

Board of Directors

January 7, 2009

Meeting Minutes



Present

Becky Bartmess, Vice President
Brenda Blickenstaff, Secretary
Marty Guerra, Treasurer
Jan Williams, Past President
Joni Fair, Board Member
Leon Harwood, Board Member
Wayne Hunter, Board Member
Cindy Mihelich, Board Member
Andrea Rodriguez, Board Member
Beth Thatcher, Board Member
Joel Thompson

Mike Atlas-Acuña, Executive Director
Karen Caldwell, Chief Finance Officer
Jeff Dunn, Children's & Family Services
Jan Matzen, Case Management
Sandra Montee, Quality Improvement & Compliance
Pat Morales, Human Resources
Caroline Rosales, Residential Services
Jorja C DeMartine, CEAA

Absent

John Cordova, Sr. President – Proxy to Becky Bartmess
Lynn James, Board Member – Proxy to Andrea Rodriguez
Gary Raso, Board Member – Proxy to John Cordova -> Becky Bartmess

Eva Caulder, Housing & Property Management
Terri Martinez, Bluesky Adult Support Services
Norman Richards, Managed Information Systems

Meeting called to order by Vice President Becky Bartmess. Quorum established. President John Cordova had to excuse himself from the meeting due to another committee out of town.

Guests Welcomed

Becky turned the floor over to Jeff Dunn who introduced Mr. Whittington. The Grand Knight, in turn, introduced other members of the Knights of Columbus Council #557 that were present. Mr. Whittington briefly talked about the very positive relationship his group has with the Children's Program. The Council has various fund raising events

(i.e. sells candy during October). Today, the Council presented Jeff a check for \$932 to be used for his program.

Action Items

- **Approval of Minutes from the December 3, 2008 Board of Directors' Meeting**
- **Review Code of Business Ethics**
 - No changes suggested. **Approval of Code of Business Ethics as written.**
- **Acceptance of Resignation of Board Member, Judy Sikes**

Due to her health and increased duties at Parkview, Judy felt that it was time for her to move on. Mike noted that she had mentioned to him a year or so ago that she was thinking about resigning but would not do so until after the transition.

Mike has invited Judy to the February Board meeting to present her with something very special. He is having a plaque made with her photo attached noting her years of service to the Board. This plaque will be placed in the West 2nd Board Room. He will also be presenting her with a gift certificate to La Renaissance.

- **Executive Director's Evaluation**

President John Cordova stated that the Executive Committee would like to do some investigation on a few statements made on the evaluations. As a result, the evaluation on Mike would not be presented until the February Board meeting.

Financials

- The CBE Financial Report for November 2008 was presented by Karen Caldwell.
- Schedule of Investments

Quarterly Karen will be presenting a report on CBE investments. With this first report, she pointed out that CBE had a loss of \$83,764 in 2008. However, she also listed market values from 1999 through 2007 and pointed out that overall CBE had gained \$531,420. Things are still looking good for CBE.
- Internal Control Deficiencies – June 30, 2008 Report

Karen directed the committee to the page(s) in the Internal Control Deficiencies report that listed the three deficiencies listed.

 - 1) Financial reporting process, weaknesses in internal control – Karen explained that this involved one journal entry that she had forgotten to enter (which she also pointed out at Cal Logan's Audit Report to the Board).
 - 2) Financial reporting process, significant deficiencies in internal control – Karen did not fully understand how to complete the reporting and financial disclosure checklist. She requested assistance from Cal Logan and now knows how to complete the required paperwork.
 - 3) Financial reporting process, Executive Director Expenses – Beginning today, this will be included on the Board agenda monthly.

Karen pointed out that every Community Centered Board (CCB) received the same deficiencies.

Approval of the Internal Control Deficiencies Report as Presented by Karen Caldwell.

- Executive Director Expense Report
In order to comply with internal control reporting, Karen will be including a report on Mike's expenses along with her monthly financial reports. Included in today's packet is the report for July 2008 – November 2008.

Executive Director's Report

- Mike pointed out the Thank You notes in the Board packets that were received due to Holiday Hope donations that were made during the holidays. This was a suggestion made by Karen to the Employee Appreciation Committee, which they followed up on.

Mike also noted that Karen received a Thank You note from the staff at the Infant/Toddler Center thanking her for her hard work on securing affordable insurance.

Karen also received a nice Thank You note from Larry and Susan Velasco regarding the recent Memory Wall Dedication. Larry has also completed his history of the agency. Mike has asked Larry to attend the March Board meeting to present a copy of his book to the Board.

- Letter to Stephanie Garcia
Mike gave a brief background on the need for guardianship for two individuals. Since both were referred to The Arc, Mike was just sending a follow-up letter to see where things stand. At this time, he reported that The Arc has agreed to become guardians for both individuals.
- Employee Work Schedules
Mike explained everyone has a certain work schedule that they have agreed to abide by. However, lately some have been slacking off and not really working their scheduled hours. Mike suggested that each employee evaluate his/her hours to work. If adjustments need to be made, he suggested that he/she meet with their supervisor or department director to ensure that the adjustments would work for the department and to secure approval. Once work schedules are agreed upon, each employee is expected to follow through on their commitment.
- Mike spoke with Senator Abel Tapia twice concerning possible cuts in State Funded Programs (i.e. Children's & Family Services). Senator Tapia assured Mike that he would be keeping an eye on such cuts and would be looking out for us. According to the Senator "You people do God's work".

