

Present

Robert Pratt, President
Jan Williams, Vice President
Judy Sikes, Secretary
Polly Boggs, Treasurer
Cindy Mihelich, Past President
Beth Thatcher, Board Member
Derrick and David Blickenstaff, Board Member
Jane Garnett, Board Member
Joel Thompson, Board Member
Leon Harwood, Board Member
Maria Reyes, Board Member
Mark Lapidés, Board Member
Renee Greenway, Board Member
Wayne Hunter, Board Member
Mike Atlas-Acuña, Executive Director
Terri Martinez, Associate Executive Director, Adult Services Director
Pat Morales, Human Resources
Sandra Montee, QI & Compliance
Erica Adamson, Case Manager Director
Melinda Pardo, Children’s & Family Services
Mariah Schofield, Finance Director
Paula Maes, Administrative Assistant

Absent

Board Meeting was called to Order by Judy Sikes 12:06 PM.

Welcome Guests

- Welcome to outside the agency guest: Judy welcome guests
- Robert Pratt Thanked each Department Director for their hard work with a flower.

Action Items

- Meeting Minutes
- **Motion to Approve June 2018 Board Meeting Minutes**

Motion to approve the June 2018 Board Meeting Minutes	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Beth Thatcher
<i>Passed:</i>	Unanimously Approved

- May 2018 Financials – See attached Financial Sheet at the end of the minutes.

- **Motion to Approve** the May 2018 Financials as presented.

Motion to approve the May 2018 Financials as presented.	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Leon Harwood
<i>Passed:</i>	Unanimously Approved

- Executive Director Expense Report – May 2018

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

Motion to approve the Executive Director Expense Report – May 2018 as presented.	
<i>Action by:</i>	Polly Boggs
<i>Seconded by:</i>	Mark Lapidis
<i>Passed:</i>	Unanimously Approved

Executive Director Report

Business Continuity Plan (BCP): The BCP will be ready within the next few weeks. We will be submitting it before June 30th as expected by HCPF. A related issue is the independent study we had completed by our auditor regarding operating as a Case Management Agency and/or a Service Provider. That study will be ready soon.

Performance & Quality Review: The Corrective Action Plan for the review that was done on Case Management in March 2018 was submitted to HCPF within the timelines specified by the Department. As a reminder, we only had 13 citations and the Department surveyed 263 persons receiving case management services. One was in correcting policies to reflect our contract and two were in Quality Improvement related to incident report reporting and tracking. The remaining 10 were related to case management. I want to thank Pat Morales for writing some great policies, Sandra for the work she has done with processing incident reports, and Erica for the changes she has made in case management.

2018/2019 Budget: Mariah is almost done meeting with managers regarding department budgets. She is now in the process of pulling all the department budgets into what will be the agencies 2018/2019 budget. We project to have it ready to present at the August or September board meeting.

Aging Caregiver / DSP Bill: As you are already aware, HB 18-1407 passed, which is great news; however, it is not effective until March 2019. We were hoping that it would have been implemented in July, so this is going to affect our budget process.

300 New Resources: As you are all aware, part of HB 18-1407 is the approval of 300 new resources to remove persons from the wait list. We recently were notified by the Department that we will receive 5 from the 163 that were recently approved. I don't expect that CBE will receive a large number from the 300 since our wait list is not extensive.

EI Fiscal Monitoring: In October 2017 the Department of Human Services conducted a Fiscal Monitoring survey and found a number of deficiencies in child-level files. We just received notification that those deficiencies have been corrected. Melinda did an excellent job responding to these very quickly; however, it did take some time for the Department to review them and notify us of their approval.

CHFA Survey: In May 2018 CHFA conducted a survey of three homes that were purchased through CHFA. Therefore, they inspect the property and files of the persons residing there to ensure compliance with the loan agreement and ensuring that the home is being used for its intended purpose. We received two deficiencies on two files that need to be corrected. Donna Zabukovic and Pat Morales are responsible for ensuring compliance and as you can see have done a great job.

