

Present

Jan Williams, President
Cindy Mihelich, Treasurer
Robert Pratt, Past President
Derrick Blickenstaff, Board Member
Jane Garnett, Board Member
Maria Reyes, Board Member
Wayne Hunter, Board Member
David Blickenstaff, Board Member
Renee Greenway, Board Member
Mark Lapidés, Board Member
Mike Atlas-Acuña, Executive Director
Pat Morales, Human Resources
Sandra Montee, QI & Compliance
Erica Adamson, Case Manager Director
Melinda Pardo, Early Intervention Director
Mariah Schofield, Chief Financial Officer
Patricia Potter, Administrative Assistant
Bert Emery, Case Manager
Marisa Duarte, Guardianship Coordinator

Absent

Judy Sikes, Vice President
Polly Boggs, Secretary
Leon Hardwood, Board Member
Joel Thompson, Board Member
Terri Martinez, Adult Services Director

Board Meeting was called to Order by Jan Williams, President at 12:00pm

Welcome

- Jan opened the meeting by congratulating Terri and the BASS staff for the wonderful Fashion Show. She also commended Derrick and Maria board members on their modeling and dancing skills.
- Erica Adamson introduced Bert Emery, Case Manager as a guest.
- **Proxy Votes**
 - Judy Sikes gave her proxy vote to Jan Williams
 - Polly Boggs gave her proxy vote to Jan Williams

- Joel Thompson gave his proxy vote to Cindy Mihelich

Action Items

- Meeting Minutes

Motion to Approve October 2018 Board Meeting Minutes.

Motion to approve the October 2018 Board Minutes.	
<i>Action by:</i>	Wayne Hunter
<i>Seconded by:</i>	David Blickenstaff
<i>Passed:</i>	Unanimously Approved

Financials

- Mariah Schofield presented the financials.
- **Motion to Approve** the September 2018 Financials.

Motion to approve the September 2018 Financials	
<i>Action by:</i>	Jane Garnett
<i>Seconded by:</i>	Wayne Hunter
<i>Passed:</i>	Unanimously Approved

- **Motion to Approve** the CBE 990.

Motion to approve the CBE 990	
<i>Action by:</i>	Wayne Hunter
<i>Seconded by:</i>	Rene Greenway
<i>Passed:</i>	Unanimously Approved

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

Motion to approve the Executive Director Expense Report September 2018	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Mark Lapidés
<i>Passed:</i>	Unanimously Approved

- **Motion to Approve** the FY2019 Fair Market Rent.

Motion to approve the FY 2019 Fair Market Rent	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Jane Garnett

Passed:	Unanimously Approved
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Executive Directors Report

Performance & Quality Review Audit (PQRA): The PQRA conducted by Health Care Policy & Financing for 2018 is now completed and the Corrective Action Plan has been approved. As I had previously stated, we had very few deficiencies and those were easy to correct.

Performance Audit: We had our exit conference with the Auditor's Office on 10/22/18. The conference covered the areas that were identified in the audit and timelines to make the required changes. We also discussed the Legislative Audit Committee hearing process that Erica Adamson and I will be attending in December. Overall this was an informative audit and gave us important information. It also identified areas regarding the Health Care Policy and Financing's data system that needs to be addressed in conjunction with the CCB's.

Direct Support Professionals: Mariah Schofield, CFO, Pat Morales, HR Director, Terri Martinez, Director of Adult Services, and I worked out a plan to increase all the DSP salaries to \$12 per hour. By sharing residential and day staff in both programs we were able to downsize positions. This plan also helped in addressing the salary compression issue in adult services area. As you are aware, the minimum wage increases to \$11.10 in January and \$12 in January 2020 so we are ahead of the curve by making this change now. We are hopeful that this change will decrease the turnover rate, which we will be tracking. This new rate will also help us recruit staff.

Case Management (CM): On the case management front, Erica Adamson, Case Management Director and her staff were also able to address the compression effect in her area by also eliminating positions. As I have reported, we have stabilized CM, but the plan is still to try and address salaries again in the next few years.

Major Repairs: We were able to repair the boiler without having to replace it. You may recall that I reported last month that replacing it was possible. The septic tank Hillside home has been completed and the guys have all moved back in. This appears to be the last major expense.

Fashion Show: The Fashion Show was a great success. The numbers are still being tallied and more donations are still coming in.

Mike said that he and Erica will be on a conference call tomorrow to inform them of the procedures on how to testify for the audit. CCB's who disagreed or somewhat disagreed will be testifying. Since CBE agrees with the audit recommendations Mike will not be testifying and will only speak if asked a question. The conference call will go over the procedures so that protocol is followed during the hearing. He said HCPF will be testifying as well.

Mike also did a Power Point Presentation updating the Board on the Strategic Plan 2017- 2022.

