

## BOARD MEETING MINUTES

May 8, 2019

### MEMBER'S PRESENT

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

### OTHERS PRESENT

Anita Kinsey  
Sarah Gallegos  
Erin Wieland

### CALL TO ORDER

The Board meeting was called to order at 2:06 pm.

### Introduction of guests:

No guests

### II. APPROVAL OF THE MINUTES:

Motion to approve the minutes from April 2019.

**MOTION: Chris SECOND: Sally**

### III. ADDITIONS/CHANGES TO AGENDA

1. Comment – plan to acquire additional input for Executive Director evaluation - Sally

### V. CORRESPONDENCE

None

### V. COMMITTEE REPORTS

a. FINANCE COMMITTEE REPORT for March 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 March financial reports to the Board of Directors for approval.

Blue Peaks has completed 75% of the 2019 fiscal year. The cash balance as of March 31 is \$833,231 with \$587,966 invested in CD's. Expenditures are \$44,816 in excess of revenue, in comparison to an excess of revenue of \$62,108 at the same time in Fiscal Year 2018. We are operating at 1% over the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable in the amount of \$243,876 and accounts payable at \$273,441.

The Statement of Activities shows an overall decrease in revenue this year of approximately 3.3%, compared to this time in FY2018. March year to date expenditures have decreased less than 1% under expenditures in FY2018.

Our Current Ratio has decreased from 5.77 to 1 last month, to 5.61 to 1 this month. We have 6.55 months of operating expenses in the total Fund Balance, and 3.93 months of operating expenses in the Fund Balance net of assets.

Approval of the March 2019 Financial Statements.

**MOTION: Sally SECOND: Chris**

#### **VI. OLD BUSINESS**

1. Erin presented information on the current status of the Autism waiver in response to a question at last month's Board meeting.

#### **VII. NEW BUSINESS**

1. Announcement: Public Forum – scheduled for June 4 @ the Day Services building from 1p – 3p
2. Review Long Range Plan for 2019/2020. The proposed Long Range Plan was approved by the Board and will be distributed at the Public Forum. The addition of Administrative and Case Management accomplishments as well as feedback from the Forum will be added to the Plan before submitting the document to HCPF.

Motion to approve the Long Term Plan for 2019/2020 as written:

**MOTION: Brad SECOND: Nita**

3. Discussion: Increase of 8% for Fiscal Year 2019/2020 for employee health insurance. The agency currently pays 80% of employee health insurance cost, we are considering covering 75% next year. Further decision will be tabled until the next Board meeting when Anita has drafted the preliminary budget for next year.
4. The agency has received an offer to purchase a tract of land that was donated a number of years ago for \$7700.

Motion to accept the offer to purchase the land:

**MOTION: Vicki SECOND: Brad**

5. Discussion: Plan to select Board officers for fiscal year 2019/2020: Vicki will coordinate the selection of officers for next year and present at the annual Board luncheon in July.
6. Discussion: Alliance Regional Meeting is scheduled at the same time of the next Board meeting in June. Anita will be taking Brooke's place at the Board meeting.
7. Discussion: the annual Board luncheon is scheduled for July.
8. Discussion/Planning: The Board, Brooke and Anita discussed the status of the financial statements and the current factors that are affecting agency revenues. The Residential program recently lost two residential resources and the SLS program lost an OBRA resource. The number of persons utilizing the Day Services building has continued to decrease due to a number of factors: this includes a decrease in the number of residential clients, the opportunity for a number of persons receiving services to obtain community jobs, the increased number of additional providers in the community and state initiatives that are limiting funding for congregate vocational services. Given that expenses also have increased, primarily due to wage increases, transportation and the increasing cost of health insurance, it is recommended that the agency reduce the hours of operation at Day Services from 9am to 3pm. It is estimated that the reduction in staff hours will compensate for the decrease in billable units. The hours will be more in line with what other agencies are providing. The new hours will further address the safety concerns associated with providing home to program transportation to reach isolated homes during very early morning and late evening hours in increasingly unpredictable weather conditions.

Motion to approve the change in programming operating hours at Day Services to 9a to 3pm and the adjustment of staff hours accordingly:

**MOTION: Chris      SECOND: Vicki**

**VIII. EXECUTIVE DIRECTOR'S REPORT**

Brooke and the Board members discussed the value of continuing to proactively adapt agency infrastructure as new timelines for Conflict Free Case Management and other state initiatives become clear.

**X. PUBLIC COMMENT**

NONE

**IX. ADJOURN**

The meeting adjourned at 3:12 pm.

**Motion to adjourn: Brad      SECOND: Vicki**