

**Present**

**Judy Sikes, Vice President**  
**Cindy Mihelich, Treasurer**  
**Polly Boggs, Secretary**  
**Maria Reyes, Board Member**  
**Mark Lapidés, Board Member**  
**Derrick Blickenstaff, Board Member**  
**Jane Garnett, Board Member**  
Mike Atlas-Acuña, Executive Director  
Pat Morales, Human Resources Director  
Melinda Pardo, Early Intervention Director  
Mariah Schofield, Chief Financial Officer  
Patricia Potter, Administrative Assistant  
Marisa Duarte, Guardianship Coordinator  
Sandra Montee, QI & Compliance Director  
Brenda Sanchez, Case Management  
Trevor Boggs, Case Management

**Absent**

**Jan Williams, President**  
**Wayne Hunter, Board Member**  
**Robert Pratt, Past President**  
**Renee Greenway, Board Member**  
**David Blickenstaff, Board Member**  
**Beth Thatcher, Board Member**  
**Leon Harwood, Board Member**  
Terri Martinez, Adult Services Director  
Erica Adamson, Case Manager Director

**Board Meeting was called to Order by** at Judy Sikes at 12:01 pm

Jan Williams gave her proxy to Judy Sikes. Beth Thatcher gave her proxy to Cindy Mihelich. Wayne Hunter gave his proxy to Cindy Mihelich.

**Welcome**

- Judy had Mariah introduce her guest. Marisa introduced Christine Hentze. She is the attorney on the Guardianship Advisory Committee board. Christine is from the 10<sup>th</sup> Judicial District Attorney's office in Pueblo, CO. Mariah introduced Stathanie Hernandez who is new to the Finance Department. She came from Premium and is the new Billing Coordinator.

- Judy read a Board Resolution for Lupe Skidmore to be the signing officer for CBE BASS. She is authorized to make changes, endorse checks, drafts and other orders of payment for bank accounts set up for individuals who receive services through BASS, as needed and reasonable, for the normal conduct of the person(s) that CBE supports.

**Motion to Approve** the Board Resolution dated June 5, 2019

<b>Motion to approve the Board Resolution dated June 5, 2019</b>	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Polly Boggs
<i>Passed:</i>	Unanimously Approved

**Action Items**

- Meeting Minutes for May 1, 2019 Board Meeting Minutes

**Motion to Approve** May 1, 2019 Board Meeting Minutes.

<b>Motion to approve the May 1, 2019 Board Minutes.</b>	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Mark Lapidés
<i>Passed:</i>	Unanimously Approved

- Meeting Minutes for May 29, 2019 Personnel Committee Minutes

**Motion to Approve** May 29, 2019 Personnel Committee Minutes.

<b>Motion to approve the May 1, 2019 Board Minutes.</b>	
<i>Action by:</i>	Polly Boggs
<i>Seconded by:</i>	Jane Garnett
<i>Passed:</i>	Unanimously Approved

**Financials**

Mariah Schofield presented the financials and provided an update about the Finance Department. On May 8<sup>th</sup> the financial server crashed due to the power outage at W 2<sup>nd</sup>. We have 3 backup systems and they all failed. There were check runs that were not correct because of the crash. Great Plains (GP) told us to do a correction, but it didn't help and made the situation worse. Mariah and Melinda had to do EI invoicing, but that had to be recreated. When the system crashed it deleted all of the work that Mariah has done for the past 9 months. So we are in the process of rebuilding Great Plains and launching a new HR system in the next 25 days. Financials look different because of the crash; however, the totals do match up and make sense. Cindy asked how the crash can be prevented in the future. Mariah told them it was a perfect storm and this couldn't be recreated even if we tried. GP was updated in parts but not a complete update so pieces of GP weren't talking to each other. We just finished rebuilding the chart of accounts again. It used to be 74 pages now it is 3 pages. Some line items weren't matching up with what the state called the line items. Mariah took

the states labeling, took Erica's requests, Melinda's requests and built them into the line items in the new GP. In the future the work that has been done will eventually make department budgets able to be created. Mariah went ahead and made departments and line item codes match up. We are only bringing over the history of balance, assets, income, expenses. July 1st the new chart of accounts will be used moving forward. The new GP version that we are using starting July 1 is 2018. This will allow for cleanup of all of our EIN's. On July 1st we will only have 1 EIN number. We will stop reporting on the old 3 EIN's numbers on June 29th. We are also putting residential and day program onto the same pay period. Then all of CBE will be on the same pay schedule. This will save us money for GP and Paycom. We will no longer have to cut checks back and forth between residential and program.

