

BOARD MEETING MINUTES

January 8, 2020

MEMBER'S PRESENT

Vicki Alire
LaVerne Valdez
Sally Allee
Chris Montague
Nita McAuliffe
Sonya Lee

OTHERS PRESENT

Heather Parga
Tim Johnson
Anita Kinsey
Cindy Espinoza
Erin Wieland
Tyler Chacon

CALL TO ORDER

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

Introduction of guests:

None

II. APPROVAL OF THE MINUTES:

Motion to approve the minutes from December 2019.

MOTION: Vicki SECOND: Sally

III. ADDITIONS/CHANGES TO AGENDA

None

V. CORRESPONDENCE

None

V. COMMITTEE REPORTS

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

Blue Peaks has completed 42% of the 2020 fiscal year. The cash balance as of November 30 is \$859,209 with \$612,966 invested in CD's. Revenue is \$31,782 in excess of the expenditures, in comparison to an excess of \$24,291 at the same time in Fiscal Year 2019. We are operating in balance with the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable in the amount of \$246,424 and accounts payable at \$226,743.

The Statement of Activities shows an overall decrease in revenue this year of approximately 14%, compared to this time in FY2019. November year to date expenditures have decreased approximately 14% under expenditures in FY2019.

Our Current Ratio has increased from 7.3 to 1 last month, to 7.38 to 1 this month. We have 7.37 months of operating expenses in the total Fund Balance, and 5.06 months of operating expenses in the Fund Balance net of assets.

Motion to approve November financial statements:

MOTION: Vicki

SECOND: Sally

VI. OLD BUSINESS

*Update on the sale of Bara House. Bara House has been for sale for 112 days. Brooke and Anita met with the realtor this week to discuss possible strategies, if any, that would be recommended to more quickly sell the home. The realtor feels that the home is in good condition and advised that any price reduction we consider should be contingent on how urgently the agency wants to move the property. The best season to sell property in the San Luis Valley is from March/April through August. The realtor made some suggestions of a price range should the Board want to consider a reduction. After today's discussion, the Board decided to stay with the current price and delay any further changes until the Spring.

VII. NEW BUSINESS

1. Request to move to Executive Session – personnel matter

MOTION to move to Executive Session: Nita Second: Vicki

MOTION to return from Executive Session: Sally Second: LaVerne

MOTION to approve wage increases as discussed effective January 1, 2020: Nita Second: LaVerne

2. Quality Assurance Presentation

This is the first month of a quarterly presentation to the Board detailing the activities of the Quality Assurance Committee. As part of the agenda of the committee moving forward: Erin as Case Management Director, Cindy as Residential Director and Tim as Director of Day Services and SLS will present the trends analysis to the Board from each direct service program on a quarterly basis. As an introduction to the process, Erin reported that for a number of years incident report data was reported to management team, communicated to the Department and trended as part of the agency record. Part of the new plan is to review relevant data with the Board as well. Erin described the Quality Assurance Team, how issues are reviewed and how solutions are developed to impact further incidents. MANE, the function of the Human Rights Committee and investigations were also explained to the Board members. Specific data from the fourth quarter of 2019 was detailed for this Board meeting. Cindy reported on data from 9/12/2019 through 12/31/2019 for the Residential Program. Specific areas that are trended include falls, medication errors, hospitalization and behavior control procedures. Cindy discussed the management reorganization of the Residential program. Tim reported on the trending of the same types of incidents as they occurred in the Day Services and SLS programs for the last quarter of the year. The next presentation to the Board will occur in April 2020.

VIII. EXECUTIVE DIRECTOR'S REPORT

In addition to the information that had already been presented, Brooke briefly discussed staff turnover, overtime, and current openings. Heather provided specific details associated with staff hiring and training.

X. PUBLIC COMMENT

NONE

IX. ADJOURN

The meeting adjourned at 3:06 pm.

Motion to adjourn: LaVerne SECOND: Sally