

# BOARD MEETING MINUTES

August 12, 2020

## MEMBER'S PRESENT

LaVerne Valdez  
Vicki Alire  
Sonya Lee  
Brad Wilcox  
Sally Allee

## OTHERS PRESENT

Tim Johnson  
Cindy Espinoza  
Anita Kinsey  
Heather Parga  
Erin Wieland

## CALL TO ORDER

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

This Board meeting was held via conference call due to the COVID-19 pandemic.

## Introduction of guests:

None

## II. APPROVAL OF THE MINUTES:

Approval of the minutes from July 8, 2020

Motion to approve the minutes from July 8, 2020:

**MOTION: Vicki    SECOND: Brad**

## III. ADDITIONS/CHANGES TO AGENDA

None

## IV. CORRESPONDENCE

None

## V. COMMITTEE REPORTS

a. FINANCE COMMITTEE REPORT June 2020 – presented by Anita Kinsey, Finance Director. All financial reports were emailed or mailed to the Board members for review prior to today's BOD meeting.

Blue Peaks has completed 100% of the 2020 fiscal year. The cash balance as of June 30 is \$1,731,196 with \$612,966 invested in CD's. Revenue in June is \$223,583 in excess of the expenditures, in comparison to a deficit of \$44,362 at this time in 2019. We are operating under the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable at \$256,135, accounts payable at \$238,998 and Notes Payable at \$621,150.

The Statement of Activities shows an overall decrease in revenue this year of approximately 9%, compared to this time in FY2019. June year to date expenditures have decreased approximately 11.2% under expenditures in FY2019.

Our Current Ratio at the end of June is 3.04 to 1. We have 9.67 months of operating expenses in the total Fund Balance, and 7.47 months of operating expenses in the Fund Balance net of assets.

Motion to approve June 2020 financial statements:

**MOTION: LaVerne                  SECOND: Vicki**

## **VI. OLD BUSINESS**

None

## **VII. NEW BUSINESS**

1. COVID policies were discussed for Board approval. The 3 policies include:

a. Day Services Policy 1.a Day Services Responsibilities COVID-19 Facility Standards

\*Implements required procedures for the Day Services program when returning to service provision during any pandemic outbreak

b. Day Services Policy 1.b Day Services Participant Responsibilities COVID-19

\*Defines guidelines for participants that receive Day services during any pandemic outbreak

c. Personnel Policy 1.30a Pandemic Outbreak Return to Work

\*Defines the conditions under which employees may return to work after elective travel, specifies quarantine/isolation and testing requirements, defines conditions under which employees are paid for isolation/quarantine, notifies employees of reporting obligations

Motion to approve policies as discussed:

**MOTION: Vicki      SECOND: Brad**

2. Brief followup discussion on application for Provider Relief Fund

The agency has not been notified of amount of funding available.

3. Motion to move to Executive Session – Executive Director’s evaluation

**MOTION: Vicki      SECOND: LaVerne**

4. Motion to return from Executive Session

**MOTION: Vicki      SECOND: Laverne**

5. Motion to approve Executive Director’s evaluation

**MOTION: Vicki      SECOND: LaVerne**

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

Brooke discussed the current status of the agency workforce and the number of job openings in the agency. No COVID cases identified for agency staff or clients. Erin discussed the noticeable decrease in incidents during the past several months, Brooke noted the employees that are continuing to work remotely indefinitely including Early Intervention personnel and Case Managers. Brooke reviewed the expected reductions to revenues for the coming year that are associated with the state budget shortfall and the termination of enhanced rates and retainer payments. Anita is confident that we have met the criteria for having the PPP Loan forgiven. All agree that August will give the most accurate indication of what the agency can expect financially for the coming year.

## **X. PUBLIC COMMENT**

NONE

## **IX. ADJOURN**

**MOTION TO ADJOURN: LaVerne      SECOND: Vicki**

The meeting adjourned at 2:40pm.