Judy Sikes nominated Cindy Mihelich for 2018 – 2019 Treasurer

- **Motion to Approve** Cindy Mihelich as Treasurer - for 2018 - 2019

Motion to approve Cindy Mihelich as Treasurer - for 2018 - 2019.	
<i>Action by:</i>	Judy Sikes
<i>Seconded by:</i>	Leon Harwood
<i>Passed:</i>	Unanimously Approved

Installation of 2018 / 2019 Board of Directors – Terri Martinez

- All current Board members sworn in by Terri Martinez

2017/2018 Colorado Bluesky Enterprises recognition awards

- Erica Adamson recognized Lesley Rojas and Shelia Connor with the Department of Social Services with the Professional Award for 2017-2018.

These ladies worked with case management on the “Bridge” and matching both systems together to prevent billing errors.

- Melinda Pardo recognized Lois Eldridge with Pueblo Community College for Volunteer of the Year.
Lois assisted Melinda with breaking down the billing and coding to bill Medicaid for Therapy services.
- Terri Martinez recognized Blake Pruitt and Jenny Dickson with Trane with the Business of the Year.
BASS individuals are now working 3 different contracts at Trane, they do a Bailing Contract, Janitorial Contract and Clipping Contract.
- Mariah Schofield recognized Rosa Salo who has assisted Mariah with the agency’s financials.
Mariah has been bouncing questions and receiving lots of valuable information from Rosa over the last year.
- Mike A. A. thanked everyone for helping and talked about the importance of community involvement.

Erica Adamson presented Case Management Accomplishments & Goals for the future.

Please see attached.

Melinda Pardo presented a video on Accomplishments & Goals for the future.

The ITC Department were asked questions about their accomplishments and goals. Please see attached.

Upcoming Events

- August 2018 – Employee Picnic (Date TBA)
- August 29, 2018 – BASS End of Summer Picnic
- September 2018 – Employee Forum (Date TBA)
- October 2018 – In Service Day
- October 25, 2018 – BASS Halloween Party
- November 1, 2018 – Fashion Show
- November 13, 2018 – BASS Thanksgiving
- November 2018 – CBE Thanksgiving (DATE TBA)
- December 19, 2018 – BASS Christmas Party
- December 2018 – Employee Forum (Date TBA)
- February 2019 – BASS Super Bowl Party (Date TBA)
- February 2019 – BASS Valentines Party (Date TBA)
- February 2019 – Awareness Day at the Capital (Date TBA)
- March 15, 2018 – BASS St. Patrick’s Day Party
- March 16, 2019 – Blizzard Run
- May 2019 – BASS Cinco de Mayo Party (Date TBA)
- June 2019 – Employee Forum (Date TBA)

Motion to Adjourn (No Motion to adjourn)

- **Motion to Adjourn Executive Session at 1:10 pm (No Executive Session)**

Motion to adjourn at 1:10 pm (No Executive Session)	
<i>Action by:</i>	Judy Sikes
<i>Seconded by:</i>	Cindy Mihelich
<i>Passed:</i>	Unanimously Approved

Submitted by: _____ Date: _____
Paula Maes, Administrative Assistant
Recording Secretary

Reviewed by: _____ Date: _____
Mike Atlas-Acuña, Executive Director
Colorado Bluesky Enterprises, Inc.

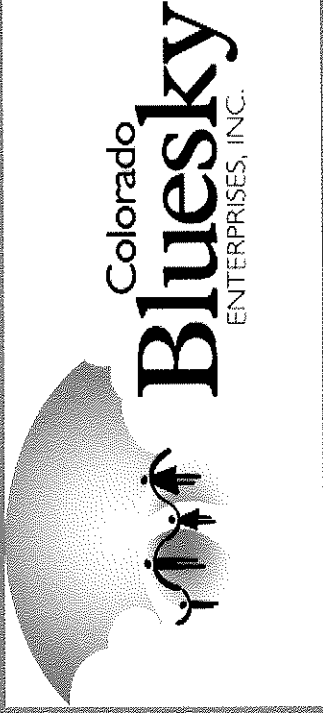
Reviewed by: _____ Date: _____
Judy Sikes, Secretary
CBE Board of Directors

