



Executive Committee

January 6, 2010

Meeting Minutes

Present	Becky Bartmess, President Brenda Blickenstaff, Vice President Marty Guerra, Secretary Gary Raso, Treasurer John Cordova, Sr., Past President Mike Atlas-Acuña, Executive Director Karen Caldwell, Chief Finance Officer Mariah Schofield, AA
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Absent	
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Meeting called to order by President Becky Bartmess. Quorum established.

Action Items

- **Approval of Minutes from the December 2, 2009 Executive Committee Meeting**

Executive Directors Report

TCM Billing

- Mike noted that the adult billing for TCM has increased to 93% for November. There are still a few kinks to work out in the EI program. They have a little different problem then with the adult case loads. All of the EI case loads are about 1/2 TCM billable and 1/2 non billable. The non billable actives are still required to be done and often take as much time as a billable case. Jeff has been working on a plan to correct this since we have not had specific set goals for the EI program yet. We are hoping to see a great improvement with the EI billing now that this program is in place. We have lost one full time case manager who we will not be replacing. However even without replace this staff member case load will still be at 37. We have made big strides in the case management department and they are all coming to the realization that they have to bill their position.

3 Year Plan

- Mike noted that he is working on finishing the adjustment to the 3 year plan. He will be presenting all the changes to the managers on January 25, 2009 to see what else needs to be updated or changed. Once that has been completed we will hold an employee forum to

go over this plan with the staff. Once we have a final copy ready we will be presenting this to the board. Mike noted that he has added more specific goals with objectives and strategies on how they will be fulfilled.

EEOC

- Mike let the committee know that we have an employee who is filing a complaint against us with the EEOC. We have been making accommodations for her at BASS for several years and with the Medicaid changes her position was no longer needed. We do usually try and find another position for long term employees but this employee has narcolepsy and is unable to drive and the only open positions included driving.
- We also have another employee at BASS who is on oxygen and is out of breath after taking two or three steps. This employee has been working with consumers who are combative and admitted to Terri that if any consumers were to get into a fight that he would not be able to separate the consumers. We discussed this in great detail with the management team and we decided to put him on FMLA to use up his sick time while he is applying to get disability. During this time Pat will put together packets and help him in the process to get qualified. We will also suggest to him to get an attorney to help with the process.
- Gary noted that both these situations are not easy to be able to work the way through the legal system. He did note that we need to be careful to not have the employee rely on us to make sure that all the steps are followed through. This could cause a problem in the future if the employee relies on us too much.

DD Day at the Capital

- Mike noted that DD Day at the Capital will be held on February 17, 2010. This is a very fun event and if anyone would like to attend please let us know. We do take up the vans and spend the day.

Motion to Adjourn
