

BOARD MEETING MINUTES  
September 12, 2018

**MEMBER'S PRESENT**

Chris Montague  
Vicki Alire  
Brad Wilcox  
LaVerne Valdez  
Vicki Alire  
Joyce Fleming  
Raphael Maestas  
Sally Allee

**OTHERS PRESENT**

Brooke Hayden  
Tim Johnson  
Cindy Espinoza  
Tyler Chacon  
Anita Kinsey

**CALL TO ORDER**

The Board meeting was called to order at 2:02 pm

**Introduction of guests:**

Thomas Tang, David Wehe from Raymond James Financial Services. David and Tom are the agency financial advisors for the Blue Peaks retirement plan.

**II. APPROVAL OF THE MINUTES:**

We did not have quorum on August 8 to approve the minutes from July 2018.

Motion to approve the minutes from July 2018:

MOTION: Raphael      SECOND: Brad

Motion to approve the minutes from August 2018

MOTION: Raphael                      SECOND: Brad

**III. ADDITIONS/CHANGES TO AGENDA**

**Announcement: Staff Appreciation BBQ tomorrow from 12p to 3pm. This event recognizes staff during national Direct Care Staff Appreciation Week. All are welcome.**

**IV. CORRESPONDENCE**

None

**V. COMMITTEE REPORTS**

1. Approval of the financial statements from June 2018. We did not have a quorum in August.

The approval of the financials was deferred until this meeting:

Motion to approve the financial statements from June 2018:

MOTION: Vicki                      SECOND: Sally

2. FINANCE COMMITTEE REPORT for July, 2018, and a review of June, 2018 – presented by Anita Kinsey, Finance Director. All financial reports were distributed to the Board members for review during today's BOD meeting. The Finance Committee met today at 1:30 p.m. to review the Financial Reports. The Finance Committee recommends the June and July 2018 financial reports to the Board of Directors for approval.

Blue Peaks has completed 8% of the 2019 fiscal year. The cash balance as of June 30 was \$891,514, and is now \$824,284 as of July 31 with \$585,966 invested in CD's. Expenditures June 30 were \$15,188 in excess of revenue and are now \$10,539 as of July 31. The excess July 31, 2018 was \$46,562. We are operating in balance with the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable on June 30, 2018 at \$292,599, and is now \$326,512 at July 31, 2018. Accounts payable on June 30, 2018 was \$372,972 and is now \$355,258 at July 31, 2018.

The Statement of Activities shows a decrease in revenue at June 30, 2018 of 2% under revenue in fiscal year 2017, and 4% under revenue in fiscal year 2018. June year to date expenditures decreased by approximately 1%, and July increased approximately 11% over expenditures in FY2018. A comparative analysis shows increases in expenses this fiscal year from last fiscal year in all line items, with the exception of client compensation, staff travel and equipment.

Our Current Ratio at June 30, 2018 was 4.23 to 1 and is now 4.47 to 1 at July 31, 2018. We had 7.20 months of operating expenses in the total Fund Balance at June 30, and now have 7.01 months. The operating expenses in the Fund Balance net of assets at June 30 was 4.28 months, and is 4.16 months at July 31.

Presentation for approval of the June, 2018 and July, 2018 Financial Statements.

Motion to approve the financial statements for July, 2018.

MOTION: Vicki                      SECOND: Sally

## **VI. OLD BUSINESS**

None

## **VII. NEW BUSINESS**

1. Approval of the following updated Case Management policies: CM1 Admissions, CM2 Eligibility Determination, CM7 Individualized Plan, CM12 Appeals, CM14 Human Rights Committee, CM15/16 Incident Reporting, CM16.2 Duty to Report Crimes, CM16.2 Adult Protection Investigations, CM20 Monitoring. As a result of the most recent state Performance and Quality survey for Case Management, a number of our policies were required to be updated by Health Care Policy and Financing. The policies as written were presented for approval to the Board with an accompanying email from Health Care Policy and Financing that documents the acceptance of the updated content.

Motion to approve the updated Case Management policies:

MOTION: Chris                      SECOND: Brad

2. Request to move to Executive Session – Personnel benefits

Motion to move to Executive Session:

MOTION: Chris                      SECOND: Vicki

Upon returning from Executive Session, the Board moved to approve moving our current 401K retirement plan from John Hancock to Principal. Brooke signed a letter of intent on behalf of

Blue Peaks indicating that we will be making this transition. The second step in the process will be to review and revise the details of our current retirement plan including a review of vesting, loans and distribution criteria. The plan will need to be completed by December 1.

Motion to approve the move to Principal Financial Services for our retirement plan.

MOTION: Chris SECOND: Brad

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

Brooke mentioned our upcoming audit this month. Brooke also informed the Board that our agency recently received a Worker's Comp Cost Containment award from the Department of Labor entitling the agency to a 3 year 5% premium reduction.

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

NONE

#### **IX. ADJOURN**

The meeting adjourned at 3:18 pm

MOTION: Raphael SECOND: Vicki