

Present

Jan Williams, President
Judy Sikes, Vice President
Polly Boggs, Secretary
Cindy Mihelich, Treasurer
Robert Pratt, Past President
Derrick Blickenstaff, Board Member
Jane Garnett, Board Member
Leon Harwood, Board Member
Maria Reyes, Board Member
Mark Lapidés, Board Member
Wayne Hunter, 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

Absent

Dave Blickenstaff, Board Member
Joel Thompson, Board Member
Renee Greenway, Board Member

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

Welcome

- Jan introduced/welcomed new hire Patricia Potter, Administrative Assistant to Mike Atlas-Acuña and the management team.

Proxy Votes

- Joel Thompson gave his proxy vote to Judy Sikes

Action Items

- Meeting Minutes
 - **Motion to Approve** August 2018 Board Meeting Minutes.

Motion to approve the August 2018 Board Minutes.	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Polly Boggs
<i>Passed:</i>	Unanimously Approved

Financials

- Mariah Schofield requested an extension for June, July, August 2018 financials. She has been working on them with another employee, but the employee whose assistance is crucial has been out of the office for a few weeks due to the death of her son. Mariah requested the extension from the board.

- **Motion to Approve** the extension of the June, July and August 2018 Financials.

Motion to approve the extension of the June, July and August 2018 Financials	
<i>Action by:</i>	Judy Sikes
<i>Seconded by:</i>	Mark Lapides
<i>Passed:</i>	Unanimously Approved

- Executive Director Expense Report
 - **Motion to Approve** the executive directors report

Motion to approve the executive director’s report as presented.	
<i>Action by:</i>	Judy Sikes
<i>Seconded by:</i>	Polly Boggs
<i>Passed:</i>	Unanimously Approved

Executive Directors Report

Performance & Quality Review Audit (PQRA): The PQRA conducted by Health Care Policy & Financing in June 2018 approved our Corrective Action Plan. There were some minor changes we had to make to various documents and policies. This is the audit that focused on case management, HR policies, and investigations & Human Rights Committee Reviews. All staff involved (Pat Morales, Erica Adamson, Sandy Montee) did an excellent job in preparing for the audit and responding to the areas that needed correcting. As I previously reported, we only had 13 deficiencies, so our Corrective Action Plan was not difficult to complete.

Performance Audit: The Performance Audit being performed by the State Auditor’s Office is almost completed. We received notice of their findings with all CCB’s and they are now scheduling conference calls with each CCB’s to disclose their draft findings. Our 2nd briefing will be held on 8/28 and we received second report clarifying some of the findings. Every CCB is having two

briefings which is part of their process. A comprehensive report involving all 20 CCB's will be presented to the Legislative Audit Committee.

2018/2019 Budget: The budget for FY 2018/2019 will be presented at the September board meeting. As the board is aware, with all the changes that Mariah and her staff have implementing it has taken longer than expected to prepare; nevertheless, we are very excited with the budget that will be presented and the process Mariah used to get us to this point.

Employment: As you are all aware, we have had turnover in every department over the last few months, Pat Morales provided you an overview at the August meeting. We still have vacancies in direct services, but all positions in case management have been filled and the department is starting to stabilize.

Major Repairs: To date we have had a number of major repairs that have had to be made. The AC units went out on the 3rd and 2nd floors at west 2nd. In addition, the fire sprinkler system at w 2nd was leaking resulting in having to dig up the front of the building to repair the leak. We thought it was the city's issue, but the leak was on our end. Finally, we are in the process of having to replace the septic tank system at our Hillside home. All of these repairs have cost us a significant amount of money. These cost will be reflected in our financials.

Department Presentations – Mariah Schofield, Chief Financial Officer

Mariah Schofield – 2018 / 2019 Budget Presentation

Mariah presented 2018/2019 Annual Budget. She went over line items and asked if there were any questions on line items or income. Dr Pratt had a question for line item 40 for medical equipment. Mariah explained an example if an individual needs a wheelchair CBE pays for it and then Medicaid reimburses CBE for the wheelchair. That was the only question on line items. Mariah let the group know that we are in the black. Mariah is calling this budget fluid. Mariah let the group know her goal is to work on the Great Plains System in January to separate all of the budgets. Any line items that say see salary budget those get zeroed out and then Mariah looks at the benefits and adds that back in on line item 92 page 3. There weren't any questions from the group on salary expenses. Mariah then went to page 9 which shows the CBE houses individually. The CBE houses requested an increase for their activity budget and food budget. Mariah added \$1000 for those requests. Maria also explained that the \$1000 increase breaks out to \$83 per individual per month. She went to the final page 14 which reflects a positive \$859.65 to close out the year. She will keep a close watch monthly on the budget.

Mike informed the board that no funds were used from savings to balance this budget which includes the increases in salaries. Mike said Mariah did a great job. Mike stated that we still don't have the final numbers on the savings from the retirement accounts. The board congratulated Mariah with a "Great job Mariah!"

Cindy asked for input from any of the CBE managers regarding the budget. Melinda said that a lot of work went into the budget between Mariah and her as far as Melinda's Early Intervention

programs. Also, Erica stated that this was the first time she saw this document, Mike stated that Erica was involved in the development of the budget via the salary increases in case management. There were no more questions or discussion on the budget presentation.

- **Motion to Approve the 2018/2019 Budget**

Motion to approve the 2018/2019 Budget as presented.	
<i>Action by:</i>	Jane Garnett
<i>Seconded by:</i>	Derrick Blickenstaff
<i>Passed:</i>	Unanimously Approved

Upcoming Events

- 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)
- 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)

Public Comment

- Judy wanted to mention a big thank you to Mike and Helena for their generous donation to CBE.

Motion to Adjourn at 12:25 pm

Motion to adjourn at 12:25 pm	
<i>Action by:</i>	Judy Sikes
<i>Seconded by:</i>	Leon Hardwood
<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