

BOARD MEETING MINUTES

May 12, 2021

MEMBER'S PRESENT

Chris Montague
Sally Allee
Sonya Lee
Joyce Fleming
Vicki Alire

OTHERS PRESENT

Cindy Espinoza
Alicia Ramirez-Duran
Socorro Herrera

CALL TO ORDER

The Board meeting was called to order at 2:05pm

Introduction of guests:

None

II. APPROVAL OF THE MINUTES:

Approval of the minutes from April 2021

Motion to approve the minutes from April 2021:

MOTION: Vicki **SECOND: Chris**

III. ADDITIONS/CHANGES TO AGENDA

New Business 3. Increase in residential supervisors salaries.

Directors Report: Repairs and projects in the administration building and two of the group homes

IV. CORRESPONDENCE

None

V. COMMITTEE REPORTS

a. FINANCE COMMITTEE REPORT – presented by Alicia Ramirez-Duran. The March 2021 financial reports were written by Anita Kinsey and emailed or mailed to the Board members for review prior to today's BOD meeting.

Blue Peaks has completed 75% of the 2021 fiscal year. The cash balance as of March 31 is \$1,589,897 with \$820,000 invested in Certificates of Deposit. A review of the financial statements shows the revenue at \$761,225 in excess of the expenditures. We are operating under the annual budgeted amounts. A comparison of the financial statements at the same time in fiscal year 2020 show we completed the month of March with an excess balance of \$16,124.

The Statement of Financial Position lists accounts receivable in the amount of \$306,331 as outstanding, which includes \$303,706 from Government (State and Medicaid) Receivables, and \$2,625 from Other Receivables. Accounts payable consists of \$35,647 for Program and Administrative services, and \$114,013 for Personnel Compensation, and \$289 for other payables.

The Statement of Activities shows an overall increase in revenue this year of approximately 12% compared to this time in FY2020, due to the forgiveness of the PPP Loan and various grants that have been awarded. March year to date expenditures have decreased approximately 12% under expenditures in FY 2020. Our current ratio is 18.41 to 1. We have 10.45 months of operating expenses in the total Fund Balance, and 8.40 months of operating expenses in the Fund Balance net of assets.

Motion to accept the financial statements as presented:

MOTION: Vicki **SECOND: Chris**

VI. OLD BUSINESS

Discussion: Approval from the Board to purchase pandemic containment equipment for the group homes and the administration building. The cost is approximately \$42,660.93. Energy Resource Center is coordinating the bid – the agency can utilize the Relief Fund Grant.

Motion to approve the purchase:

MOTION: Vickie **SECOND:** Chris

VII. NEW BUSINESS

1. The Board is requested to approve Board officers for FY 2021-2022. The Board officers for 2021-2022 are as follows:

President – Stacey Holland

Vice President – Sally Allee

Secretary – Chris Montague

Treasurer – LaVerne Valdez

Motion to approve the Board officers as proposed:

MOTION: Vicki **SECOND:** Joyce

2. Socorro Herrera, Adult Services Director, coordinated the quarterly presentation to the Board on the activities of the Quality Assurance Team. The data presented was from activities occurring January through March, 2021. Socorro reviewed data from Residential, Day Services and SLS that included falls, med errors, hospitalizations, incidents of MANE, complaints.

3. Discussion with the Board to potentially approve an increase in the Residential Supervisors salary to \$45,000. Effective May, 16, 2021. Due to Federal Law salary individuals will see an increase every year until 2024. On January 1, 2024 salary individuals will be at \$55,000 per year. Chris asked about compression due to this law and asked Alicia for a comparison to show how this will affect other salary employees as the years go by.

Motion to approve increasing the Residential Supervisors salary to \$45,000 annually, effective May 16, 2021:

MOTION: Joyce **SECOND:** Vicki

VIII. EXECUTIVE DIRECTOR'S REPORT

Cindy reviewed routine repairs and maintenance projects currently in the planning stage for the agency. These include replacement of two new bathroom vanities, two bathroom countertops for two group homes, purchase of new desks for the finance department and repairs to the Human Resources Directors closets at the Admin building. There was discussion around investing money due to an excess of cash. The board had previously approved to invest \$250,000 in a Certificate of Deposit at Rio Grande Bank and \$250,000 in a Certificate of Deposit at 1st Southwest Bank for 6 months, but was later decided not to invest the money at 1st South west Bank. Alicia will look into additional Certificate of Deposits to invest the money, as well as looking into the Certificate of Deposit that is maturing on June 13, 2021.

X. PUBLIC COMMENT

NONE

IX. ADJOURN

MOTION TO ADJOURN: Vicki **SECOND:** Joyce

The meeting adjourned at 3:05