Paycom launches on July 1st. This company will not only do our clocking in and out, there is also a huge HR piece for us (personnel action forms, insurance carriers, open enrollment, life insurance, pull reports easily for turn over etc.). Mike wanted to add that every department will see the actual income not just what was billed. Mariah explained that right now CBE only uses the Accounts Payable (AP) portion of GP. Starting July 1st we will use both Accounts Receivable (AR) and AP. Cindy asked if there is anything the board can do to help the Finance Department since they are doing so much extra work. Mike also explained that with these difficulties the budget will not ready until approximately August. Mike is asking for an approval to delay the budget. Cindy and Polly is impressed with what the Finance department has done. Mike wanted to point out that we will start scheduling Finance Committee meetings as we begin to build the new budget.

Mariah presented the Financial Report (attached) and this report doesn't reflect group homes. The report is reflecting annual figures. There is no change in investments. There was an increase in operating cash. The depreciation remains normal. Finally, we still have not received payments from EI invoicing, we are hoping that we will receive it soon. Our financial position this year is much better than it was at the same time last year. EI is a little bit better this year vs last year.

- **Motion to Approve** the Budget being presented in the September Board Meeting

<b>Motion to approve the Budget being presented in the September Board Meeting</b>	
<i>Action by:</i>	Polly Boggs
<i>Secoded by:</i>	Mark Lapidis
<i>Passed:</i>	Unanimously Approved

- **Motion to Approve** the April 2019 Financials.

<b>Motion to approve the April 2019 Financials</b>	
<i>Action by:</i>	Jane Garnett
<i>Secoded by:</i>	Polly Boggs
<i>Passed:</i>	Unanimously Approved

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

<b>Motion to approve the Executive Director Expense Report April 2019</b>	
<i>Action by:</i>	Jane Garnett
<i>Secoded by:</i>	Polly Boggs

<i>Passed:</i>	Unanimously Approved
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**Executive Directors Report**

**CFCM:** This is some updated information regarding CFCM. The Department is still working on finalizing the Case Management Agency Qualifications. This has to occur before they can begin recruiting new case management agencies. Another point of concern is the Rural Exemptions for small CCB's (This does not affect CBE). This exemption allows these CCBs to continue to provide both CM and direct services to the same person until such time that a new service provider or CM agency moves into their catchment area. The main concern is that this goes into effect August 2019. Since there is not an awareness of how many such agencies will be moving into these areas it makes it difficult for these CCB's to plan accordingly. In other words, how many folks will have to move to another agency? What impact will this have on persons in services and their families? What impact will this have on the agency itself? At this point, these CCB's are considering not accepting the Rural Exemption, which will give them the same amount of time to come into compliance in 2022 like the larger CCBs.

Regarding CBE's status, our BCP has been accepted and as I have already reported, we have started to communicate with our community. We have posted a Communication Plan on our website and Facebook, held a Program Approved Service Agency meeting in January, and held a public forum in February 2019. This whole process is changing everyday as the Department and CCBs learn more about the impact this rule will have on the IDD system.

**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 Chieftain's 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:** Patricia, Mariah, and Pat have been working with the representatives of Paycom with the goal to implement this new HR program in July. There have been a series of trainings to these individuals and soon training will be provided to all employees.

**Grant Writer:** Mariah and I are in the process of negotiating with a grant writer to help us secure funds for various projects. What we are considering is contracting with her for an agreed upon monthly amount. We identified several projects such as restoration for the Baltimore Court Apartments, Technology, and the Guardianship program to name a few. If and when we come to an agreement I will inform the board.

**July Board Meeting:** Just a reminder that the July board meeting will include honoring individuals who have assisted us in meeting our mission.

- o **Motion to Approve** Christine Hentze to the Oversight/Advisory Committee Board

<b>Motion to approve Christine Hentze to the Oversight/Advisory Committee Board</b>	
<i>Action by:</i>	Polly Boggs
<i>Seconded by:</i>	Cindy Mihelich
<i>Passed:</i>	Unanimously Approved

**Upcoming 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

**Public Comment**

**Motion to Adjourn before going into Executive Session at 12:38pm**

<b>Motion to adjourn at 12:30 pm</b>	
<i>Action by:</i>	Mark Lapidis
<i>Seconded by:</i>	Jane Garnett
<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

**Personnel Committee – Minutes**

Date: May 29, 2019

Time: 12:00 p.m.

