

BOARD MEETING MINUTES

December 11, 2019

MEMBER'S PRESENT

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

OTHERS PRESENT

Heather Parga
Tim Johnson
Anita Kinsey
Cindy Espinoza
Erin Wieland

CALL TO ORDER

The Board meeting was called to order at 2:05pm

Introduction of guests:

None

II. APPROVAL OF THE MINUTES:

Motion to approve the minutes from November 2019.

MOTION: Brad SECOND: Vicki

III. ADDITIONS/CHANGES TO AGENDA

None

V. CORRESPONDENCE

None

V. COMMITTEE REPORTS

a. FINANCE COMMITTEE REPORT for October 2019 – 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 reviewed the reports and recommend the October financial reports to the Board of Directors for approval.

Blue Peaks has completed 33% of the 2020 fiscal year. The cash balance as of October 31 is \$850,870 with \$612,966 invested in CD's. Revenue is \$30,029 in excess of the expenditures, in comparison to an excess of \$7,308 at the same time in Fiscal Year 2019. We are operating at 1% under the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable in the amount of \$250,187 and accounts payable at \$241,807.

The Statement of Activities shows an overall decrease in revenue this year of approximately 12%, compared to this time in FY2019. October year to date expenditures have decreased approximately 13% under expenditures in FY2019.

Our Current Ratio has decreased from 7.4 to 1 last month, to 7.3 to 1 this month. We have 7.37 months of operating expenses in the total Fund Balance, and 5.03 months of operating expenses in the Fund Balance net of assets.

Motion to approve October Financial statements:

MOTION: Vicki

SECOND: Joyce

VI. OLD BUSINESS

None

VII. NEW BUSINESS

None

VIII. EXECUTIVE DIRECTOR'S REPORT

Brooke reported to the Board that feedback from those staff receiving raises effective December 16 has been very positive. As a review for the Board, Brooke reviewed the accomplishments and agency reorganization activities that had been completed during 2019. These changes included increased wages for direct care, a change to the agency 401K that revised our matching policy, a revision of staff schedules and elimination of specific management positions, changes in operating hours for some of the programs, the closure of a group home, wage increases for agency support positions, the implementation of shared positions across programs and the adaptation of several jobs from exempt to non-exempt status.

The changes were necessary due to a decrease in client census and the increased costs associated with the provision of services (particularly staff wages). As part of the Executive Director's Report today, each Director prepared an annual review for the Board of the programs they supervise. Heather Parga, Director of Human Resources, discussed the CAPS requirement, hiring activities and the data associated with turnover and hiring for the past year. Erin Wieland, Director of Case Management, discussed the activities and yearly data related to enrollments, incident reporting, Case Manager caseloads, investigations and occurrence reporting. Tim Johnson, Director of SLS and Day Services, reported on vocational programs, transportation, management position turnover and the reduction in operating hours for Day Services. Cindy Espinoza, Director of Residential Services, discussed facility closures, client movement, reduced staff schedules, reductions in the amount of Supervisory personnel, Medical Services and the positive feedback received for the program through the Health Department survey and the Non-Emergent Medical Transportation Program audit.

X. PUBLIC COMMENT

NONE

IX. ADJOURN

The meeting adjourned at 2:59 pm.

Motion to adjourn: Vicki SECOND: Sally