



# Board of Directors

April 1, 2009

## Meeting Minutes

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### Present

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

Mike Atlas-Acuña, Executive Director  
Jeff Dunn, Children's & Family Services  
Karen Caldwell, Chief Finance Officer  
Louda Allbritton for Jan Matzen, Case Management  
Pat Morales, Human Resources  
Caroline Rosales, Residential Services  
Sandra Montee, Quality Improvement & Compliance  
Mariah Schofield, AA

### Absent

**Leon Harwood, Board Member**  
**Lynn James, Board Member**

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

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

Guests Welcomed

### Action Items

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

## Financials

- The CBE Financial Report for February 2009 was presented by Karen Cladwell.
  - ❖ **Approval of the February 2009 CBE Financial Report**
  - ❖ **Approval of the January 2009 Executive Director Expense Report**
  - ❖ **Approval of the February 2009 Executive Director Expense Report**

## Executive Director's Report

- SLS/CES Changes
  - ❖ The changes that will put into effect July 1, 2009 will throw us into a tailspin. We will be seeing a loss of \$300,000.000 to the administration budget. You are no longer allowed to add a 15% admin fee to SLS. We are hoping that changes we are making internally will help to alleviate this restraint.
  - ❖ Another change to the waiver is that families who are caring for our consumers will now have to either be an independent contractor or they will need to be hired by an agency. At this time we don't see agencies hiring anyone one. These changes may cause agencies to drop SLS services. If this happens Terri may have to take on more SLS.
  - ❖ There is still a lot of unanswered questions and confusion at both the CCB level and at the state level. Mike has meetings with our staff and with the state lined up next week to try and get some questions answered.
- Audit
  - ❖ We had a great audit! Everything went very smooth and we had no deficiencies. We had a few exceptions that we were able to clear up by sending in additional documentation.
- State Budget
  - ❖ Budget balancing for now has 08/09 budget holding strong. However the 09/10 budget doesn't look good. Cuts may have to be made to SLS/State/FSSP to balance the budget. Once we get more information we will let you know.
- Billing Upload
  - ❖ Karen noted that we have been through three months of uploading and things have gone very smoothly. By uploading all the information we no longer have to key anything in. Spectrum has done lots of work to prepare all of the billing and it has helped tremendously. State uploads are coming next and we don't anticipate any issues.
- Section 8
  - ❖ Terri at BASS will be taking on section 8 housing. Eva and Terri have been working closely together to make this transition smooth. So far everything is going as planned.
- Administration Relief
  - ❖ At an Alliance meeting all directors were asked to respond to an administration relief proposal. Karen had volunteered Mike to compile all the information and return it to Alliance. That has been completed and the report is attached.

- Staff Changes
  - ❖ Jo Drury our office support for QI is leaving us. She has accepted a position as office manager for her son who owns Sam's floor covering. Also Carol Martinez office support at BASS will be leaving us. She is moving to Idaho to help in raising her grandkids. We have decided to not fill these positions and to restructure and reassign their duties.
  - ❖ Mariah will be taking on Jo's duties with the assistance from Dannie, who is our office support for residential. Terri will be looking into how she can redirect the office responsibilities.

#### Up-Coming Events

- March 16<sup>th</sup> -18<sup>th</sup>, 2009 – State Audit

#### Case Management – Jan Matzen, Director

- Monthly Status Report / Waiting List Summary for March 2009 were presented by Louida. See attached report.

#### Children's & Family Support – Jeff Dunn, Director

- Jeff presented the Monthly Status Report / Wait List Summary for March 2009 involving children being served.
- Jeff had 31 referrals this month, 151 enrolled in EI, 77 enrolled in Family Support and 2 enrolled into the Children with Autism Waiver. The waiting list statuses are as follows: 66 on the waiting list and 13 on the Children with Autism waiver waiting list.

#### Committee Reports

- Compliance Committee – Becky Bartmess, Chair / Sandra Montee, Liaison
  - ❖ Sandra Montee Liaison of committee went over all the information that they had discussed in the compliance meeting that was held just before the board meeting. See attached report
  - ❖ Next Meeting will be July 1, 2009 11AM – Infant Toddler Center
- Employee Appreciation Committee – Marty Guerra, Chair / Caroline Rosales, Liaison
  - ❖ Marty reported on all the activities that are coming up and that are ongoing.
  - ❖ Easter Egg Hunt April 9, 2009 4:00PM – 6:00PM at Mineral Palace Park. We will be moving to the Infant/Toddler Center if we have bad weather.
  - ❖ Employee Anniversaries – Each employee will receive a small bag of goodies and a balloon during the month of their anniversary. All employees have really enjoyed this and look forward to their time to get a surprise.
  - ❖ Holiday Bags – For each holiday the employees get a small bag of goodies and a cute poem attached. We have gotten great response to this!
  - ❖ Birthday Cards to Consumers – We will be taking this over and start sending out the card monthly to the consumers.
  - ❖ Employee Picnic – We will be combining this with the annual in-service day. This will be a day of fun and team building. More information to follow.
  - ❖ Next Meeting will be April 7, 2009 12PM-1PM – West 2<sup>nd</sup> Board Room

- Personnel Committee – Joel Thompson, Chair / Pat Morales, Liaison
  - ❖ No updates
  - ❖ Next Meeting will be May 20, 2009 12PM-1PM – West 2<sup>nd</sup> Board Room

#### Miscellaneous

- HRC Graph – In your board books you will find the 1<sup>st</sup> quarter HRC overall Graph.
- Employee Satisfaction Survey – In your board books you will find the most recent employee survey. The data is compared with the last three years worth of data. This information is posted in all of our facilities.
- Eva's Farwell – April 2, 2009 2:00PM – 4:00PM at the Infant/Toddler Center.
- Christmas Grants Foundation
  - ❖ Beth Thatcher has been working very hard to get us whatever grants she can. However due to the current economy most are saying no. The grant application for the Christmas foundation was not accepted. A question was posed to see if there are any grants available to help fund FSSP if it gets cut. Jeff noted that the Jackson Foundation has helped in the past on a case by case basis.
  - ❖ Jeff made note that most grants are to help fund an item or specialized equipment and that it is not easy to find funding for direct care and support.
  - ❖ Jeff also noted that the Knight of Columbus donations are great since there are no strings attached. As long as you use them for the good of the consumers you can fund just about anything that the family needs.
- BASS Donations
  - ❖ BASS received a donation from Safeway in the amount of \$2,770. This will be great in helping to assist in a good Christmas for the consumers.
- Recognition Breakfast
  - ❖ Last year's breakfast was a bust. A decision was made to not continue with the breakfast but to still find a way to recognize those individuals who have gone above and beyond.
  - ❖ A suggestion was made that we recognize these individuals at the board meetings. Each manager will need to let Mariah or Mike know who they want to recognize and we would do that presentation at the board. Each individual will still get a certificate, but this seems to be a more personalized way of doing it.
- Administration Professionals Day
  - ❖ April 22, 2009 – Mariah and Karen will work on this together and provide more information at a later date.
- New Executive Committee Member
  - ❖ Designation of the board is quickly approaching. We have had only two members names brought the committee. Andrea Rodriguez and Gary Raso. If anyone else would like to step forward please let us know.

#### Public Issues

- None