COLORADO BLUESKY ENTERPRISES, INC.
AGENCY FINANCIAL REPORT
YEAR TO DATE
May 2018

	April 2018	May 2018	Variance
Assets			
Investments	\$ 1,641,490.32	\$ 1,641,490.32	\$ -
Operating Cash	\$ 1,450,323.74	\$ 1,574,943.77	\$ 124,620.03
Savings	\$ 2,021,921.77	\$ 2,067,809.79	\$ 45,888.02
Other Assets	\$ 2,319,479.02	\$ 2,077,204.68	\$ (242,274.34)
Property & Equipment	\$ 6,378,090.48	\$ 6,378,090.48	\$ -
Depreciation	\$ (4,883,716.99)	\$ (4,904,834.25)	\$ (21,117.26)
Total Assets	\$ 8,927,588.34	\$ 8,834,704.79	\$ (92,883.55)
Liabilities			
Accounts Payable	\$ 87,302.53	\$ 103,580.92	\$ 16,278.39
Group Homes Note	\$ 142,141.37	\$ 136,030.44	\$ (6,110.93)
Other Liabilities	\$ 1,859,027.06	\$ 1,821,449.18	\$ (37,577.88)
Total Liabilities	\$ 2,088,470.96	\$ 2,061,060.54	\$ (27,410.42)
Fund Balance	\$ 6,839,117.38	\$ 7,053,501.28	\$ (65,473.13)
Total Liabilities & Fund Balance	\$ 8,927,588.34	\$ 9,114,561.82	\$ (92,883.55)

Total Overexpended YTD \$(279,857.03)
--

Income not received as of 7/2/18:
Med SLS \$53,000
Day Program \$62,000
Adult TCM \$76,500
CBE Res \$149,000
TRANE Contract \$16,750



Case Management

Accomplishments & Goals

Accomplishments: All while having the privilege to serve individuals with intellectual and developmental disabilities

- Learned and implemented new HCPF database management system
- Established rapport with DSS to streamline billing denials with new management system and better increased communication overall
- Researched and proposed a competitive salary schedule for Case Management department and also create and manage our own budget
- Assumed a vacant Case Management Director position with no formal training from predecessor
- Filled an intake & enrollment position along with a supervisor position with individuals not having prior experience
- Created a Trainer position
- Implemented annual ongoing training
- Improved on QIS Survey from previous years
- Completed POC & CAP from deficiencies on prior years
- Streamlined positions/responsibilities to be more proficient and accommodating to Service Agencies (Trainer & Billing person)
- Researched and learned of Case Management funding streams from HCPF/Medicaid and identified how they are to be allocated
- Reached out and established a rapport with colleagues from other CCBs throughout the state
- Weathered State Quality and Performance Audit; Quality Improvement Survey, Corrective Action Plan, State SLS, by State Auditors department, HCPF, Medicaid
- Running understaffed
- Turnover (17) OS FMLA
- Enrolled (29)
- Implemented the supervisory tool to better ensure quality case management
- Continue to update forms to make them easier to use for case managers and clients
- Reduced billing denials from transition of CCMS to Bridge from about 20 at a time (maybe more before current supervisor started doing it) to about 5 at a time now
- Updated the way state SLS is managed (updated state SLS rates, started using BUS for all documentation)
- Incentives for completing monthly requirements in a timely manner
- Increased open communication department and agency wide

Goals:

- Continue to restructure the department to meet the demands of Federal/Medicaid requirements, while not adversely affecting the individuals we serve
- Maintain stability within the department, decrease turnover and promote longevity with competitive salaries
- To be regarded as one of the best CM agencies in the state
- Continue to strive to improve the lives of the individuals we serve through Person Centered practices
- Provide Case Management in surrounding areas
- Creating career opportunities



Early Intervention Accomplishments and Goals

Melinda Pardo, Early Intervention Director, interviewed Early Intervention staff

1. What has been the most rewarding experience this year?

It is clear that everyone believes in the program and loves serving families. They spoke on how rewarding it is to see progress and growth with the children and families in EI. They also commented on the great team we have.

2. What has been a challenge this year?

- Turn over
- Medicaid billing
- The state initiative called go for it which incorporates Global outcomes (federal reporting requirements) into the IFSP process. Referred to as GO4IT

While acknowledging the challenges, staff held a positive attitude about overcoming the challenges.

3. What has been the biggest accomplishment this year?

Billing Medicaid was top on the list as well as incorporating the global outcomes into the IFSP process

4. What are you hopeful for this next year?

Many talked about the challenges that lay ahead with taking over the evaluation piece of eligibility. We all recognize that it is a positive change, but not without its challenges.

People are also hopeful for salary increases.