

## BOARD MEETING MINUTES October 11, 2017

### MEMBER'S PRESENT

Nita McAuliffe  
Vicki Alire  
Sonya Lee  
LaVerne Valdez  
Brad Wilcox  
Sally Allee  
Raphael Maestas

### OTHERS PRESENT

Brooke Hayden  
Anita Kinsey  
Heather Parga  
Cindy Espinoza  
Sarah Gallegos

### CALL TO ORDER

The Board meeting was called to order at 2:05 pm.

#### \*Introduction of guests:

1. Wall, Smith, Bateman Inc. – represented by Kimberley Temple, CPA to present the results of the agency annual audit to the Board.
2. Lisa Martinez and Amy Freel from the agency Finance Department to attend the audit presentation.

### II. APPROVAL OF THE MINUTES

A motion was made to approve the minutes for September 13, 2017 as is:

**MOTION: Vicki      SECOND: Brad**

### III. ADDITIONS/CHANGES TO AGENDA

- a. A presentation of the results of the annual agency audit by Wall, Smith, Bateman, Inc. – represented by Kim.

**A motion was made to approve the addition of the audit presentation to the agenda:**

**MOTION: Raphael      SECOND: Sally**

The Finance Committee met today at 1:30 p.m. with Kim to review the audit. The Finance Committee recommends the FY17 Audit to the Board of Directors for approval. Each Board member was given a copy of the annual audit. The scope of the audit was explained by Kim, as well as the final letter to management. Each page of the report was reviewed including revenues, expenses, fund balance, accounts receivable as it relates to billing issues and the revalidation, as well as comparisons of 2016/2017 financial data to fiscal year 2105/2016. The explanation was comprehensive. The Board members had few questions and felt positive about the results.

**A motion was made to approve the results of the agency annual audit:**

**MOTION: Brad      SECOND: Laverne**

### IV. CORRESPONDENCE

None

### V. COMMITTEE REPORTS

- a. Finance Committee Report for August 2017 – Finance 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 August Financial Reports to the Board of Directors for approval.

Blue Peaks has completed 16% of the 2017 fiscal year. The cash balance as of August 31 is \$574,511 with \$585,966 invested in CD's. Revenue is \$107,864 in excess of the expenditures, in comparison to an excess of \$2,044 at the same time in Fiscal Year 2017. We are operating at 2% under the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable in the amount of \$597,685 and accounts payable at \$351,111.

The Statement of Activities shows an overall increase in revenue this year of approximately 2.4%, compared to this time in FY2017. August year to date expenditures have decreased by approximately 11% under expenditures in FY2017. A comparative analysis shows decreases in expenses this fiscal year from last fiscal year in all line items, with the exception of benefits, medical, other supplies and other revenue/expenses.

Our Current Ratio has decreased from 5.34 to 1 last month, to 5.12 to 1 this month. We have 7.66 months of operating expenses in the total Fund Balance, and 4.89 months of operating expenses in the Fund Balance net of assets.

Presentation for approval of the August 2017 Financial Statements

\*Presentation – Finance Report Anita Kinsey, Finance Director

**A motion was made to approve the August 2017 Financial Statements:**

**MOTION: Raphael      SECOND: Sally**

**VI. OLD BUSINESS**

None

**VII. NEW BUSINESS**

\*Blue Peaks is being scheduled for a performance audit by the Office of the State Auditor. This is an audit that will be completed for all CCB's on a five year rotation period as part of the Transparency requirements specified in Senate Bill 16-038. The audit is expected to commence in the next several months.

**VIII. EXECUTIVE DIRECTOR'S REPORT**

Brooke discussed expenditures for agency buildings related to repair and maintenance that are in process at this time due to the current opportunity of having an excess in revenues over expenses. The agency also purchased a used 2013 Ford Escape for use in SLS as approved previously by the Board. Also briefly discussed were the possibilities of a pending Case Management survey and Residential Survey. The increase in direct care wages was implemented September 1 – the financial impact will be evident as the next meeting when the September financials are reviewed. It appears that the wage increase has had a positive effect on hiring staff – applications have increased and the agency has hired 8 people to start training on October 16. There is continued concern regarding having the financial resources to meet the guidelines of the minimum wage rules.

**X. PUBLIC COMMENT**

NONE

**IX. ADJOURN**

The meeting adjourned at 2:33pm.

**A motion was made to adjourn the meeting.**

**MOTION: Raphael    SECOND: LaVerne**

**Distributed to Board:**

**\*Annual Audit document from Wall, Smith, Bateman, Inc.**