Upcoming Events

- November 13, 2018 – BASS Thanksgiving
- November 15, 2018 – CBE Thanksgiving
- 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)
- June 2019 – BASS Talent Show (Date TBA)
- August 2019 – BASS End of Summer Picnic (Date TBA)
- October 2019 – BASS Halloween Party (Date TBA)
- November 2019 – BASS Fashion Show (Date TBA)

Public Comment

There were no Public Comments

Motion to Adjourn before going into Executive Session at 12:46 pm

Motion to adjourn at 12:46pm	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Wayne Hunter
<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

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

	August 2018	September 2018	Variance
Assets			
Investments	\$ 1,641,490.32	\$ 1,641,490.32	\$ -
Operating Cash	\$ 1,923,925.64	\$ 1,747,430.01	\$ (176,495.63)
Savings	\$ 2,077,239.20	\$ 2,091,979.50	\$ 14,740.30
Other Assets	\$ 2,307,624.51	\$ 2,358,241.29	\$ 50,616.78
Property & Equipment	\$ 6,470,062.79	\$ 6,492,148.95	\$ 22,086.16
Depreciation	\$ (4,968,186.03)	\$ (4,989,303.29)	\$ (21,117.26)
Total Assets	\$ 9,452,156.43	\$ 9,341,986.78	\$ (110,169.65)
Liabilities			
Accounts Payable	\$ 259,417.68	\$ 115,046.87	\$ (144,370.81)
Group Homes Note	\$ 121,649.73	\$ 116,742.56	\$ (4,907.17)
Other Liabilities	\$ 1,671,154.45	\$ 1,731,701.73	\$ 60,547.28
Total Liabilities	\$ 2,052,221.86	\$ 1,963,491.16	\$ (88,730.70)
Fund Balance	\$ 7,399,934.57	\$ 7,378,495.62	\$ (21,438.95)
Total Liabilities & Fund Balance	\$ 9,452,156.43	\$ 9,341,986.78	\$ (110,169.65)

Total Underexpended YTD \$176,536.27



FY 2019 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2019 FMRs for All Bedroom Sizes

Final FY 2019 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY 2019 FMR	\$657	\$661	\$875	\$1,222	\$1,392
<u>FY 2018 FMR</u>	\$575	\$579	\$770	\$1,090	\$1,244

Pueblo County, Colorado is part of the Pueblo, CO MSA, which consists of the following counties: Pueblo County, CO. All information here applies to the entirety of the Pueblo, CO MSA.

Fair Market Rent Calculation Methodology

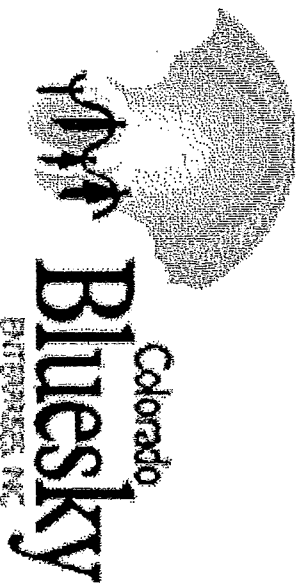
= *Show/Hide Methodology Narrative* =

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2012-2016 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2019 provided the estimate is statistically reliable. For FY2019, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2012-2016 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2019 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2019.



Strategic Plan 2017-2022

Update

Goal A - Conflict Free Case Management (CFCM)

Provide high quality person centered case management service.

- Financial Audit Analysis completed
- Various budget options reviewed
- Presented to Board of Directors in Executive Session
- Business Continuity Plan completed and submitted June 2018

Goal B - Integration Link

Implement adult services that are further integrated within the Pueblo Community.

- Expanded Contractual Services (i.e. TRANE)
- Increased employment opportunities for individuals
- Has allowed varied work schedules for individuals
- Expanded host home services to La Junta
- Providing volunteer opportunities for individuals at Care and Share
- Expanded Case Management Services to Fremont County, Colorado Springs and Denver Metro area

Goal C - Cash Money

Develop and implement person centered budgeting practices.

- Implemented new budget preparation process
- Developed new salary schedules for Case Management, Service Coordination and Direct Services
- New (Draft) financial reports have been developed
- Streamlined banking accounts
- Case Management and Direct Services have/are evaluating all positions to determine functionality
- Evaluated CBE benefits and made various adjustments

Goal D - Employee Investment

Recruit, hire and retain quality staff that are invested in Colorado Bluesky's mission.

- Developed and implemented a plan to increase Case Management and Service Coordination in Early Intervention salaries
- Addressed compression effect in Case Management
- Developed and implemented a plan to increase Direct Service salaries
- Addressed compression effect in direct services
- Addressed and implemented the minimum wage mandate through 2020
- Developed a plan to provide gift cards for the holidays
- Received Best of Pueblo 2018 Silver Award for “Best Place to Work”

Goal E - Community Collaboration

Conduct outreach and collaborate with local agencies.

- CBE is part of the “No Wrong Door” pilot
- Expanded Outreach Coordinator duties to include Adult Services
- Outreach Coordinator has made contact with District 60 & 70
- CBE and Mental Health Institute at Pueblo have started to meet
- CBE and PDI co-hosted Candidates Night
- Working with Department of Health for Early Screening of Children
- Develop packets for physicians, hospitals, etc... as part of outreach for Early Intervention
- Participates on the Pueblo Early Childhood Council
- Participates with Catholic Charities to address social, emotional needs for children
- Guardianship Coordinator has implemented outreach efforts