

Board of Directors

February 4, 2009

Meeting Minutes



Present

John Cordova, Sr. President
Brenda Blickenstaff, Secretary
Jan Williams, Past President
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
Jeff Dunn, Children's & Family Services
Jan Matzen, Case Management
Sandra Montee, Quality Improvement & Compliance
Mariah Schofield, AA

Absent

Becky Bartmess, Vice President
Marty Guerra, Treasurer
Joni Fair, Board Member
Lynn James, Board Member

Karen Caldwell, Chief Finance Officer
Terri Martinez, Bluesky Adult Support Services
Pat Morales, Human Resources
Caroline Rosales, Residential Services
Eva Caulder, Housing & Property Management
Norman Richards, Managed Information Systems

Meeting called to order by President John Cordova. Quorum established.

Guests Welcomed

- Mike Welcomed Tina Thomas to the meeting. He let us all know that Tina has been with CBE 16 years. Tina does an excellent job at everything she does! Mike noted that he has received several compliments on Tina. She even lets us know when the meter lady is marking tires! Thanks Tina for a job well done!

- Jeff introduced some of his staff. Linda Hagans, Sue Litton, and Joella Sandoval who are all Part C Coordinators. Also Lindsay Hartkop who is his Office Support/Case Aide. Jeff noted that they all do a great job!

Action Items

- **Approval of Minutes from the February 4, 2009 Board of Directors' Meeting**

Presentation for Judy Sikes

- John presented Judy Sikes with a plaque and a gift certificate to La Reissuance. John noted that Judy will truly be missed, and that he couldn't say enough about the commitment that she has to Colorado Bluesky. Judy has been on the board since 1995 and has done a tremendous amount of work for the board.
- Judy said that she has a very special place in her heart for everyone at CBE. Since she has been working 60-65 hour work weeks and has been dealing with some health issues that she felt she needed to cut back. Judy made comment that she may be back after she retires.

Financials

- The CBE Financial Report for January 2009 was presented by Pat Gradisar.
 - **Approval of the January 2009 CBE Financial Report**
 - **January 2009 Executive Director Expense Report will be approved at the April board meeting.**

Executive Director's Report

- 3 Way Contract
Mike noted that he had the opportunity to sit down with DDD and the service agencies to discuss the 3 way contract. This is the first time that they have set down with us like that. Mike will be receiving the draft soon and he will update us more once he has gotten the draft. The three way contract is between HCPF, DDD, and CBE.
- Emergency Resources
We have been able to use emergency resources as long as we coordinate with the division. We have placed a few individuals by submitted our needs to the division and we have been granted the emergency resources.
- New Rate Cuts 1.5%
Mike noted that the information regarding the rates cut have changed since the agenda for this meeting was printed. The division had originally needed to make more cuts and had decided to cut back the new rates that were in effect starting January 1, 2009. They were going to go back to the previous rates starting March 1, 2009. This since has changed and we are not being cut back anything currently. This is partly due to the Stimulus Package. The state of Colorado is expecting around \$285 million. Medicaid is hoping to receive \$101 million. Also the state is allowing a lower match; the Federal government will be putting more money up.

- **Stephanie Garcia Recommendation**
Mike state that he received a call from Stephanie Garcia regarding the bidding process of TRE. Stephanie stated that she felt that CBE should place a proposal into the division to take over TRE. She noted that our management style would be more conducive to that community. Stephanie also said that we should look into taking over the two small local CCB's to make one large CCB. Mike took her suggestions and decided that this was not the direction that he saw CBE going to.
- **MMIS Upload**
We have completed a few uploads and everything seems to be running smoothly. There have been a few minor kinks to work out but overall it has gone well.
- **Staples Report**
Mike noted that we have been doing really well on the office supply budget. We had originally budgeted for \$80,000 and currently year to date we have only spent \$14,131. We will continue to keep up the effort we have put into keeping that cost down and remain under budget.
- **Contingency Planning**
Mike noted that we compiled a list of all the cut backs that we have already made for this fiscal year. He directed the board to the email that he sent to Chris at the Alliance. We are still continuing to re-evaluate each business decision to see if we can cut back any more.
- **State Audit**
March 16-18, 2009 Colorado Bluesky will be hosting the state auditors. They are planning on auditing the entire trail from entry point through the consumers programs. They will be looking at all paper trails and billing systems. Mike stated that we are keeping a very positive attitude and that if we needed to fix something we will.
- **New Executive Board Member**
Mike made note that we need to get started in the process of transitioning the Executive Board. John's term will be up in July and at that time Jan will be rotating back to the board and we need to bring a board member into the Executive Board.
- **SIS Training**
Mike noted that John Padilla, Caroline and himself have gone through the SIS training. He stated that this was an eye opening experience. They all still need to conduct four interviews and then take the inner-reliability test. This will be a pass or fail situation and he hopes to be able to pass on the first try.

