

**Present**

*Judy Sikes, Secretary*  
*Polly Boggs, Treasurer*  
*Cindy Mihelich, Past President*  
**Beth Thatcher, Board Member**  
**Jane Garnett, Board Member**  
**Joel Thompson, Board Member**  
**Renee Greenway, Board Member**  
**Wayne Hunter, Board Member**  
Mike Atlas-Acuña, Executive Director  
Terri Martinez, Associate Executive Director, Adult Services Director  
Erica Adamson, Case Manager Director  
Mariah Schofield, Finance Director  
Melinda Rizley, Children’s & Family Services  
Pat Morales, Human Resources  
Sandra Montee, QI & Compliance  
Donna Zabukovic, Administrative Assistant

**Absent**

***Robert Pratt, President***  
***Jan Williams, Vice President***  
**Maria Reyes, Board Member**  
**Julia Vean, Board Member**  
**Leon Harwood, Board Member**

**Board Meeting was called to Order by Judy Sikes, Secretary**

**Welcome Guests**

- Welcome all staff from the agency: Adam Carmel, Denise Romero, Justine Aragon, Pat Gradisar.

**Proxy Votes**

- Maria Reyes gave her proxy vote to Beth Thatcher.
- **Action Items**
- Meeting Minutes
  - **Motion to Approve November 2017 Board Meeting Minutes**

<b>Motion to approve the November 2017 Board Meeting Minutes</b>	
<i>Action by:</i>	Wayne Hunter
<i>Seconded by:</i>	Jane Garnett
<i>Passed:</i>	Unanimously Approved

- **Motion to Re-Approve** October 2017 Board Meeting Minutes

<b>Motion to approve the October 2017 Board Meeting Minutes</b>	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Beth Thatcher
<i>Passed:</i>	Unanimously Approved

- **Motion to Re-Approve** September 2017 Board Meeting Minutes

<b>Motion to approve the September 2017 Board Meeting Minutes</b>	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Beth Thatcher
<i>Passed:</i>	Unanimously Approved

- **Motion to Re-Approve** August 2017 Board Meeting Minutes

<b>Motion to approve the August 2017 Board Meeting Minutes</b>	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Beth Thacher
<i>Passed:</i>	Unanimously Approved

- September 2017 Financials – See attached Financial Sheet at the end of the minutes.

- **Motion to Approve** the September 2017 Financials as presented.

<b>Motion to approve the September 2017 Financials as presented.</b>	
<i>Action by:</i>	Polly Boggs
<i>Seconded by:</i>	Wayne Hunter
<i>Passed:</i>	Unanimously Approved

- October 2017 Financials – See attached Financial Sheet at the end of the minutes.

- **Motion to Approve** the October 2017 Financials as presented.

<b>Motion to approve the October 2017 Financials as presented.</b>	
<i>Action by:</i>	Polly Boggs
<i>Seconded by:</i>	Wayne Hunter
<i>Passed:</i>	Unanimously Approved

- Executive Director Expense Report - September 2017
  - **Motion to Approve** the Executive Director Expense Report - September 2017

<b>Motion to approve the Executive Director Expense Report - September 2017 as presented.</b>	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Joel Thompson
<i>Passed:</i>	Unanimously Approved

- Executive Director Expense Report - October 2017
  - **Motion to Approve** the Executive Director Expense Report - October 2017

<b>Motion to approve the Executive Director Expense Report - October 2017 as presented.</b>	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Joel Thompson
<i>Passed:</i>	Unanimously Approved

**Colorado Bluesky Enterprises Audit – Cal Logan**

Cal Logan was unable to present the audit as scheduled, but was able to speak via phone to the board and explain the delay in the audit. Cal is waiting for verification of the Baltimore Court Management Corporation final documents so they can be included in the audit. It is anticipated that this will occur in the month of December so the audit is scheduled to be presented at the January 2018 Board Meeting.

**Executive Directors Report**

Mike and Mariah have been meeting regarding CBE financials. Starting in January, a Finance Committee will be formed with the mission to review all matters affecting the agency. Mike also reported that we are securing a loan to replace the roofs at the Baltimore Court Apartment. The current insurance policy requires 10% of the total value of the property as the deductible, which comes to \$875,000. Mike was able to secure a bid for \$275 and the material being used is hail resistant.

Communication from HCPF regarding Conflict Free Compliance. The main points are 1) Rural Exemption, 2) Business Continuity Plan, and 3) Qualification for Case Management agencies. For CBE the main issue, at this time is developing a Business Continuity Plan. According to the HCPF communication, the guidelines will be released in January 2018.

- **PRC Updates**

We are still working close with PRC and their new leadership. Communication is going very well and we’ve noticed a decrease in the number of Incident Reports. Michelle Craig with HCPF conducted an onsite visit to review investigation files and was very complimentary of Sandy Montee and her staff on the quality of the files.

### **Early Intervention**

Melinda has been investigating batch billing in the web portal and as part of her review she found that there is a Medicaid number associated with this function. However, more work needs to be done to be authorized to bill in this manner. If we are able to accomplish this we will be able to eliminate billing software programs, which will save the agency money.

