

**Present**

*Jan Williams, President*  
*Cindy Mihelich, Treasurer*  
**Robert Pratt, Past President**  
**Beth Thatcher, Board Member**  
**Maria Reyes, Board Member**  
**Renee Greenway, Board Member**  
**Mark Lapides, Board Member**  
**Derrick Blickenstaff, Board Member**  
**Joel Thompson, Board Member**  
Mike Atlas-Acuña, Executive Director  
Pat Morales, Human Resources Director  
Melinda Pardo, Early Intervention Director  
Mariah Schofield, Chief Financial Officer  
Patricia Potter, Administrative Assistant  
Marisa Duarte, Guardian Coordinator  
Da'Shon Cherry, ITC Billing Specialist  
Trevor Boggs, Case Manager

**Absent**

*Judy Sikes, Vice President*  
*Polly Boggs, Secretary*  
**Wayne Hunter, Board Member**  
**Leon Harwood, Board Member**  
**Jane Garnett, Board Member**  
**David Blickenstaff, Board Member**  
Erica Adamson, Case Manager Director  
Terri Martinez, Adult Services Director  
Sandra Montee, QI & Compliance

**Board Meeting was called to Order by Jan Williams, President at 12:03 pm**

Wayne Hunter gave his proxy vote to Joel Thompson. Jane Garnett gave her proxy vote to Jan Williams.

**Welcome**

- **Trevor is here on behalf of Case Management, Erica is out. Melinda introduced Da'Shon Cherry as the new ITC Billing Specialist.**

**Action Items**

- Meeting Minutes for January 2019 Board Meeting Minutes

**Motion to Approve January 2019 Board Meeting Minutes.**

<b>Motion to approve the January 2019 Board Minutes.</b>	
<i>Action by:</i>	Beth Thatcher
<i>Seconded by:</i>	Cindy Mihelich
<i>Passed:</i>	Unanimously Approved

- Meeting Minutes for January 2019 Personnel Meeting Minutes

**Motion to Approve January 2019 Personnel Meeting Minutes.**

<b>Motion to approve the January 2019 Personnel Minutes.</b>	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Joel Thompson
<i>Passed:</i>	Unanimously Approved

**Financials**

- Mariah Schofield presented the financials. Mariah informed the board that we are still waiting on the payments from the State for Early Intervention (EI) for November, December and January. Additionally, there were fewer people in program during December, which affects our ability to bill for services and that too has an impact on our income. Nevertheless, we are still under expended considering these two factors.
- The new invoicing procedure to the State for EI is changing. The finance department and Melinda have met several times to develop an internal process. Mariah provided the board with an explanation of the details of the new billing. Melinda is working on a spreadsheet to streamline the process.
- **Motion to Approve** the December 2018 Financials.

<b>Motion to approve the December 2018 Financials</b>	
<i>Action by:</i>	Joel Thompson
<i>Seconded by:</i>	Mark Lapidis
<i>Passed:</i>	Unanimously Approved

- **Motion to Approve** the Executive Director Expense Report December 2018

<b>Motion to approve the Executive Director Expense Report December 2018</b>	
<i>Action by:</i>	Joel Thompson
<i>Seconded by:</i>	Cindy Mihelich
<i>Passed:</i>	Unanimously Approved

- Melinda informed the Board that Maria Reyes would like to join the Family Support Council

**Motion to Approve Maria Reyes joining the Family Support Council**

<b>Motion to approve Maria Reyes joining the Family Support Council</b>	
<i>Action by:</i>	Beth Thatcher
<i>Seconded by:</i>	Rene Greenwood
<i>Passed:</i>	Unanimously Approved

## Executive Directors Report

**Business Continuity Plan (BCP):** HCPF staff will be meeting with us on February 11, 2019 to review the BCP. According to Brittani Trujillo from HCPF, the meeting will focus on the specifics of the plan and any changes we need to make or submit additional information. I will provide a follow up on the outcome of the meeting.

**HCPF/CCDD Meeting:** On 1/16/19 Melinda Pardo and I attended a meeting between HCPF and Colorado Coalition for Developmental Disabilities (CCDD). The purpose of the meeting was to address some outstanding issues related to all the changes that are occurring in the system. The goal is to work together to address the 23 items that were submitted by CCDD to HCPF. These meetings will be held every other month, so the next meeting will be in March. As part of the meeting the Department provided us with their plan to address the items identified in the Performance Audit and how they will communicate with CCB's. I will continue to provide updates to the board.

**EI Pilot Project:** Melinda developed a budget and submitted a proposal to participate in a pilot project. HB 18-1333 required the Colorado Department of Human Services (CDHS) and the Colorado Department of Education to study the administration of early intervention (EI) evaluations. One of the components of the study is a pilot program for in-home evaluations. Currently children are evaluated through the school district's Child Find program to help determine eligibility for EI. The three primary components of the grant are:

- Conduct EI evaluations in the family home or document that an evaluation was offered to be conducted in the home and the family declined;
- Collect data on the actual cost and make up of these evaluations; and,
- Collect family satisfaction information.

