

Present

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

Absent

Jane Garnett, Board Member
David Blickenstaff, Board Member
Beth Thatcher, Board Member
Leon Harwood, Board Member
Terri Martinez, Adult Services Director

Board Meeting was called to Order by at Jan Williams 12:02 pm

Jane Garnett gave her proxy to Cindy Mihelich.

Welcome

- Jan welcomed a guest. Her name is Michelle and she is a sister of one of our individuals.

Action Items

- Meeting Minutes for April 3, 2019 Board Meeting Minutes

Motion to Approve April 3, 2019 Board Meeting Minutes.

Motion to approve the April 3, 2019 Board Minutes.

<i>Action by:</i>	Wayne Hunter
<i>Seconded by:</i>	Polly Boggs
<i>Passed:</i>	Unanimously Approved

Financials

- Mariah Schofield presented the financials. She went over each column on the financials. We are not as overexpended as we were at this point last year. We are still waiting on some EI payments from invoicing. We did receive EI payments from November 2018 through February 2019.
- **Motion to Approve** the March 2019 Financials.

Motion to approve the March 2019 Financials	
<i>Action by:</i>	Judy Sikes
<i>Seconded by:</i>	Mark Lapidis
<i>Passed:</i>	Unanimously Approved

- **Motion to Approve** the Executive Director Expense Report March 2019

Motion to approve the Executive Director Expense Report March 2019	
<i>Action by:</i>	Judy Sikes
<i>Seconded by:</i>	Wayne Hunter
<i>Passed:</i>	Unanimously Approved

Executive Directors Report

HCPF Contract: HCPF is finalizing the changes to the contract that were recommended at the conference call we had a few weeks ago. As previously noted the contract will go into effect July 1, 2019.

Blizzard Run - The Blizzard Run has come and gone with another successful event. It appears that we will have to move the race day from Saturday to Sunday because of the Chieftains event that falls on the same date. Our contact at the fairgrounds advised us to have our race on Sunday because there are fewer events.

Paycom: We are moving to a new HR system that will simplify all HR functions for the agency. The system will allow us to have one pay period, will track vacation, sick time, give staff the opportunity to clock in and out remotely, and provide staff individual passwords to view their own records. This system will save us time and money. We will be starting training on the system in the next few weeks with an implementation date of July 1, 2019. Mariah will provide more information during the board meeting.

Guardianship: Marisa Duarte, Guardianship Coordinator and I recently had a phone conference with Momentum which is part of Rocky Mountain Human Services. Momentum's primary focus is serving persons with Mental Illness who reside in Colorado Mental Health Institute at Pueblo and Fort Logan in the Denver area. Part of their service is to contract with agencies who provide Guardianship services, which is where CBE fits in. We received a Request for Proposal (RFP) which we are currently working on. What Momentum is trying to achieve is to have a number of agencies that they have approved who they can send referrals to. As an approved agency we don't have to take the person, but once we do the guardianship is for life. As part of the RFP we will be including a budget. I can explain more at the meeting.

Mike had Mariah reported on the changes being made in an effort to streamline our bill paying, and various other accounts such as phones. First, Mariah spoke about our phone system that is over 20 years old. CBE also pays many different bills to Century Link, Comcast and AT&T. This came up when Melinda and Mariah were going over

EI invoicing. Currently, our overall phone system and payments to the aforementioned companies cost CBE \$53,000 per year for all of our buildings and homes. The phone company we work with has demonstrated a new system that will eliminate the various companies and streamline our billing to one account. We are currently paying 21 bills for phones, internet and cable.

Mike reported that he has sent out a request for proposal to different disposal companies. We currently pay Waste Management (WM) \$67,000 per year in trash pick-up for all of our properties. We are not even paying the same rate for the same size dumpsters at some of our various addresses. There are 10 different WM bills right now and we want them all consolidated into one account. As an update, WM contacted Mike on 4/30/19 to meet and talk about the WM contract. According to Mike, the representative is looking to reduce prices and is willing to combine all the accounts into two and/or one.

