

BOARD MEETING  
October 14, 2015  
2:00p.m

MEMBER'S PRESENT

Sally Allee  
Brad Wilcox  
Nita McAuliffe  
Laverne Valdez  
Lyn Lambert  
Sonya Lee  
Chris Montague  
Raphael Maestas

OTHER'S PRESENT

Brooke Hayden  
Randy Johnson  
Tim Johnson  
DeAnna Chacon  
Cindy Espinoza  
Manny Martinez  
Anita Kinsey  
Pat Rheaume

I. CALL TO ORDER

A motion was made to call the meeting for October 14, 2015 to order at 2:05p.m by Sally Allee.

MOTION: Nita McAuliffe SECOND: Laverne Valdez XPASSED

II. APPROVAL OF THE BOARD MINUTES

A motion was made to approve the minutes for September 9, 2015.

MOTION: Laverne Valdez SECOND: Brad Wilcox XPASSED

III. AGENDA ADDITIONS/CHANGES

A motion was made to accept the addition of Executive Session under Executive Director's Report

MOTION: Lyn Zimmer SECOND: Chris Montague XPASSED

IV. CORESPONDENCE

NONE

V. COMMITTEE REPORT

a. Finance Committee

The Finance Committee met at 1:30p.m to discuss the August 2015 financial statements. The Cash balance as of August 31 is \$238,648 with \$585,966 invested in DC's. A review of the financial statements shows the expenditures at \$14,576 under the revenues, operating at 1% under the monthly budgeted amounts.

The Statement of Financial Position lists accounts receivable in the amount of \$482,064 as outstanding, which includes \$445,384 from Government (State and Medicaid) Receivables, and \$36,680 from Other Receivables. Accounts payable consist of \$73,411 for operating expenses in Program and Administrative services and \$161,912 for Personnel Compensation.

The Statement of Activities shows an overall increase in revenue this year of approximately 2.69% compared to this time FY2015. We have a decrease in Room and Board revenue, which is reflective of the loss of two clients.

Our Current Ratio has declined from 5.88 to 1 last month, to 5.77 to 1 this month. We have 6.37 months of operating expenses in the total Fund Balance, and 3.41 months of operating expenses in the Fund Balance net of assets.

A motion was made to accept the financial statement as presented.

MOTION: Chris Montague SECOND: Nita McAuliffe XPASSED

VI. OLD BUSINESS

NONE

VII. NEW BUSINESS

a. Approval of 3 policies

1. Inclement Weather – This policy states that Blue Peak’s offices and program locations intend to remain fully operational on all scheduled workdays. In case of an extreme community weather emergency, management personnel will continue to maintain agency communication and supervisory responsibilities for agency operations in alternative locations when necessary, as defined in the agency Emergency Plan.

A motion was made to accept the revision of this policy.

MOTION: Brad Wilcox SECOND: Laverne Valdez XPASSED

2. Grant Procurement and Administration – BPDS is applying for grants and is required to have a Grant Procurement policy. Grant submission is approved by the Executive Director. The Executive Director, Finance and Operations Director are responsible for the proper fiscal management and conduct of each grant project. The Finance Director is responsible to approve all requested financial data to be submitted as part of the grant request, initiate accounting procedures to track grant expenditures, and maintain a complete record of each award including reviews, edits and reporting to the funder. The Operations Director will approve vendors for grant execution and supervise the technical requirements of each project.

A motion was made to accept the policy as is.

MOTION: Lyn Lambert SECOND: Nita McAuliffe XPASSED

3. Contract Management – a “contract” is defined as a written agreement between Blue Peaks Developmental Services and on or more parties; this includes vendor contracts, Memorandums of Understanding, Memorandums of Agreement and Letters of Understanding.

A motion was made to approve the new Contract Management Policy.

MOTION: Brad Wilcox SECOND: Lyn Lambert

b. Fund Development

\* The agency is in the process of applying for a CDOT grant for an agency vehicle which will involve a match amount if the grant is awarded .The State Historical Fund has given BPDS the go ahead on applying for a grant to repair the Administration building.

c. CCB Group is proposing to hire a professional lobbying service to propose solutions for Colorado Conflict of Interest Case Management. Alliance will not be coordinating the issue as private provider members of Alliance agree with Case Management being moved out of CCB's. Brooke has asked the Board to allow BPDS to spend \$250 a month on a lobbying services as part of the CCB group – this would involve a month to month agreement.

A motion was made to allow Brooke to BPDS up for these services.

MOTION : Lyn Lambert      SECOND: Nita McAuliffe

VIII. EXECUTIVE DIRECTOR'S REPORT

a. General Information

b. Executive Session

IX. OTHER BUSINESS

NONE

X. ADJOURN

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

MOTION: Brad Wilcox      SECOND: Raphael Maestas