommended by the audit were implemented.

- EI policy update for Board approval
- d. Family Support Services (FSSP) audit results- Pat  
The FSSP audit went well. Policy updates recommended by the audit were implemented.
  - FSSP policy updates for Board approval
- e. Confidentiality Policy update for Board approval  
Changes were made to the Confidentiality policy that provided expectations in confidentiality to individuals who were no longer employed by the agency.

A motion was made to accept the changes on the policies for EI, FSSP and the Confidentiality policy.

MOTION: Julie Geiser      SECOND: Lyn Lambert      XPASSED

#### VII. NEW BUSINESS

- a. Request to complete Executive Directors evaluation  
Brooke has requested that the Board complete the Executive Director's evaluation. DeAnna will e-mail out the evaluation and send to all Board Members to return to Julie Geiser.

#### VIII. EXECUTIVE DIRECTOR'S REPORT

- a. Admin building repairs  
Brooke let the Board Members know that the repairs to the ceiling in Admin will be completed by the end of March.
- b. County Contributions  
Brooke noted individual county contributions for this year

#### IX. ADJOURN

A motion was made to adjourn at 3:15 p.m.

MOTION: Robert Wardell      SECOND: Lyn Lambert      XPASSED

\*Documents distributed to the Board for this meeting:

1. Early Intervention audit review letter from HCPF
2. Family Support Services (FSSP) audit review letter from HCPF
3. Case Management Confidentiality policy update
4. FSSP policy updates
5. Letter from Logan and Associates – information providing clarification of financial statement audit vs. performance audit
6. Internal Control Deficiencies and plan from Executive Director and Finance Director to Board members
7. Draft – RFP for audit services
8. Letter of resignation from Board member Robert Alejo