As a follow up to Mike's report on Paycom, we will be launching the system July 1, 2019. As an update, the system will create personnel actions, it will also allow employees to clock in and out which also feeds into payroll automatically. Pat Morales will be able to see turnover data and reports with the touch of a button. The Paycom system also has surveys that can be done through the system. Another benefit is employees can change their own personal information such as addresses, marriage status, and other important personnel information.

Mike requested that Erica provide an update on case management. Erica reported that there are 27 people who need to be enrolled in services, 18 need to be enrolled this month. There are people transferring from other CCB's into our area. Some are coming from CMHIP. Some are transferring from other agencies. We recently received a call from a guardian in Colorado Springs who wants to transfer 5 persons to CBE Case Management. We're not clear why we are receiving so many transfers, but this is good news for our case management services.

Jan commended Mariah for all the work she is doing reevaluating CBE's financial status.

Upcoming Events

- April 24, 2019 – BASS Talent Show (Postponed)
- 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

Michelle, a co-guardian wanted to address the board regarding the death of an employee at our BASS facility. Mike explained that the staff member died offsite and the persons we serve did not see her passing. We notified the individuals the following week of her passing and had the local mental health agency come to the building and speak with persons interested in talking about the staff person's death. The guardian wanted to know why guardians were not notified and Mike responded that the issue was a personnel issue. That said, Mike acknowledged that since program was closed, that more of a reasons for closing should have been given to guardians, families, and persons in services.

There was also a mention of CBE's policy on having weapons on the premises, Mike stated that we have a policy that states weapons are not allowed. Finally, Michelle asked if BASS has an emergency plan and if it was on line. Mike responded yes we have a plan, but it's not posted on line. Erica also said that each individual in services has their own health and safety plan.

Motion to Adjourn at 12:28 pm

Motion to adjourn at 12:28 pm	
<i>Action by:</i>	Judy Sikes
<i>Seconded by:</i>	Mark Lapidés
<i>Passed:</i>	Unanimously Approved

Submitted by: _____ Date: _____
Patricia Potter, AA
Recording Secretary

_____ Date: _____
Mike Atlas-Acuña, ED
Colorado Bluesky Enterprises, Inc.

_____ Date: _____
Polly Boggs, Secretary
CBE Board of Directors

COLORADO BLUESKY ENTERPRISES, INC.
AGENCY FINANCIAL REPORT

YEAR TO DATE
March 2019

	Feb 2019	March 2019	Variance
Assets			
Investments	\$ 1,641,490.32	\$ 1,641,490.32	\$ -
Operating Cash	\$ 1,584,810.45	\$ 1,526,817.68	\$ (57,992.77)
Savings	\$ 2,174,670.86	\$ 2,160,213.48	\$ (14,457.38)
Other Assets	\$ 2,213,468.73	\$ 2,338,027.79	\$ 124,559.06
Property & Equipment	\$ 6,531,604.68	\$ 6,531,604.95	\$ 0.27
Depreciation	\$ (5,105,492.99)	\$ (5,128,460.17)	\$ (22,967.18)
Total Assets	\$ 9,040,552.05	\$ 9,069,694.05	\$ 29,142.00
Liabilities			
Accounts Payable	\$ 74,626.70	\$ 95,413.74	\$ 20,787.04
Group Homes Note	\$ 90,259.40	\$ 84,913.79	\$ (5,345.61)
Other Liabilities	\$ 1,649,778.15	\$ 1,439,842.56	\$ (209,935.59)
Total Liabilities	\$ 1,814,664.25	\$ 1,620,170.09	\$ (194,494.16)
Fund Balance	\$ 7,225,887.80	\$ 7,449,523.96	\$ 223,636.16
Total Liabilities & Fund Balance	\$ 9,040,552.05	\$ 9,069,694.05	\$ 29,142.00

Total Overexpended YTD \$17,309.56
