

BOARD MEETING MINUTES

November 10, 2021

MEMBER'S PRESENT

Joyce Fleming
Laverne Valdez
Vicki Alire
Sally Alley
Brad Wilcox

OTHERS PRESENT

Heather Parga
Erin Lehman
Socorro Herrera
Stella Sanchez
Loren Velasquez

CALL TO ORDER

The Board meeting was called to order at 2:00 pm

Introduction of guests:

- a. Wall, Smith, Bateman Inc. – Presenting Blue Peaks audit for fy 2020/2021

II. APPROVAL OF THE MINUTES:

Approval of the minutes from October 13, 2021

Motion to approve the minutes from October 13, 2021:

MOTION: Laverne SECOND: Vicki

III. ADDITIONS/CHANGES TO AGENDA

New Business f. add the Adult Services Assistant Director as a signer.

IV. CORRESPONDENCE

None

V. COMMITTEE REPORTS

a. FINANCE COMMITTEE REPORT – presented by Cynthia Espinoza. The July 2021 financial reports were written by Maricruz Mora and presented to the Board members for review prior to today's BOD meeting.

Cash Balance as of July 31, 2021 is \$1771.255. \$820.000 is invested in certificates of Deposit. The statement of activities will demonstrate a decrease in net assets of \$28,132. A comparison of the Statement of Activities for July in FY 21 will show we had revenue of \$34, 506 in excess of expenditures. We are currently operating under the annual budgeted amounts.

The Statement of Financial Position lists accounts receivable in the amount of \$193, 671 as outstanding, which includes \$190, 114 from Government (State and Medicaid) Receivables, and \$3,557 from Other Receivables. Accounts payable consists of \$38,076 for Program and Administrative services, and \$160, 299 for Personnel Compensation, and \$10,435 for other payables.

The Statement of Activities demonstrates an overall decrease in revenue this year of approximately 12% compared to this time in FY2021. July year to date expenditures have increased approximately 4%.

Blue Peaks has \$2, 594.812 of financial assets available within one year of the statement of financial position date to meet cash needs for general expenses. This consists of \$1,771,255 cash, short-term certificates of deposit of \$820,000 and other accounts receivable of \$3,557. Our Current Ratio is 13.9 to 1. We have 11.24 months of operating expenses in the total Fund Balance and 9.32 months of operating expenses in the Fund Balance net of assets.

Motion to accept the financial statements as presented:

MOTION: Joyce SECOND: Laverne

The recommendation is to invest in Certificates of Deposit for the CD that is maturing November 28, 2021 - \$100,000 for 1 year at San Luis Valley Federal Bank.

MOTION to make investment as recommended:

MOTION: Vicki SECOND: Laverne

VI. OLD BUSINESS

None

VII. NEW BUSINESS

- a. Kellene Sandoval from Wall, Smith and Bateman, Inc. presented the audit findings for fiscal year 2020-2021. BPDS received and unqualified opinion, which represents the auditor's judgement that the financial statements are fairly and appropriately presented, without any identified exceptions, and that they are in compliance with GAAP accepted in the United States of America. The auditor stressed that even with the changes with several CFO's during the year the auditing activities were completed efficiently, due to the commendable work of our Finance Department. Motion to approve the audit as presented

MOTION: Joyce SECOND: Brad

- b. Socorro present the Board with The Quarterly Trends Analysis for Residential and Day Services for the last Quarter. Medication Administration errors were up this quarter.
- c. The Board reviewed the revised Personnel Policy 1.41a COVID-19 Vaccination Policy. The policy was revised to reflect that only direct care personnel who work in BPDS license facilities are mandated to receive the vaccine and the requirements for reporting the vaccine on the COHFI portal.

Motion to approve the revised COVID-19 Policy

MOTION: Vicki Second: Joyce

- d. Cindy informed the Board that there are three separate Policies for Residential, Day Services and SLS for the Grievances, Dispute Resolution, and Rights of Persons Receiving Services. After a recent survey of Day Services Cindy would like to implement one policy for the Grievance, Dispute Resolution, and Rights of Persons Receiving Services from the Residential Policies and implement them for Day Services and SLS. The Board reviewed the Residential Grievance, Dispute Resolution, and Rights of Persons Receiving Services Policies.

Motion to approve the use of the Residential Grievance, Dispute Resolution, and Rights of Persons Receiving Services Policies for Day Services and SLS.

Motion: Vicki SECOND: Laverne

- e. Cindy discussed the need to add the Adult Services Assistant Director as a signer for the agency with the Board.

A motions was made to approve Stella Sanchez, Adult Services Assistant Director as a signer for the agency.

MOTION: Vicki SECOND: Laverne

VIII. EXECUTIVE DIRECTOR'S REPORT

Cindy informed the Board that Day Services was surveyed the week of October 24, 2021. There are some things that need to be fixed. Stella is working on getting the tags fixed. The Board was informed by Cindy about the current situations regarding COVID-19. Heather and Cindy informed the Board about the current openings in Direct Care and the progress of hiring new staff to work in Residential and Day Services. Heather talked about reaching out to mobile staffing agencies to see about getting help in Direct Care.

X. PUBLIC COMMENT

NONE

IX. ADJOURN

The meeting adjourned at 2:50 pm



Board Secretary Signature

12-13-21

Date

