

**Present**

***Cindy Mihelich, President***  
***Jan Williams, Secretary***  
***Julia Vean, Past President***  
**Jane Garnett, Board Member**  
**Joel Thompson, Board Member**  
**John Cordova, Board Member**  
**Maria Reyes, Board Member**  
**Polly Boggs, Board Member**  
**Renee Greenway, Board Member**  
Mike Atlas-Acuña, Executive Director  
Karen Caldwell, Chief Finance Officer  
Louda Allbritton, Service Coordination  
Melinda Rizley, Children's & Family Services  
Mariah Schofield, Administrative Assistant  
Pat Morales, Human Resources

**Absent**

***Robert Pratt, Vice-President***  
***Judy Sikes, Treasurer***  
**Beth Thatcher, Board Member**  
**Leon Harwood, Board Member**  
**Mikhal Laskin, Board Member**  
**Steven Higgins, Board Member**  
**Wayne Hunter, Board Member**  
Sandra Montee, QI & Compliance  
Terri Martinez, Bluesky Adult Support Services

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**Board Meeting was called to Order by Cindy Mihelich, Board President**

**Welcome Guests**

- Cal Logan
- Adam Carmel
- Pat Gradisar
- Denise Romero
- Justine Aragon

## Proxy Votes

- Mikhail Laskin gave his proxy vote to Jane Garnett
- Judy Sikes gave her proxy vote to Jan Williams
- Beth Thatcher gave her proxy vote to Cindy Mihelich
- Wayne Hunter gave his proxy vote to John Cordova

## Action Items

- Meeting Minutes
  - **Motion to Approve** October 2016 Board Meeting Minutes.

<b>Motion</b> to approve the October 2016 Board Minutes.	
<i>Action by:</i>	Polly Boggs
<i>Seconded by:</i>	Jan Williams
<i>Passed:</i>	Unanimously Approved

- **Motion to Approve** October 2016 Personnel Meeting Minutes.

<b>Motion</b> to approve the October 2016 Personnel Meeting Minutes.	
<i>Action by:</i>	Jan Williams
<i>Seconded by:</i>	John Cordova
<i>Passed:</i>	Unanimously Approved

- **Motion to Approve** October 2016 Foundation/Grants Meeting Minutes.

<b>Motion</b> to approve the October 2016 Foundation/Grants Meeting Minutes.	
<i>Action by:</i>	Joel Thompson
<i>Seconded by:</i>	John Cordova
<i>Passed:</i>	Unanimously Approved

- **Motion to Approve** October 2016 Compliance Meeting Minutes.

<b>Motion</b> to approve the October 2016 Compliance Meeting Minutes.	
<i>Action by:</i>	John Cordova
<i>Seconded by:</i>	Jane Garnett
<i>Passed:</i>	Unanimously Approved

## Audit Presentation

- Verbal Report by Cal Logan
- Board members were able to ask questions regarding the audit.
- Cal noted that Karen and her staff were a great help and very organized for an audit of this size.

## Financials

- September 2016 Financials
  - **Motion to Approve** the September 2016 Financials as presented.

<b>Motion</b> to approve the September 2016 Financials as presented.	
<i>Action by:</i>	Julia Vean
<i>Seconded by:</i>	John Cordova
<i>Passed:</i>	Unanimously Approved

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

<b>Motion</b> to approve the executive director's report as presented.	
<i>Action by:</i>	Joel Thompson
<i>Seconded by:</i>	Polly Boggs
<i>Passed:</i>	Unanimously Approved

## PRC Update

- Mike reviewed the information that was submitted to Senator Garcia this morning. The email is listed below:

Dear Senator Garcia,

As promised during our breakfast meeting last month, here is the information on Colorado Bluesky Enterprises monitoring of the Pueblo Regional Center (PRC). The first series of data is regarding the face to face monitoring of our case managers who have individuals on their caseload from PRC. This is important to note because these three also have persons on their caseload from other Service Agencies. Their total caseload is an average of 48 individuals and as you will see the rules call for each person receiving

services to have a face to face visit once per quarter. With that said, here is the information:

**Face-to-Face Monitoring Contacts** - According to the Code of Colorado Regulations 10 CCR 2505-10 section 8.761 Targeted Case Management Services for Persons with Developmental Disabilities, subsection *(D) Monitoring and follow-up includes activities that are necessary to ensure the care plan is implemented and adequately addresses that eligible individual's need. Monitoring and follow-up action shall: (3) include direct contact and observation with the client in a place where services are delivered to a client in accordance with the following frequency: (A) Face to face monitoring shall be completed for a client enrolled in HCBS-DD at least once per quarter.* Colorado Bluesky completed **557** face-to-face visits with the **53** individuals residing at the Pueblo Regional Center from July 1, 2015 through September 30, 2016. This is an average of **10.5** visits per person in a 14-month period. The Code of Colorado Regulations requires one face-to-face visit per quarter. Colorado Bluesky completed an average of **119.1** visits per quarter, which averages **2.2** visits per person per quarter during that time period. All of these visits were completed by three case managers who have individuals from the Regional Center on their caseloads.

