

BOARD MEETING MINUTES

March 10, 2021

MEMBER'S PRESENT

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

OTHERS PRESENT

Anita Kinsey
Heather Parga
Cindy Espinoza
Erin Wieland

CALL TO ORDER

The Board meeting was called to order at 2:14pm

Introduction of guests:

None

II. APPROVAL OF THE MINUTES:

Approval of the minutes from February 2021

Motion to approve the minutes from February 2021:

MOTION: Vicki SECOND: Joyce

III. ADDITIONS/CHANGES TO AGENDA

1. Recommendations to invest agency funds in CD's
2. Update: Personnel Policy 1.30a Pandemic Outbreak

IV. CORRESPONDENCE

None

V. COMMITTEE REPORTS

a. FINANCE COMMITTEE REPORT January 2021 – presented by Anita Kinsey, Finance Director. All financial reports were emailed or mailed to the Board members for review prior to today's BOD meeting.

Blue Peaks has completed 58% of the 2021 fiscal year. The cash balance as of January 31 is \$1,824,921 with \$670,000 invested in CD's. Revenue in January is \$735,997 in excess of the expenditures, in comparison to an excess of \$25,515 at this time in 2020. We are operating under the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable at \$189,797, accounts payable at \$164,649.

The Statement of Activities shows an overall increase in revenue this year of approximately 16% compared to this time in FY2020. This is due to the forgiveness of the PPP Loan. January year to date expenditures have decreased approximately 12% under expenditures in FY2020.

Our Current Ratio at the end of January is 16.57 to 1. We have 10.42 months of operating expenses in the total Fund Balance, and 8.3 months of operating expenses in the Fund Balance net of assets.

Motion to accept the financial statements as presented:

MOTION: Vicki SECOND: Chris

**Anita presented to the Finance Committee a plan for investing money due to an excess of cash in the Operations Account. Additionally, money needs to be reinvested due to a matured Certificate of Deposit.

The recommendation is to invest in Certificates of Deposit - \$250,000 for 1 year at Rio Grande Savings and \$250,000 for 6 months at 1st Southwest Bank. There are further details of the investments on the Finance Committee minutes.

MOTION to make investments as recommended:

MOTION: Joyce SECOND: Vicki

VI. OLD BUSINESS

General information for the Board: our attorney is preparing the final draft of the agency Bylaws in preparation for the Board review.

VII. NEW BUSINESS

1. Discussion: Approval from the Board to purchase equipment for the Day Services building that can circulate and sanitize the air flow. This will allow increased capacity for services in the Day Services building and cost approximately \$12,000. A decision was made to review the products first after installation in the Day Services building, then consider purchasing the same systems for the group homes. Energy Resource Center is coordinating the bid – the agency can utilize the Relief Fund Grant.

Motion to approve initial purchase and filters:

MOTION: Chris SECOND: Joyce

2. Discussion: Review and gather additional suggestions for the agency Long Range Plan for FY 2021/2022. Many of the goals detailed in last year's plan have continued due to the operation limitations imposed by the COVID-19 pandemic.

Motion to approve the Long Range Plan for 2021-2022 as designed:

MOTION: Joyce SECOND: Chris

3. Discussion: Board approval and subsequent submission of the recurring annual application for CCB designation to Healthcare Policy and Financing.

Motion to approve application for CCB designation:

MOTION: Vicki SECOND: Brad

4. Discussion: Updates to Personnel Policy 1.30 Pandemic Outbreak. It is recommended to the Board that Personnel Policy 1.30 be updated to eliminate the requirement for agency personnel to isolate for two weeks when returning from travel. Although the policy allows the agency to require isolation for personnel when necessary, available testing and vaccinations have created some flexibility for mandatory isolation. Motion to update Personnel Policy 1.30 Pandemic Outbreak as presented.

MOTION: Joyce SECOND: Chris

VIII. EXECUTIVE DIRECTOR'S REPORT

Brooke reviewed routine repair and maintenance projects currently in the planning stage for the agency. These include replacement of exterior cameras at the Admin building, installation of interior cameras, repairs to the heating system, purchase of tables at Day Services. She also informed the Board that one of our vehicles started on fire at Town and Country Chevrolet while being repaired. Cindy reviewed current plans for the Day Services building including the design of the café space and the numbers of new and returning program participants. Cindy also reviewed the updated (and more flexible) group home state guidelines for visitation and community activities that allow for home visits and community activities. Sally informed the Board that interviews for the Executive Director position will be held Thursday 3/11.

X. PUBLIC COMMENT

NONE

IX. ADJOURN

MOTION TO ADJOURN: Vicki SECOND: LaVerne

The meeting adjourned at 3:12.