**Those in Attendance:**

Judy Sikes  
Sandra Montee  
Pat Morales

**Absent:**

Renee Greenway

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Item: **Medical File**  
Discussion: Update Current Policy  
Policy approved

Item: **Military Leave**  
Discussion: Update Current Policy  
Policy approved.

Item: **Job Descriptions**  
Discussion: Update Current Policy  
Policy Approved.

Item: **Overtime**  
Discussion: Update Current Policy  
Policy Approved

Item: **Maternity/Paternity Leave**  
Discussion: Update Current Policy  
Policy Approved

Item: **Jury Duty**  
Discussion Update Current Policy  
Policy Approved

Item: **Employment/Hiring Process**  
Discussion Update Current Policy  
Policy Approved

Item: **Alcohol and Drug Abuse**  
Discussion Update Current Policy  
Policy Approved

Item:

**Next Meeting July 17, 2019**

Submitted by Pat Morales Date 5/30/2019

**COLORADO BLUESKY ENTERPRISES, INC.**  
**AGENCY FINANCIAL REPORT**  
 YEAR TO DATE  
 April 2019

	March 2019	April 2019	Variance
<b>Assets</b>			
Investments	\$ 1,641,490.32	\$ 1,641,490.32	\$ -
Operating Cash	\$ 1,526,817.68	\$ 1,584,573.15	\$ 57,755.47
Savings	\$ 2,160,213.48	\$ 1,912,918.29	\$ (247,295.19)
Other Assets	\$ 2,338,027.79	\$ 2,499,155.04	\$ 161,127.25
Property & Equipment	\$ 6,531,604.95	\$ 6,531,604.95	\$ -
Depreciation	\$ (5,128,460.17)	\$ (5,154,649.45)	\$ (26,189.28)
<b>Total Assets</b>	<b>\$ 9,069,694.05</b>	<b>\$ 9,015,092.30</b>	<b>\$ (54,601.75)</b>
<b>Liabilities</b>			
Accounts Payable	\$ 95,413.74	\$ 105,127.42	\$ 9,713.68
Other Liabilities	\$ 1,524,756.35	\$ 1,704,481.85	\$ 179,725.50
<b>Total Liabilities</b>	<b>\$ 1,620,170.09</b>	<b>\$ 1,809,609.27</b>	<b>\$ 189,439.18</b>
<b>Fund Balance</b>	<b>\$ 7,449,523.96</b>	<b>\$ 7,205,483.03</b>	<b>\$ (244,040.93)</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 9,069,694.05</b>	<b>\$ 9,015,092.30</b>	<b>\$ (54,601.75)</b>

<b>Total Overexpended YTD \$41,478.03</b>
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COLORADO BLUESKY ENTERPRISES, INC.								
EXECUTIVE DIRECTOR EXPENSE REPORT								
JULY 2018 - JUNE 2019								
	FOOD	LODGING	MISC	ADVERT	AUTO	TOTAL		
Jul-17	\$ 115.99		\$ 285.12			\$ 401.11	*Misc - New pager phone	
Aug-17	\$ 78.07	\$ 440.24				\$ 518.31	* Two attended Alliance	
Sep-17	\$ 31.34					\$ 31.34		
Oct-17	\$ 72.60	\$ 373.50				\$ 446.10	* Two attended Alliance	
Nov-17			\$ 50.00			\$ 50.00	*Annual Fee	
Dec-17	\$ 80.30	\$ 174.62			\$ 20.00	\$ 274.92	* Two attended Alliance	
Jan-18	\$ 79.72	\$ 329.30				\$ 409.02		
Feb-18	\$ 214.28					\$ 214.28		
Mar-18	\$ 43.48	\$ 170.93			\$ 14.76	\$ 229.17		
Apr-18	\$ 106.53	\$ 415.86	\$ 311.49			\$ 833.88	*Alliance Annual Meeting	
May-18	\$ 69.27	\$ 589.89				\$ 659.16		
Jun-18						\$ -		
						\$ 4,067.29		