

# BOARD MEETING MINUTES

## March 14, 2018

### MEMBER'S PRESENT

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

### OTHERS PRESENT

Brooke Hayden  
Tim Johnson  
Shayna Garrett  
Patrick Rheaume  
Sarah Gallegos  
Anita Kinsey  
Tyler Chacon

### CALL TO ORDER

The Board meeting was called to order at 2:00 pm.

#### \*Introduction of guests:

Shayna Garrett was introduced as our new Administrative Secretary.

### II. APPROVAL OF THE MINUTES

Approval of Board minutes from January 10, 2018. The approval of the Board minutes was deferred last month because we did not have a quorum.

#### 1. Motion to approve the Board minutes from January 2018:

**MOTION: Brad SECOND: Joyce**

Approval of the Board minutes from February 14, 2018.

#### 1. Motion to approve the Board minutes from February 2018:

**MOTION: LaVerne SECOND: Sally**

### III. ADDITIONS/CHANGES TO AGENDA

None

### IV. CORRESPONDENCE

None

### V. COMMITTEE REPORTS

a. Finance Committee Report for December 2017 – presented by Anita Kinsey, Finance Director.

Anita reviewed the financial statements with the Board members. The approval of the financial statements from December 2017 was deferred last month because we did not have a quorum. All Board members had previously reviewed the financial statements prior to this Board meeting.

#### 1. Motion to approve the December 2017 financial statements:

**MOTION: LaVerne SECOND: Brad**

2. The Finance Committee Report for January 2018, and a review of December, 2018 – 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 December and January 2018 financial reports to the Board of Directors for approval.

Blue Peaks has completed 58% of the 2018 fiscal year. The cash balance as of December 31 was \$638,507, and is now \$562,338 as of January 31 with \$585,966 invested in CD's. Revenue December 31 was \$88,405 in excess of expenditures and is now \$76,048 as of January 31. The excess January 31, 2017 was \$34,477. We are operating at 2% under the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable on December 31, 2017 at \$509,220, and is now \$592,426 at January 31, 2018. Accounts payable on December 31, 2017 was \$328,805 and is now \$339,887 at January 31, 2018.

The Statement of Activities shows a decrease in revenue at December 31, 2017 of \$21, and \$3,595 at January 31, 2018 over this time in FY2017. December year to date expenditures decreased by approximately 4%, and January decreased approximately 2% 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 medical, vehicles, other supplies, and other revenue/expenses.

Our Current Ratio at December 31, 2017 was 5.45 to 1 and is now 4.77 to 1 at January 31, 2018. We had 7.54 months of operating expenses in the total Fund Balance at December 31, and now have 7.35 months. The operating expenses in the Fund Balance net of assets at December 31 was 4.87 months, and is 4.3 months at January 31. The change in ratios is due, in part, to the CD investment of \$180,000 for 18 months, which is now classified as long term investment.

Presentation for approval of the December, 2017 and January, 2018 Financial Statements.

**Motion to approve January 2018 Financial Statements:**

**MOTION: Vicki      SECOND: Sally**

3. Anita presented the documents necessary to update the check signers for Edward Jones, SLV Federal and Alamosa State Bank. This was presented at the February Board meeting and deferred until March because we did not have a quorum. The officers stayed after the meeting and signed the documents.

**MOTION to approve updating check signers:**

**MOTION: Sally      SECOND: Vicki**

## **VI. OLD BUSINESS**

None

## **VII. NEW BUSINESS**

1. David Wehe (as our financial advisor for our 401K) attended the meeting in February to advise the Board on his move from Cetera Financial services to Raymond James. The motion to approve was deferred until the Board meeting in March because we did not have a quorum.

**Motion to approve the continued agency relationship with David Wehe based on the minimal impact the change will have on our John Hancock 401K.**

**MOTION: Joyce      SECOND: Chris**

2. Request for Board to approve new Family Support Services board members – presented by Patrick Rheaume – Director of Case Management. Patrick read the list of new Council members.

**Motion to approve new FSSP Board members:**

**MOTION: Brad      SECOND: Chris**

3. Request for the Board to approve changes to Case Management policy CM 15 – Incident and Critical Incident Reporting. The updates were added to reflect current regulatory and agency procedures on critical incident reporting. The policy was presented by Pat Rheaume.

**Motion to approve Case Management Policy CM 15:**

**MOTION: Vicki SECOND: Sally**

4. Request for Board to complete the Executive Director evaluation. Sally will collect results for the evaluation to present in one document. Thanks Sally.

5. Executive Session – Personnel

**A motion was made to go into Executive Session:**

**MOTION: Vicki SECOND: Chris**

**A motion was made to return from Executive Session:**

**MOTION: Sally SECOND: Joyce**

**\*\*A motion was made to approve wage increases per the Board conversations in Executive Session Effective April 1, 2018.**

**MOTION: Chris SECOND: LaVerne**

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

Brooke discussed the three audits we have had during the past several weeks. This includes the State Auditor's audit, the Social Security audit and the Non-Emergent Medical Transportation audit. Brooke notified the Board that the repair on the back staircase will commence soon. Brooke reported to the Board that we are expecting to hear from HCPF on our request for a rural exemption for CFCM.

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

NONE

#### **IX. ADJOURN**

The meeting adjourned at 2:56 pm

**MOTION: Vicki SECOND: Joyce**

**Distributed to Board:**