

BOARD MEETING MINUTES

November 14, 2018

MEMBER'S PRESENT

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

OTHERS PRESENT

Brooke Hayden
Tim Johnson
Cindy Espinoza
Erin Wieland
Anita Kinsey
Sarah Gallegos
Tyler Chacon

CALL TO ORDER

The Board meeting was called to order at 2:07 pm

Introduction of guests:

No guests

II. APPROVAL OF THE MINUTES:

Motion to approve the minutes from October 2018.

MOTION: Vicki SECOND: Brad

III. ADDITIONS/CHANGES TO AGENDA

- a. Review of the 990 form completed by Wall, Smith, Bateman, Inc.

IV. CORRESPONDENCE

None

V. COMMITTEE REPORTS

Wall, Smith and Bateman completed the preparation and filing of the Form 990 in November. The Form was emailed to the Board members for review prior to today's BOD meeting. Anita briefly explained the information contained in the Form 990, and how interested parties utilize this information to access details regarding our organization. The Finance Committee reviewed the Form 990 and recommends it to the Board of Directors for approval.

*The Board moved to approve the Form 990 as written:

MOTION: Nita SECOND: Sally

FINANCE COMMITTEE REPORT for September, 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 reviewed the reports and recommend the September financial reports to the Board of Directors for approval.

Blue Peaks has completed 25% of the 2019 fiscal year. The cash balance as of September 30 is \$776,760 with \$587,966 invested in CD's. Revenue is \$1,130 in excess of expenditures, in comparison to an excess of revenue of \$93,118 at the same time in Fiscal Year 2018. We are operating in balance with the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable in the amount of \$295,971 and accounts payable at \$280,430.

The Statement of Activities shows an overall decrease in revenue this year of approximately 3%, compared to this time in FY2018. September year to date expenditures have increased approximately 5% over expenditures in FY2018. A comparative analysis shows compensation alone increased 8%, but the decreases in client compensation, medical, travel, and occupancy help to offset the increase of compensation.

Our Current Ratio has increased from 4.81 to 1 last month, to 5.45 to 1 this month. We have 6.84 months of operating expenses in the total Fund Balance, and 4 months of operating expenses in the Fund Balance net of assets.

Approval of the September 2018 Financial Statements.

MOTION: Vicki SECOND: LaVerne

VI. OLD BUSINESS

None

* Joyce asked what news was available on the client complaint/litigation case. Erin reported that most of the allegations had been dropped with one specific allegation remaining.

VII. NEW BUSINESS

1. OSA Audit Presentation – Brooke reviewed the upcoming audit presentation for the Legislative Audit Committee at the State Capitol on December 3. Our agency is required to present our response and corrective action plans as a result of the performance audit completed by the OSA during the past year.
2. Brooke presented the new Personnel Policy 14.8 Conflict of Interest for the Board's approval. The Board moved to approve the policy as written.
MOTION: Chris SECOND: Sally
3. Brooke presented the \$13000-\$14000 cost of the proposed annual \$100 employee Christmas bonus. The Board moved to approve the annual employee Christmas bonus.
MOTION: Chris SECOND: Brad
4. Brooke presented the cost details of the proposed wage increase for direct care personnel effective January 1 in order to meet with minimum wage requirements and present a competitive wage in the community. The next increase will be .50 an hour at a cost of approximately \$5700 per month to 11.25/12.25. We will propose another increase in March when we have received the 6.5% program revenue increase on March 1. Sally again reminded the Board of the need to increase other wages in addition to direct care – the Board agreed to revisit this issue in February – the Board members agree this to be necessary. The Board moved to approve the next wage increase.
MOTION: Chris SECOND: Vicki

VIII. EXECUTIVE DIRECTOR'S REPORT

The transition to the new retirement plan provider, Principal, is proceeding and should be complete sometime by the end of December. Introductory meetings have been scheduled for staff on December 6, packets of information have been sent to all personnel. The grant to renovate the Day Services building with new furnaces, air conditioning and updated lighting etc. started on Monday. Cindy Espinoza, Residential Director, reviewed the relocation plans of the Residential Department to move the Supervisory

staff to the group homes – the decrease in the numbers of individuals in group homes has created room to allow for this move.

X. PUBLIC COMMENT

NONE

IX. ADJOURN

The meeting adjourned at 2:48 pm

MOTION: LaVerne SECOND: Vicki