

Executive Committee

January 7, 2009

Meeting Minutes



Present	John Cordova, Sr., President Becky Bartmess, Vice President Brenda Blickenstaff, Secretary Marty Guerra, Treasurer Jan Williams, Past President Mike Atlas-Acuña, Executive Director Karen Caldwell, Chief Finance Officer Jorja C DeMartine, CEA
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Meeting called to order by Vice President Becky Bartmess. Quorum established.

Action Items

- **Approval of Minutes from the December 3, 2008 Executive Committee Meeting**
- **Review Code of Business Ethics**
 - **Approval to Present Code to the Board for Review and Final Approval**
- **Acceptance of Resignation of Board Member, Judy Sikes**
- **Executive Director's Evaluation**

At this time the Committee went to an Executive Session. Mike Atlas-Acuña, Karen Caldwell and Jorja DeMartine left the room.

Executive Session Concluded.

President John Cordova stated that the 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

- Karen Caldwell noted that the November 2008 Financial Report would be presented during the Board meeting:
- 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.

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.

- 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.

Motion to Adjourn

Motions Presented to the **Executive Committee** January 7, 2009

Motion to Approve Minutes of the December 3, 2008 Executive Committee Meeting	
Action by:	Brenda Blickenstaff
Seconded by:	Becky Bartmess
Passed:	Unanimously Approved

Motion to Approve the Code of Business Ethics and Present to the Board of Directors for Review and Final Approval	
Action by:	Marty Guerra
Seconded by:	Becky Bartmess
Passed:	Unanimously Approved

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

Motion to adjourn meeting	
Action by:	Brenda Blickenstaff
Seconded by:	Marty Guerra
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

