

BOARD MEETING MINUTES November 9, 2016

MEMBER'S PRESENT

Nita McAuliffe
Vicki Alire
Sonya Lee
Raphael Maestas
Sally Allee
Joyce Fleming
Julie Geiser
LaVerne Valdez
Brad Wilcox

OTHERS PRESENT

Brooke Hayden
Anita Kinsey
Tim Johnson
Cindy Espinoza
Tyler Chacon
Heather Parga

I. CALL TO ORDER

The Board meeting for November 9, 2016, 2016 was called to order at 2:11 pm.

*Introduction of guests:

No guests

II. APPROVAL OF THE MINUTES

A motion was made to approve the minutes for October 12, 2016 as is:

MOTION: Raphael SECOND: Vicki

III. ADDITIONS/CHANGES TO AGENDA

*The Board welcomed new Board member – Joyce Fleming

*The Board made a motion to approve Dawnya Cooper for membership on the Human Rights Committee. Pat presented information about Dawnya.

MOTION: LaVerne SECOND: Julie

*The Board made a motion to approve Monique Trujillo for membership on the FSSP committee. Pat presented information about Monique.

MOTION: Vicki SECOND: Julie

*Brooke reviewed the current plan to discontinue the Health Department license at Gonzales House and continue to provide current residential services there as a PCA. As has been discussed previously, there is a continuing downtrend in census in the Residential program that may eventually impact the number of facilities the agency operates. Gonzales House currently has three residents. The Board made a motion to discontinue the license at Gonzales House when necessary.

MOTION: Julie SECOND: Nita

*Brooke again reviewed the internal agency document listing the many state initiatives currently impacting Blue Peaks services. The document includes Conflict Free Case Management, the Final Rule, Person Centered Thinking, CCB Transparency, Waiver Redesign, the reclassification of exempt administrative employees and No Wrong Door. Added to the list was adapting to the minimum wage increase January 1. There was a lot of discussion and significant concern regarding the increase and the inability of Blue Peaks to pay for the increase without operating on a deficit basis.

IV. CORRESPONDENCE

None

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 25% of the 2017 Fiscal Year. The cash balance as of September 30 is \$514,193 with \$585,966 invested in CD's. Expenditures are \$5,598 under the revenues, in comparison to an excess of \$17,320 at the same time in Fiscal Year 2016. We are operating in balance with the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable in the amount of \$393,885 and accounts payable at \$291,540.

The Statement of Activities shows an overall decrease in revenue this year of approximately 3%, compared to this time in FY2016. A monthly comparison shows August revenue increased approximately 7% over the revenue in July, and September revenue decreased approximately 8% under the revenue in August. Expenditures decreased this fiscal year from last fiscal year by approximately 2%, with the most significant decreases to be in staff compensation, medical and professional, and vehicle expenses. Expenditures have decreased approximately 7% from July through September.

Our Current Ratio has decreased from 5.36 to 1 last month, to 5.32 to 1 this month. The A/R Aging ratio increased from 10.4% last month to 16.3% this month. We have 6.57 months of operating expenses in the total Fund Balance, and 3.91 months of operating expenses in the Fund Balance net of assets.

Presentation (for approval) of the September 2016 financial statements.

A motion was made to approve the Financial Statements from September, 2016.

MOTION: Vicki SECOND: LaVerne

*The Board was asked to discuss whether to approve the annual holiday bonus for agency employees given the recent information on the pending minimum wage increase. The Board felt strongly that the employees should receive the bonus – the cost will be approximately \$10,000. The discussion of the Board emphasized that the agency should continue to reward the employees as we are able to do so.

MOTION/APPROVED: ALL BOARD MEMBERS VOTED IN AGREEMENT

VI. OLD BUSINESS

CDOT vehicle – Brooke and Tim went to Colorado Springs to look at vehicles and review available sizes and options.

VII. NEW BUSINESS

The Board reviewed changes to policies in Case Management and Personnel as part of an ongoing policy update to reflect state regulatory changes and agency personnel procedures. The following policies were reviewed:

#1 Case Management policies that address Appeals/Methods of Reporting/Duty to Report Crimes/Investigations were reviewed and approved.

MOTION: Brad SECOND: Raphael

#2 Holiday Pay – the revision to Holiday/Premium pay was reviewed and approved. This policy offers staff double time pay for holidays and clarifies methods for calculating overtime with holiday pay.

MOTION: LaVerne SECOND: Nita

#3 Sick Leave - The policy clarifies the methods for awarding sick time. The policy now awards sick time on an monthly accrual basis for all staff, does not award leave while in a time without pay status, limits accrual to 152 instead of 171, allow staff to carry over 40 hours past anniversary date instead of 0. The policy was reviewed and approved.

MOTION: Julie SECOND: Vicki

Vicki and Julie brought up the possibility of paying employees for sick time (or a portion) when they leave. It was decided that this may be possible at a later date.

#4 Vacation Leave – the policy clarifies use of vacation leave and initiates monthly accrual at 3 months of employment. The policy was reviewed and approved.

MOTION: Brad SECOND: Julie

#5 Overtime – the policy clarifies the standard workweek. The policy was reviewed and approved.

MOTION: Vicki SECOND: Nita

#6 Drug Free Workplace – the policy initiates drug testing post offer of employment. The policy was reviewed and approved.

MOTION: Vicki SECOND: Nita

#7 Sonya presented an issue concerning her lunches at Spencer House. She stated that she doesn't like sandwiches and prefers leftovers. Cindy Espinoza, Residential Director stated that each group home has alternative foods for each meal and leftovers are not always available. Sonya agreed to discuss this situation with her house Supervisor.

VIII. EXECUTIVE DIRECTOR'S REPORT

There were no additional items other than the subjects already presented.

X. PUBLIC COMMENT

NONE

IX. ADJOURN

MOTION: Julie SECOND: Nita

The Board meeting adjourned at 3:46 pm.

In the Board notebooks: copies of the policies presented