### **BASS/Residential**

Terri has received compliments from the ARC regarding the work they did with a family. Terri has also implemented updated training material for HH and group homes. In addition, all the homes will be receiving a fire inspection by the Pueblo Fire Department.

### **Human Resources**

Pat has been busy hiring for several job vacancies in the agency. These vacancies included all departments except Finance.

### **Case Management**

Erica hired an additional supervisor that will be assisting with customer service with the service agencies and home health agencies. Also, a Case Manager Trainer position has been filled. This person will help when staff are absent with their caseloads to avoid rescheduling.

### **Public Comment**

- None

### **Upcoming Events**

- February 1, 2018 – BASS Super Bowl Party
- February 14, 2018 – BASS Valentines Party
- March 15, 2018 – BASS St. Patrick's Day Party
- March 17, 2018 – Blizzard Run
- March 2018 – Employee Forum (Date TBA)
- May 3, 2018 – BASS Cinco de Mayo Party
- June 2018 – Employee Picnic (Date TBA)
- June 2018 – Employee Forum (Date TBA)
- June 20, 2018 – BASS Talent Show
- 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)

**Motion to Adjourn**

- **Motion to Adjourn at 12:37 pm**

<b>Motion to adjourn at 12:37 pm</b>	
<i>Action by:</i>	Joel Thompson
<i>Seconded by:</i>	Wayne Hunter
<i>Passed:</i>	Unanimously Approved

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Donna Zabukovic, 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.**  
**FULL AGENCY FINANCIAL REPORT**  
**SEPTEMBER 2017**

	August 2017	September 2017	Variance
<b>Assets</b>			
Investments	\$ 1,641,490.32	\$ 1,641,490.32	\$ -
Operating Cash	\$ 1,868,321.64	\$ 1,938,660.77	\$ 70,339.13
Savings	\$ 1,941,671.47	\$ 1,960,991.43	\$ 19,319.96
Other Assets	\$ 2,273,228.26	\$ 2,327,703.36	\$ 54,475.10
Property & Equipment	\$ 6,378,090.68	\$ 6,378,090.48	\$ (0.20)
Depreciation	\$ (4,714,778.91)	\$ (4,735,896.17)	\$ (21,117.26)
<b>Total Assets</b>	<b>\$ 9,388,023.46</b>	<b>\$ 9,511,040.19</b>	<b>\$ 123,016.73</b>
<b>Liabilities</b>			
Accounts Payable	\$ 91,761.84	\$ 79,691.79	\$ (12,070.05)
Group Homes Note	\$ 182,072.96	\$ 177,148.73	\$ (4,924.23)
Other Liabilities	\$ 1,892,070.90	\$ 1,992,708.72	\$ 100,637.82
<b>Total Liabilities</b>	<b>\$ 2,165,905.70</b>	<b>\$ 2,249,549.24</b>	<b>\$ 83,643.54</b>
<b>Fund Balance</b>	<b>\$ 7,222,117.76</b>	<b>\$ 7,261,490.95</b>	<b>\$ 39,373.19</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 9,388,023.46</b>	<b>\$ 9,511,040.19</b>	<b>\$ 123,016.73</b>

**Total Unexpended YTD \$207,989.67**

**COLORADO BLUESKY ENTERPRISES, INC.**  
**FULL AGENCY FINANCIAL REPORT**  
**YEAR TO DATE**  
**OCTOBER 2017**

	September 2017	October 2017	Variance
<b>Assets</b>			
Investments	\$ 1,641,490.32	\$ 1,641,490.32	\$ -
Operating Cash	\$ 1,938,660.77	\$ 1,817,081.42	\$ (121,579.35)
Savings	\$ 1,960,991.43	\$ 1,964,537.23	\$ 3,545.80
Other Assets	\$ 2,327,703.36	\$ 2,330,737.01	\$ 3,033.65
Property & Equipment	\$ 6,378,090.48	\$ 6,378,090.48	\$ -
Depreciation	\$ (4,735,896.17)	\$ (4,757,013.43)	\$ (21,117.26)
<b>Total Assets</b>	<b>\$ 9,511,040.19</b>	<b>\$ 9,374,923.03</b>	<b>\$ (136,117.16)</b>
<b>Liabilities</b>			
Accounts Payable	\$ 79,691.79	\$ 83,333.68	\$ 3,641.89
Group Homes Note	\$ 177,148.73	\$ 172,227.73	\$ (4,921.00)
Other Liabilities	\$ 1,992,708.72	\$ 1,830,690.58	\$ (162,018.14)
<b>Total Liabilities</b>	<b>\$ 2,249,549.24</b>	<b>\$ 2,086,251.99</b>	<b>\$ (163,297.25)</b>
<b>Fund Balance</b>	<b>\$ 7,261,490.95</b>	<b>\$ 7,288,671.04</b>	<b>\$ 27,180.09</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 9,511,040.19</b>	<b>\$ 9,374,923.03</b>	<b>\$ (136,117.16)</b>

**Total Unexpended YTD \$235,169.76**