

# BOARD MEETING MINUTES

January 13, 2021

## MEMBER'S PRESENT

LaVerne Valdez  
Joyce Fleming  
Sonya Lee  
Vicki Alire  
Brad Wilcox  
Chris Montague  
Sonya Lee  
Sally Allee

## OTHERS PRESENT

Tim Johnson  
Cindy Espinoza  
Anita Kinsey  
Heather Parga  
Erin Wieland

## CALL TO ORDER

The Board meeting was called to order at 2:04pm

## Introduction of guests:

None

## II. APPROVAL OF THE MINUTES:

Approval of the minutes from December 9, 2020

Motion to approve the minutes from December 9, 2020:

**MOTION: Joyce SECOND: Vicki**

## III. ADDITIONS/CHANGES TO AGENDA

1. Progress on updating agency By Laws

## IV. CORRESPONDENCE

None

## V. COMMITTEE REPORTS

a. FINANCE COMMITTEE REPORT November 2020 – presented by Anita Kinsey, Finance Director. All financial reports and the Form 990 were emailed or mailed to the Board members for review prior to today's BOD meeting.

Blue Peaks has completed 42% of the 2021 fiscal year. The cash balance as of November 30 is \$2,190,469 with \$332,966 invested in CD's. Revenue in November is \$777,323 in excess of the expenditures, in comparison to an excess of \$31,782 at this time in 2020. We are operating under the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable at \$178,328, accounts payable at \$154,403.

The Statement of Activities shows an overall increase in revenue this year of approximately 24% compared to this time in FY2020. This is due to the forgiveness of the PPP Loan. November year to date expenditures have decreased approximately 12% under expenditures in FY2020.

Our Current Ratio at the end of November is 17.74 to 1. We have 10.58 months of operating expenses in the total Fund Balance, and 8.38 months of operating expenses in the Fund Balance net of assets.

Motion to accept financial statements as presented:

**MOTION: Vicki SECOND: Joyce**

Anita presented information to the Board on the agency Form 990 for the fiscal year ending June 30, 2020 prepared by Wall, Smith and Bateman. Filing follows the audited financial statements, with program summaries included.

Motion to approve the 990 as presented:

**MOTION: Joyce SECOND: Brad**

## **VI. OLD BUSINESS**

1. Progress on updating agency By Laws:

Brooke explained that the By Laws and agency Articles of Incorporation have been forwarded to our attorney for review. As we have discussed in Board meeting previously, the Board wants to consider updating the By Laws to reflect current state regulations, system language, the use of technology and current financial processes. Specific updates would include the following areas:

1. Expanding the language contained in the agency purpose to include the intent to provide services to individuals with disabilities of all types (not just limited to persons with intellectual and developmental disabilities)
2. Amending the minimum/maximum number of Board members required
3. Revising Board composition guidelines to reflect HCPF regulations and designation criteria and eliminating language requiring Board representation from each county.
4. Revising the language regarding term limits and terms of office.
5. Update language to require monthly meetings.
6. Update requirements to allow for more flexibility in filling vacancies and officer positions.
7. Eliminate Personnel Committee language
8. Eliminate obsolete language that refers to system processes, regulatory agencies and program participants.

Motion to approve potential amendments to agency By Laws as discussed with review and Board approvals to occur during the process.

**MOTION: Vicki SECOND: Chris**

## **VII. NEW BUSINESS**

1. Additional updates to Personnel Policy 1.30 Sick Time subsequent to consultation with wage/hour attorney Michael Santo. Per new labor regulations becoming effective on January 1, the additional sick time accrued per hour was increased. The policy was also amended to note that sick time is also accrued on overtime hours worked per the new regulations.

Motion to approve latest changes to Personnel Policy 1.30 Sick Time:

**MOTION: Chris SECOND: Stacey**

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

Brooke noted that today is Tim's last Board meeting: Tim is retiring in February. The Board wished him well and Tim thanked the Board for all of their support during his many years at Blue Peaks. Cindy Espinoza has been hired as Adult Services Director and will be transitioning to her position during the next month. Brooke briefly discussed the reorganization that is currently in process for the Day Services program – this includes an evaluation of staff schedules and program participant needs during the next months of the pandemic. The agency has lost several residential resources during the past six months and is adapting operations to the loss in revenues. COVID vaccinations will take place on January 29 for residential clients and agency personnel. The booster shot is scheduled in February. Cindy reviewed the staff and client data for positive COVID diagnosis with the Board.

**X. PUBLIC COMMENT**

NONE

**IX. ADJOURN**

**MOTION TO ADJOURN: Chris    SECOND: Vicki**

The meeting adjourned at 2:59.

