

## BOARD MEETING MINUTES December 12, 2018

### **MEMBER'S PRESENT**

Raphael Maestas  
Vicki Alire  
Brad Wilcox  
Sonya Lee  
Nita McAuliffe  
Joyce Fleming

### **OTHERS PRESENT**

Brooke Hayden  
Tim Johnson  
Cindy Espinoza  
Tyler Chacon  
Anita Kinsey  
Shayna Garrett

### **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 November 2018.

**MOTION: Vicki SECOND: Brad**

### **III. ADDITIONS/CHANGES TO AGENDA**

#### **V. CORRESPONDENCE**

a. A letter to the Board was received from an individual in Supported Living services.

\*the letter was read by each Board member. The letter contained suggestions for Board oversight activities as they relate to client programs. The Board determined that a response will be developed by the board President that details the responsibilities of the Board and the current agency activities that are related to quality management.

#### **V. COMMITTEE REPORTS**

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

Blue Peaks has completed 33% of the 2019 fiscal year. The cash balance as of October 31 is \$778,959 with \$587,966 invested in CD's. Revenue is \$7,308 in excess of expenditures, in comparison to an excess of revenue of \$115,458 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 \$322,110 and accounts payable at \$296,453.

The Statement of Activities shows an overall decrease in revenue this year of approximately 2%, compared to this time in FY2018. October year to date expenditures have increased approximately 5% over

expenditures in FY2018. A comparative analysis shows compensation alone increased 4.5%, with additional increases in operating line items.

Our Current Ratio has decreased from 5.45 to 1 last month, to 5.27 to 1 this month. We have 6.90 months of operating expenses in the total Fund Balance, and 4.09 months of operating expenses in the Fund Balance net of assets.

Approval of the October 2018 Financial Statements.

**MOTION: Nita SECOND: Raphael**

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

None

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

1. Request the Board approve the updated Affirmative Action Plan/Equal Opportunity Policy P 1.0  
Motion to approve update to Policy P 1.0:

**MOTION: Raphael SECOND: Brad**

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

Brooke reported the bonus was distributed to agency employees and reminded the Board of the next wage increase effective 1/1/2018. The wage increase is expected to increase agency expenses by approximately \$5600 per month. The agency is looking for a used maintenance vehicle to replace what will be a retired vehicle. Brooke updated the Board on the presentation to the Legislative Audit Committee in Denver on December 3 – Blue Peaks has paid \$476.10 as a result of the audit completed by the Office of the State Auditors. We have received the audit report, published by the office of the State Auditor.

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

NONE

#### **IX. ADJOURN**

The meeting adjourned at 2:34pm.

**MOTION: Vicki SECOND: Nita**