Up-Coming Events

- March 16th -18th, 2009 – State Audit

Committee Reports

- **Compliance Committee – Becky Bartmess, Chair / Sandra Montee, Liaison**
No Updates
Next Meeting will be April 1, 2009 11AM – Infant Toddler Center

- Employee Appreciation Committee – Marty Guerra, Chair / Caroline Rosales, Liaison
No Updates
Next Meeting will be March 10, 2009 12PM-1PM – West 2nd Board Room
- Personnel Committee – Joel Thompson, Chair / Pat Morales, Liaison
Sandra Montee gave an overview of the last meeting. Please see attached meeting minutes.
Next Meeting will be May 20, 2009 12PM-1PM – West 2nd Board Room

Case Management – Jan Matzen, Director

- Monthly Status Report / Waiting List Summary for February 2009 was presented by Jan.
- Jan noted that we were able to admit an individual to PRC this last week. We also have another one in the works as a direct transfer to PRC.
- The freeze on enrollments has been lifted and we just need to petition the state to be able to use that resource. Currently they are tracking the resource trend.

Children's & Family Support – Jeff Dunn, Director

- Jeff presented the Monthly Status Report / Wait List Summary for January 2008 involving children being served.
- Jeff had 20 referrals this month, 144 individuals enrolled in Part C, 79 enrolled in Family Support and 2 enrolled into the Children with Autism Waiver. The waiting list statuses are as follows: 70 on the waiting list and 12 on the Children with Autism waiver waiting list.
- Jeff noted that the State projected that children in our area who needed services would be 2% which equates to 123 children. We currently have 144 enrolled into services. Jeff stated that they have been doing a great job in finding the kids in the community that need service.
- FSSP Needs Assessments
FSSP needs assessments need to be re-evaluated on a yearly basis. This is a huge process that takes lots of time. Jeff stated that last year he gave a lot of leeway and that made the process even more challenging. This year he is enforcing stricter guidelines to ensure that this process does not take as long. All assessments were mailed out February 1, 2009 and he is enforcing a deadline of February 26, 2009. Jeff has 79 people enrolled in Family Support and there is between 17 and 19 people who have not returned the assessment. The notice did state that any assessment that was not returned by the deadline would result in a termination of services. The waiting list has 70 people on it and the return deadline was the same. The only difference was that if they did not return the assessment that they would be immediately placed as a low priority.
- Payer of Last Resort
Jeff gave an update on the Payer of Last resort they submitted to the division. Jeff had the opportunity to talk with Sharon Jacksi last week and was told that no one would receive the full amount. Only expect a percentage of the amount requested. However ITC was able to get the full amount of \$50,888. We are very excited to be able to collect this amount.

- Jeff thanked Beth Thatcher for all of the work that she has been doing to try and get an awning for the play area at the infant Toddler Center. He truly appreciates all the hard work that goes into that process.
- KOFC
Jeff has tickets for the fundraiser. They run \$2.00 a piece or \$10.00 for six. Please help out ITC by purchasing the tickets.

Miscellaneous

- Bluesky Café Menu.

Public Issues

None

John thanked all of the guests in attendance of today's meeting.

Motion to Adjourn

Motions Presented to the **Board of Directors** March 4, 2009

Motion to Approve Minutes of the February 4, 2009 Board of Directors Meeting	
<i>Action by:</i>	Leon Harwood
<i>Seconded by:</i>	Cindy Mihelich
<i>Passed:</i>	Unanimously Approved

Motion to Approve the January 2009 Financial Report as Presented by Pat Gradisar	
<i>Action by:</i>	Wayne Hunter
<i>Seconded by:</i>	Leon Harwood
<i>Passed:</i>	Unanimously Approved

Motion to Approve the Executive Directors Expense Report at the April Board Meeting	
<i>Action by:</i>	Brenda Blickenstaff
<i>Seconded by:</i>	Wayne Hunter
<i>Passed:</i>	Unanimously Approved

Motion to adjourn meeting	
<i>Action by:</i>	Wayne Hunter
<i>Seconded by:</i>	Leon Harwood
<i>Passed:</i>	Unanimously Approved