We are waiting to hear if CBE has been approved to be part of the Pilot Project from the Department of Human Services.

**Collaboration Work:** By now you should have read the email I sent to our Legislative Delegation regarding the work we are doing with Colorado Mental Health Institute at Pueblo and Department of Corrections. This project started because we were contacted by both of these entities requesting our assistances in transitioning these individuals into community settings. We were not aware of these persons and were more than happy to do our part to help these individuals. I will continue to provide updates as we work to find services for the 15 persons identified.

Trevor reported that he and Erica have conducted a lot of assessments on the persons identified to transition to the community from CMHIP. Mike also discussed that he sent a letter to our legislators reporting the work that Case Management is performing.

**Awareness Day** - Awareness Day is February 27<sup>th</sup>, so if Board Members are interested in attending please notify Patricia Potter.

**Blizzard Run** - The Blizzard Run is scheduled for March 16<sup>th</sup> at the Colorado State Fair Grounds. On line registration is already starting. We are asking for assistance securing gift cards which we use for the awards. If you know of a business that would be willing to donate a \$25 card that would be helpful. You can also purchase a gift card and donate it to the run or give us the funds and we will purchase the card. Thank you to those Board Members who have donated so far. We are at about \$8000 in sponsorships for the race, which is ahead of last year.

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## Upcoming Events

- January 22, 2019 – Employee Forum
- January 31, 2019 – BASS Super Bowl Party
- February 14, 2019 – BASS Valentines Party
- February 26, 2019 – Public Forum
- February 27, 2019 – Awareness Day at the Capital

- March 7, 2019 – Employee Forum
- March 14, 2019 – BASS St. Patrick’s Day Party
- March 16, 2019 – Blizzard Run
- April 24, 2019 – BASS Talent Show
- May 2, 2019 – BASS Cinco de Mayo Party
- August 28, 2019 – BASS End of Summer Picnic
- October 31, 2019 – BASS Halloween Party
- November 7, 2019 – BASS Fashion Show
- November 13, 2019 – BASS Thanksgiving
- November 2019 – CBE Thanksgiving (Date TBA)
- December 18, 2019 – BASS Christmas Party

**Public Comment**

Jan asked who will be attending Awareness Day from our organization. Patricia Potter informed the group that Terri Martinez from BASS along with 5 of her staff and 2 individuals in service will be attending Awareness Day on behalf of CBE. Awareness Day is about the individuals in services as well as the employees who serve them so the management team feels this is the best representation to send. Jan asked which of our legislators will be attending. Mike said that Representatives Bri Buentello and Daneya Esgar will be at Awareness Day. Mike also said that he met with Representative Bri Buentello and that it was a great meeting. He believes that she will be a strong advocate for the persons we serve.

**Motion to Adjourn before going into Executive Session at 12:25pm**

<b>Motion to adjourn at 12:25pm</b>	
<i>Action by:</i>	Joel Thompson
<i>Seconded by:</i>	Derrick Blickenstaff
<i>Passed:</i>	Unanimously Approved

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Patricia Potter, AA  
 Recording Secretary

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mike Atlas-Acuña, ED  
 Colorado Bluesky Enterprises, Inc.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Polly Boggs, Secretary  
 CBE Board of Directors

## Personnel Committee – Minutes

Date: January 23, 2019

Time: 12:00 p.m.

### Those in Attendance:

Joel Thompson  
Renee Greenway  
Judy Sikes  
Pat Morales  
Sandra Montee

### Absent:

- 
- Item: **Conflict of Interest (Board Member/Employee)**  
Discussion: Update Current Policy  
Policy Approved
- Item: **Contract for Purchase of Service**  
Discussion: Update Current Policy  
Policy Approved
- Item: **Weapons in CBE Facilities**  
Discussion: Update Current Policy  
Policy Approved
- Item: **Community Access Individuals in Home Community Based Services (HCBS) Programs**  
Discussion: Update Current Policy  
Policy Approved,
- Item: **Residential Settings for Individuals Residing in HCBS Settings**  
Discussion: Updated Current Policy  
Policy Approved
- Item: **Holidays**  
Discussion: Update Current Policy  
Policy Approved
- Item: **Medicaid Provider Agreement with Department of Health Care Policy and Financing**  
Discussion: Update Current Policy  
Policy Approved
- Item: **Person Centered Planning**  
Discussion: Update Policy  
Policy Approved

Item: **Guardianship Advisory/Oversight Committee**  
Discussion: Update Policy, insure policy is still in effect  
Policy Approved

