

Colorado Bluesky Enterprises, Inc.

Board of Directors

July 3, 2019

*Important issues are discussed and motions are made for approval at each meeting. Therefore, your attendance determines whether or not a quorum is established. If you are unable to attend a meeting, please inform the Recording Secretary of your impending absence. If you have a voting preference on any issue that will be presented during your absence and you wish to designate another voting Board Member to utilize your proxy, please inform that board Member as well as the Recording Secretary of your wishes.*

Vision Statement	Mission Statement	Customer Service Statement
We Teach. We Support. We Inspire.	We believe that all persons have the right to live, learn, and work in the community with the same hope, dignity, choices, opportunities and responsibilities accorded all citizens.	Service Above Self

**Call Meeting to Order. Establish Quorum. (2 Min)**

**Welcome Guests (3 Min)**

**Action Items (5 Min)**

- 2019-2020 Board of Directors Installation (Terri Martinez)
- Board Meeting Minutes
  - Motion to Approve June 5, 2019 Board Meeting Minutes

**Financials - Presented by Mariah Schofield (10 Min)**

- May 2019 Financial Report
  - Motion to Approve May 2019 Financial report as presented
- Executive Director Expense Report – May 2019
  - Motion to Approve the Executive Director Expense Report – May 2019 as presented

**Executive Directors Report (5 Min)**

**Paycom:** On June 17th and 18th Mariah Schofield, Pat Morales, & Patricia Potter spent those days conducting training with Joann Thompson from Paycom for all CBE staff. The training included how to access the personal data such as, salary, benefits, W-2, mileage, and how to clock in and out. Managers and supervisors were trained on how to approve time sheets, mileage forms, request for time off, and creating personnel actions forms. This system empowers employees to review their personal data anytime they want and to make changes as needed.

While we know there will be many bumps on the road as we learn a new system, in the end we are all optimistic that this was a good decision. I want to acknowledge Mariah for researching various systems, which lead to this selection. Also Pat and Patricia worked with Mariah in learning the system in order to help train staff.

**Performance Audit:** Just an update that we were recently contacted to provide a follow up report on the audit that was conducted by the State Auditor's Office in 2018. The follow up report is based on the Corrective Action Plan that we submitted. We are required to provide the steps we took and back up documentation. The report is due July 17, 2019. We are currently working on the response which will be fluent since we accomplished correcting the areas identified in the audit. This report will be submitted to the Legislative Audit Committee in November 2019 and we will be required to be present.

**Grant Writer:** Elizabeth Riffle our contracted grant writer wrote her first grant to United Way seeking funding for the Guardianship program. We are waiting for a response. We are also in the process of securing bids to repair some of the concrete walks around the apartments. The walk ways have separated from the building foundations and in several cases the concrete has dropped as much as 4 inches. This work is very important to get resolved as we are already starting to have water leak into crawl spaces. I've asked Ms. Riffle to begin researching possible funding to help pay for this work.

**Award Ceremony (20 Minutes)**

**Public Comment (10 Minutes)**

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### **Calendar of Events**

- June 26, 2019 – BASS Talent Show
- August 28, 2019 – BASS End of Summer Picnic
- Employee Picnic - TBA
- 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
- February 2020 – BASS Super Bowl Party TBA
- February 2020 – BASS Valentine's Party TBA
- February 2020 – Awareness Day at the Capital TBA
- March 2020 – BASS St. Patrick's Day Party TBA
- March 2020 – Blizzard Run TBA
- May 2020 – BASS Cinco De Mayo Party TBA

### **Motion to Adjourn**

**Executive Session: Mike has asked that we go into executive session.**