

## BOARD MEETING MINUTES August 9, 2017

### MEMBER'S PRESENT

Nita McAuliffe  
Vicki Alire  
Sonya Lee  
Joyce Fleming  
Julie Geiser  
Chris Montague  
LaVerne Valdez

### OTHERS PRESENT

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

### I. CALL TO ORDER

The Board meeting was called to order at 2:08 pm.

#### \*Introduction of guests:

Amy Freel – Blue Peaks employee: Amy wanted to express her appreciation for the recent bonus that was approved by the Board members.

### II. APPROVAL OF THE MINUTES

A motion was made to approve the minutes for July 12, 2017 as is:

**MOTION: Vicki      SECOND: Joyce**

### III. ADDITIONS/CHANGES TO AGENDA

This Board meeting is the last meeting that Board member Julie Geiser is attending due to her having completed two consecutive three year terms. Julie was recognized by Blue Peaks for her many contributions to the quality of services we provide. She will be missed.

### IV. CORRESPONDENCE

None

### V. COMMITTEE REPORTS

a. Finance Committee Report – Finance Report by Anita Kinsey, Finance Director

All financial reports were emailed to the Board members for review prior to today's BOD meeting and are presented as unaudited until the audit is complete. 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 100% of the 2017 fiscal year. The cash balance as of June 30 is \$666,187 with \$585,966 invested in CD's. Revenue is \$35,619 in excess of the expenditures, in comparison to an excess of revenue of \$61,908 at the same time in Fiscal Year 2016. We are operating at 1% under the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable in the amount of \$544,109 and accounts payable at \$493,885.

The Statement of Activities shows an overall decrease in revenue this year of approximately 4.6%, compared to this time in FY2016. June year to date expenditures have decreased by approximately

4.1% under expenditures in FY2016. A comparative analysis shows decreases in expenses this fiscal year from last fiscal year in all line items, with the exception of payroll taxes, client compensation, and other revenue/expenses.

Our Current Ratio has decreased from 3.95 to 1 last month, to 3.69 to 1 this month. We have 7.14 months of operating expenses in the total Fund Balance, and 4.59 months of operating expenses in the Fund Balance net of assets.

Presentation for approval of the June 2017 Financial Statements

\*Presentation – Finance Report Anita Kinsey, Finance Director

\*Standing item: Anita will also give a report on the cash flow/billing recovery due to the revalidation process

**A motion was made to approve the June 2017 Financial Statements:**

**MOTION: Julie            SECOND: LaVerne**

## **VI. OLD BUSINESS**

None

## **VII. NEW BUSINESS**

1. The Board members made a motion to approve the signing of the contract for audit services to be completed by Wall, Smith, Bateman, Inc. for the second year.

**A motion was made to approve the contract:**

**MOTION: Chris    SECOND: Vicki**

2. The Board members voted to approve updates to Residential Medication Administration policies to reflect recent regulatory changes made by the Department of Public Health. The policies include R 13.0, R 13.3, R 13.4, R 13.7. Cindy Espinoza, Director of Residential Services, presented the policy changes and answered questions. Julie made a suggestion that involved changing the language on one policy from “physician” to “authorized practitioner” – Cindy will make that change.

**A motion was made to approve the changes:**

**MOTION: Vicki    SECOND: Julie**

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

Brooke updated the Board members on the recent vehicle purchase and the fund raising activities for Residential. It is likely that the agency will be receiving an additional residential resource within the next month. There have been no further actions with regard to Conflict Free Case Management. The coming budget for 2017/2018 was discussed briefly, including the impact of the minimum wage law on agency finances, effective January 1, 2018.

## **X. PUBLIC COMMENT**

NONE

## **IX. ADJOURN**

The meeting adjourned at 2:46 pm.

**A motion was made to adjourn the meeting.**

**MOTION: LaVerne        SECOND: Chris**

**Distributed to Board:**

**Residential policies: R 13.0, R 13.3, R 13.4, R 13.7**