

BOARD MEETING MINUTES
November 8, 2017

MEMBER'S PRESENT

Nita McAuliffe
Vicki Alire
Sonya Lee
Raphael Maestas
Brad Wilcox
Chris Montague

OTHERS PRESENT

Brooke Hayden
Tim Johnson
Heather Parga
Cindy Espinoza
Sarah Gallegos

CALL TO ORDER

The Board meeting was called to order at 1:55 pm.

***Introduction of guests:**

No guests

II. APPROVAL OF THE MINUTES

A motion was made to approve the minutes for October 11, 2017 as is:

MOTION: Vicki SECOND: Brad

III. ADDITIONS/CHANGES TO AGENDA

None

IV. CORRESPONDENCE

None

V. COMMITTEE REPORTS

a. Finance Committee Report for September 2017 – Finance Report presented this month by Brooke Hayden, Executive Director as Anita was on medical leave. 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 September 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 \$601,099 with \$585,966 invested in CD's. Revenue is \$92,970 in excess of the expenditures, in comparison to an excess of \$5,520 at the same time in Fiscal Year 2017. We are operating at 2% under the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable in the amount of \$581,525 and accounts payable at \$381,413.

The Statement of Activities shows an overall decrease in revenue this year of approximately 1%, compared to this time in FY2017. September year to date expenditures have decreased by approximately 7.7% under expenditures in FY2017. A comparative analysis shows decreases in expenses

this fiscal year from last fiscal year in all line items, with the exception of benefits, medical, vehicles, other supplies, and other revenue/expenses.

Our Current Ratio has decreased from 5.12 to 1 last month, to 4.79 to 1 this month. We have 7.70 months of operating expenses in the total Fund Balance, and 4.97 months of operating expenses in the Fund Balance net of assets.

Presentation for approval of the September 2017 Financial Statements

*Presentation – Finance Report Brooke Hayden on behalf of Anita Kinsey, Finance Director

A motion was made to approve the September 2017 Financial Statements:

MOTION: Brad SECOND: Vicki

VI. OLD BUSINESS

None

VII. NEW BUSINESS

a. The Board discussed and approved the annual Christmas bonus of \$100 for agency personnel. The cost is expected to be approximately \$13000.

A motion was made to approve the Christmas bonus:

MOTION: Brad SECOND: Raphael

b. The draft of the agency Form 990 was presented to the Finance Committee as prepared by Wall, Smith and Bateman, Inc. for review and recommendation to the Board for approval. The draft of the Form 990 was subsequently presented to the Board for approval. The purpose of the 990 was reviewed with the Board members. A copy of the 990 was available for each Board member to review during the Board meeting.

A motion was made to approve the agency Form 990 as presented:

MOTION: Vicki SECOND: Raphael

VIII. EXECUTIVE DIRECTOR'S REPORT

Brooke discussed the positive impact of the wage increase for direct care that was implemented September 1. In reviewing the financials, the cost associated with the increase was as anticipated. Heather spoke to the increase in the number of potential employees applying for agency positions that will potentially decrease the amount of overtime. Tim discussed the current number of persons receiving services that have community jobs (10). Brooke stressed the importance of maintaining a competitive wage for agency employees and the approaching minimum wage requirement of \$12.00 per hour by January of 2020.

X. PUBLIC COMMENT

NONE

IX. ADJOURN

The meeting adjourned at 2:17 pm

A motion was made to adjourn the meeting.

MOTION: Vicki SECOND: Raphael

Distributed to Board:

***Draft of agency Form 990 as prepared by Wall, Smith, Bateman Inc.**