

**BOARD MEETING MINUTES**  
September 14, 2016

**MEMBER'S PRESENT**

Nita McAuliffe  
Vicki Alire  
Sonya Lee  
Raphael Maestas  
Sally Allee  
Chris Montague  
Julie Geiser  
LaVerne Valdez

**OTHERS PRESENT**

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

**I. CALL TO ORDER**

The Board meeting for September 14, 2016 was called to order at 2:13 pm.

**\*Introduction of guests:**

Joyce Fleming was introduced as a guest. Joyce is a parent of an individual that has been receiving services from Blue Peaks for approximately 30 years. Joyce is interested in serving as a Board member and came today to observe the Board process.

**II. APPROVAL OF THE MINUTES**

**A motion was made to approve the minutes for August 10, 2016 as is:**

**MOTION: Vicki      SECOND: Julie**

**III. ADDITIONS/CHANGES TO AGENDA**

The Board was advised that Brooke and Sally have signed the CDOT contract for the grant associated with the acquisition of the new van.

**IV. CORRESPONDENCE**

Blue Peaks has received an offer of \$4640.00 to purchase a parcel of land that was donated to the agency in 1997. The parcel is located one mile south, and six miles east of Mosca. According the county Assessor's office, the parcel is 40 acres, land locked by other private owners and is valued by the county for tax purposes at \$22000. The agency has been paying \$467 per year in taxes on this property since the donation was made in 1997. There are additionally two other pieces of property that were donated at the same time. Board discussion centered on whether the agency could ever get any use out of these properties, the continued tax expenditures and making sure the agency is sure of the potential value of the land (Chris)) and the costs associated with selling it before the agency accepts an offer.

**A motion was made to request that Brooke investigates the land purchase further before making a decision:**

**MOTION: Vicki      SECOND: LaVerne**

## **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 8% of the 2017 Fiscal Year. The cash balance as of July 31 is \$582,805 with \$585,966 invested in CD's. Expenditures are \$16,384 in excess of the revenues, operating at 4% over the monthly budgeted amounts, in comparison to an excess of \$9,943 at the same time in Fiscal Year 2016.

The Statement of Financial Position lists accounts receivable in the amount of \$328,269 and accounts payable at \$297,560.

The Statement of Activities shows an overall decrease in revenue this year of approximately 6%, compared to this time in FY2016. A comparative analysis shows increases in expenses this fiscal year from last fiscal year of approximately 1% in Staff and Client Compensation, Occupancy, Equipment, Client Assistance, and Other Expenses.

Our Current Ratio has decreased from 5.37 to 1 last month, to 4.76 to 1 this month. The A/R Aging ratio increased from 12.9% last month to 15.4% this month. We have 6.54 months of operating expenses in the total Fund Balance, and 3.89 months of operating expenses in the Fund Balance net of assets.

Anita reported that the auditors are here and will likely have the report available in October.

Presentation (for approval) of the July 2016 financial statements

**A motion was made to approve the July 2016 financial statements:**

**MOTION: Julie      SECOND: Nita**

## **VI. OLD BUSINESS**

An update was given by Brooke on the CDOT grant. The grant contract was signed today as approved by the Board last month.

## **VII. NEW BUSINESS**

1. Direct Support Appreciation Week – Blue Peaks is hosting a BBQ and awards event for all direct care personnel on September 15 from 12 to 3 at the Administration building – all Board members are welcome and encouraged to attend.

2. The Board was asked to approve the purchase of a vehicle to replace a vehicle that was in an accident and totaled. The vehicle will be utilized at Day Services and will likely be a minivan. The Board approved a purchase of \$22000 (\$3300 has previously been received from the insurance claim).

**A motion was made to approve the \$22000.00 purchase of a new vehicle to replace the totaled vehicle: MOTION: Chris      SECOND: Julie**

3. Proposed Personnel policy updates:

Brooke reviewed the current status of the updates, revisions and additions to the agency personnel policies. The agency is working with Platinum Human Resource Management – a risk management personnel advisory resource available through CIA Leavitt. The goals for policy revision include the elimination of unnecessary policies, updates and corrections to existing policies, the inclusion of new

policies as recommended to meet current HR needs, clarification of language for the benefit of employees and the subsequent development of an Employee Handbook. Discussion from the Board centered on the importance of not including procedures as part of agency policies and making sure our policies reflect current labor practice for effective risk management. (Julie, Nita, Chris). Nita suggested having several Board members review the revisions prior to the final presentation for approval to the Board.

**A motion was made to approve the plan for the personnel policy revision:**

**MOTION: Chris      SECOND: Raphael**

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

Brooke reviewed the confirmed status of the NEEP grant for Gonzales House and the Day Services building. Blue Peaks received approximately \$3000 SLS enhancement dollars from the State that was used to renovate the final two bathrooms at Day Services, and additionally \$4000 donated from the Chapel of the South Fork to purchase audiological equipment for the Early Intervention program.

#### **X. PUBLIC COMMENT**

NONE

#### **IX. ADJOURN**

**MOTION: LaVerne      SECOND: Raphael**

The Board meeting adjourned at 3:16 pm.

#### **In the Board notebooks:**

Nothing distributed