Up-Coming Events

- January 17th – Latino Chamber Annual Tostada, honoring Maggie Divelbiss. (*RSVP to Jorja at 546-0572 no later than the 13th*)

- January 23rd – Pueblo Chamber Annual Meeting & Dinner. The Citizen of the Year and Ambassador of the Year will be announced.
- February 16th – Presidents' Day (*all offices will be closed*)
- February 18th – DD Day at the Capital (*RSVP to Jorja at 546-0572*)
- Legislative Breakfasts should be starting up soon also. Mike will get the word out as soon as he receives any information.

Committee Reports

- Compliance Committee – Becky Bartmess, Chair / Sandra Montee, Liaison
The Committee reviewed the Compliance Report of CBE for the Fourth Quarter, 2008. This report covered such items as surveys, investigations, and trainings. There were not new Policies & Procedures to review.

Sandra noted that 212 attended the Annual Inservice Day. There have been 9 new hires, 6 terminations, 4 resignations and 1 death of employees.

- Employee Appreciation Committee – Marty Guerra, Chair / Caroline Rosales, Liaison
Caroline gave a brief re-cap of the recent Holiday Hope donations and noted the Thank You notes included in everyone's packet.

Regarding the employee newsletter, a ballot with three selections will be included with the paystubs going out this week with a deadline for the ballots to be turned in. Next week a sub-committee will count ballots and the winner will be the new name for the employee newsletter.

The Memory Wall dedication was very heart warming. Larry and Susan were both very excited and humble.

The Committee is currently working on an Employee Picnic. A sub-committee has been formed to put together categories for the "Magnificent 7" awards to be presented at the picnic.

Another sub-committee is also putting together simple gifts for each employee on his/her anniversary date with the agency (i.e. balloon bouquet, coffee cup with goodies, etc).

- Personnel Committee - _____, Chair / Pat Morales, Liaison
No meeting.

Case Management – Jan Matzen, Director

- Monthly Status Report / Waiting List Summary for December 2008 was presented by Jan. Starting with this month's report, Jan will only be reporting on adults being served by CBE. Jeff Dunn will report on children being served.
- Jan reported that a project started by past Board Member Regina DeSalvo continued again this year. Regina worked with the Knights of Columbus with the Shrine of St

Therese on donating gifts to consumers during Christmas. This year they provided gifts for 20 consumers. Jan said that she would be sending out a thank you letter.

- Jan gave an update on the new assessment tool being used by the State. The Supports Intensity Scale is being used nation-wide and was adopted by the State of Colorado. At this point all the SISs have been completed on COMP and SLS consumers.

The new COMP rates are in effect now. The SLS rates will not be determined until the State completes its review of all the SLS SISs; probably looking at July.

Because of the number of consumers CBE serves and the amount of time involved in completing just one SIS, a team has been pulled together that will help spread the work out. Sharon Barela will be lead person, with Caroline Rosales, Sandra Montee, John Padilla, Pat Morales, Terri Martinez, Bob Benvenuto and Mike AA also trained to complete the SISs.

Children's & Family Support – Jeff Dunn, Director

- Jeff presented the Monthly Status Report / Wait List Summary for December 2008 involving children being served.
- The children's Christmas Party was a huge success. Joseph Rosales, Caroline's husband, and the San Carlos Correctional Facility ensured that each child had beautifully wrapped gifts.

He also wanted to thank Terri Martinez and her staff from BASS who dressed up life Elves and provided entertainment for the children.

- ABCD is geared to help doctors identify children with special needs. Because Pueblo is considered a model in this project, Jeff and a group from Pueblo were asked to make a presentation to a panel in Denver. Among others on the panel were the Lt. Governor of the State along with the head of pediatrics at Children's Hospital.

Miscellaneous

- Becky wanted to let everyone know that Board Member Beth Thatcher is doing a tremendous job looking for and applying for various grants. She also requests that if there are any needs "out there", to let Beth know. This will assist Beth in connecting with the right organization/business/foundation for specific needs.

"Thank you, Beth, for a job well done!"

Jeff provided feedback on the grant received from the Chamberlain Foundation. He stated that three children are being serviced because of the efforts of Beth. He will send an update to the Foundation.

Public Issues

None

Motion to Adjourn

Motions Presented to the **Board of Directors** January 7, 2009

Motion to Approve Minutes of the December 3, 2008 Board of Directors Meeting	
Action by:	Wayne Hunter
Seconded by:	Leon Harwood
Passed:	Unanimously Approved

Motion to Approve the Code of Business Ethics as Written	
Action by:	Jan Williams
Seconded by:	Wayne Hunter
Passed:	Unanimously Approved

Motion to Accept the Resignation of Board Member	
Action by:	Jan Williams
Seconded by:	Becky Bartmess
Passed:	Unanimously Approved

Motion to Approve the November 2008 Financial Report as Presented by Karen Caldwell	
Action by:	Jan Williams
Seconded by:	Joel Thompson
Passed:	Unanimously Approved

Motion to Approve the Internal Control Deficiencies Report as Presented by Karen Caldwell	
Action by:	Brenda Blickenstaff
Seconded by:	Joni Fair
Passed:	Unanimously Approved

Motion to adjourn meeting	
Action by:	Jan Williams
Seconded by:	Brenda Blickenstaff
Passed:	Unanimously Approved

Submitted by: _____ Date: _____
 Jorja C. DeMartine
 Recording Secretary

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

Reviewed by: _____ Date: _____
 Brenda Blickenstaff, Secretary
 CBE Board of Directors