**Changes in Monitoring Policy** - In addition to the face-to-face monitoring visits by the case managers, we have implanted additional on-site monitoring. Colorado Bluesky has put together a team of 10 people, comprised of department directors and case management supervisors, to complete additional on-site monitoring. The on-site monitoring will include visiting each home once per week at any given hour in a 24-hour period. These visits are unannounced and each visit is documented and entered into the state data system. What follows is the data regarding this monitoring:

- All homes were visited a total of 27 times during the month of October 2016.
- The average amount of time spent per visit was 1.25 hours.
- Homes were visited every day of the week Sunday - Saturday
- Week day visits Monday – Thursday occurred mostly during the morning hours between 6 - 8 a.m.
- Weekends Friday – Sunday between the hours of 2 – 7 p.m.
- There were 2 visits to Bayfield and the reason is that the home only had one person residing there and that person moved to the Denver area. The home has been closed.
- Maher, Clarion, 887 Bellflower, & 268 Harmony had 2 visits each
- Latimer & 268 Harmony had 4 visits
- 895 Bellflower, Galatea, Hahns Peak, had 3 visits each.

## **Overall Process & Impressions:**

Part of our process includes a standard Monday morning meeting with the team to review the visits that occurred the previous week. We identify items that will need to be followed up on by either PRC staff or CBE staff depending on the item identified. Most of the issues we are seeing are records not kept up to date in the homes and the logs are not consistent from home to home. We did document one medication error, but that was handled appropriately by PRC staff. We did not witness any signs of abuse, neglect, or mistreatment. The staff have all been very friendly, caring towards persons receiving services, and openly sharing information with CBE staff. The main issue that is consistent is that staff are working long hours because of vacant positions within PRC; however, we are aware that PRC is actively recruiting staff to fill those positions.

- It was noted that we need to add the amount of cost that CBE is incurring and the amount of workload that has been increase for the staff who are performing these additional monitoring visits.
- The Guardianship Advisory / Oversight Committee held its first meeting and processes and policies that are being used were reviewed. Fe Ana is already out in the community talking with community members and letting them know of the new service. This committee will meet quarterly. IDD has reviewed the guardianship service to see if there is a potential conflict of interest because CBE is also a case management agency. It appears that this is not the case based on IDD's review, but a final decision has not been rendered in writing.

## **Misc**

- Cindy noted that she attended the Candidates Night and we had a great turnout of both interested voters and candidates!

## **Public Comment**

- None

## **Upcoming Events**

- November 3, 2016 – Fashion Show
- November 16, 2016 – BASS Thanksgiving
- November 17, 2016 – CBE Thanksgiving

- December 14, 2016 – BASS Christmas Party
- December 29, 2016 – Employee Forum
- December 2016 – Public Forum - 5 Year Plan (Date TBA)
- February 3, 2017 – BASS Super Bowl Party
- February 9, 2017 – BASS Valentine’s Party
- March 16, 2017 – BASS St. Patrick’s Day Party
- March 18, 2017 – Blizzard Run
- March 30, 2017 – Employee Forum
- April 2017 – BASS Talent Show (Date TBA)
- May 4, 2017 – BASS Cinco de Mayo Party
- June 2017 – Employee Picnic (Date TBA)
- June 29, 2017 – Employee Forum
- August 2017 – BASS End of Summer Picnic (Date TBA)
- September 2017 – Employee Forum (Date TBA)
- October 2017 – In Service Day (Date TBA)
- October 2017 – BASS Halloween Party (Date TBA)

**Public Comment**

- None

**Motion to Adjourn**

- **Motion to Adjourn**

<b>Motion to adjourn.</b>	
<i>Action by:</i>	John Cordova
<i>Seconded by:</i>	Polly Boggs
<i>Passed:</i>	Unanimously Approved

Date:

Submitted by: \_\_\_\_\_

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Mariah Schofield, AA  
Recording Secretary

Reviewed by:

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Date:

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Mike Atlas-Acuña, ED  
Colorado Bluesky Enterprises, Inc.

Reviewed by:

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Date:

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Jan Williams, Secretary  
CBE Board of Directors