Item: **At Will Employment**  
Discussion: Update Policy  
Policy Approved

Item: **Political Activities**  
Discussion: Policy Approved

Item: **Board of Directors/Governing Body**  
Discussion: Policy Approved

**Next Meeting April 17, 2019**

Submitted by: *Pat Morales*  
Date: 1/28/2019

**COLORADO BLUESKY ENTERPRISES, INC.**  
**AGENCY FINANCIAL REPORT**  
**YEAR TO DATE**  
**Dec-18**

	November 2018	December 2018	Variance
<b>Assets</b>			
Investments	\$ 1,641,490.32	\$ 1,641,490.32	\$ -
Operating Cash	\$ 1,693,701.50	\$ 1,477,936.57	\$ (215,764.93)
Savings	\$ 2,117,412.92	\$ 2,119,138.25	\$ 1,725.33
Other Assets	\$ 2,305,421.26	\$ 2,460,299.71	\$ 154,878.45
Property & Equipment	\$ 6,531,604.95	\$ 6,531,604.95	\$ -
Depreciation	\$ (5,031,537.81)	\$ (5,059,558.63)	\$ (28,020.82)
<b>Total Assets</b>	<b>\$ 9,258,093.14</b>	<b>\$ 9,170,911.17</b>	<b>\$ (87,181.97)</b>
<b>Liabilities</b>			
Accounts Payable	\$ 81,275.27	\$ 69,717.01	\$ (11,558.26)
Group Homes Note	\$ 106,077.39	\$ 100,812.93	\$ (5,264.46)
Other Liabilities	\$ 1,703,225.23	\$ 1,706,039.33	\$ 2,814.10
<b>Total Liabilities</b>	<b>\$ 1,890,577.89</b>	<b>\$ 1,876,569.27</b>	<b>\$ (14,008.62)</b>
<b>Fund Balance</b>	<b>\$ 7,367,515.25</b>	<b>\$ 7,294,341.90</b>	<b>\$ (73,173.35)</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 9,258,093.14</b>	<b>\$ 9,170,911.17</b>	<b>\$ (87,181.97)</b>

<b>Total Underexpended YTD \$47,380.84</b>
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**COLORADO BLUESKY ENTERPRISES, INC.  
INDIVIDUAL AREA FINANCIAL REPORT**

YEAR TO DATE  
Dec-18

Assets	ADMIN/CM/EI/DAY	RESIDENTIAL	TOTAL
Investments	\$ 1,641,490.32	\$ -	\$ 1,641,490.32
Cash	\$ 302,517.16	\$ 1,175,419.41	\$ 1,477,936.57
Savings	\$ 1,299,190.18	\$ 819,948.07	\$ 2,119,138.25
Other Assets	\$ 2,315,957.05	\$ 144,342.66	\$ 2,460,299.71
Property/Equipment	\$ 6,503,267.68	\$ 28,337.27	\$ 6,531,604.95
Depreciation	\$ (4,838,119.60)	\$ (221,439.03)	\$ (5,059,558.63)
<b>Total Assets</b>	<b>\$ 7,224,302.79</b>	<b>\$ 1,946,608.38</b>	<b>\$ 9,170,911.17</b>
<b>Liabilities</b>			
Accounts Payable	\$ 27,000.00	\$ 42,717.01	\$ 69,717.01
Group Homes	\$ 100,812.93	\$ -	\$ 100,812.93
Other Liabilities	\$ 351,413.62	\$ 1,354,625.71	\$ 1,706,039.33
Total Liabilities	\$ 479,226.55	\$ 1,397,342.72	\$ 1,876,569.27
Over/Under	\$ (71,976.86)	\$ 119,357.70	\$ 47,380.84
Fund Balance	\$ 6,817,053.10	\$ 429,907.96	\$ 7,246,961.06
<b>Total Liabilities</b>	<b>\$ 7,224,302.79</b>	<b>\$ 1,946,608.38</b>	<b>\$ 9,170,911.17</b>

\*These numbers are used to complete the agency financial report.



COLORADO BLUESKY ENTERPRISES, INC.  
 EXECUTIVE DIRECTOR EXPENSE REPORT  
 JULY 2018 - JUNE 2019

	FOOD	LODGING	MISC	ADVERT	AUTO	TOTAL	
Jul-17	\$ 115.99		\$ 285.12			\$ 401.11	* Misc - New pager phone
Aug-17	\$ 78.07	\$ 440.24				\$ 518.31	* Two attended Alliance
Sep-17	\$ 31.34					\$ 31.34	
Oct-17	\$ 72.60	\$ 373.50				\$ 446.10	* Two attended Alliance
Nov-17			\$ 50.00			\$ 50.00	* Annual Fee
Dec-17	\$ 80.30	\$ 174.62			\$ 20.00	\$ 274.92	* Two attended Alliance
Jan-18	\$ 79.72	\$ 329.30				\$ 409.02	
Feb-18						\$ -	
Mar-18						\$ -	
Apr-18						\$ -	
May-18						\$ -	
Jun-18						\$ -	
						\$ 2,130.80	