

Board of Directors

April 7, 2010

Meeting Minutes



Present

Becky Bartmess, President
Brenda Blickenstaff, Vice President
Gary Raso, Treasurer
John Cordova, Sr. Past President
Joel Thompson, Board Member
Cindy Mihelich, Board Member
Jan Williams, Board Member
Beth Thatcher, Board Member
Maria Reyes, Board Member
Cathy McConnell, Board Member

Mike Atlas-Acuña, Executive Director
Jeff Dunn, Children's & Family Services
Jan Matzen, Case Management
Karen Caldwell, Chief Finance Officer
Sandra Montee, Quality Improvement & Compliance
Terri Martinez, Bluesky Adult Support Services
Pat Morales, Human Resources
Donna Rael, Residential Services
Mariah Schofield, AA

Absent

Marty Guerra, Secretary
Wayne Hunter, Board Member
Leon Harwood, Board Member
Julia Vean, Board Member
Caroline Rosales, Residential Services
Norman Richards, Managed Information Systems

Meeting called to order by Vice - President Brenda Blickenstaff. Quorum established.

Proxy Voters

- Marty Guerra gave his proxy vote to Becky Bartmess
- Jan Williams gave her proxy vote to Gary Raso
- Julia Vean gave her proxy vote to Gary Raso

Welcome Guests

- Jan introduce Mike McNeely as one of our case managers. Mike has been with CBE for a year and works with an adult case load from the Pueblo Regional Center. Mike AA noted that he is also going to attend one of the Alliance meetings with him in his apprentice program. Mike AA also noted that his new apprentice program has started and he is inviting employees to become more involved in all the meetings that Mike needs to attend.

Action Items

- **Approval of Minutes from the March 3, 2010 board meeting.**

Financials

- The CBE Financial Report for February 2010 was presented by Karen Caldwell.
 - ❖ **Approval of the February 2010 CBE Financial Report**
 - ❖ **Approval of the February 2010 Executive Director Expense Report**

Executive Directors Report

Proxy Votes

- Mike noted that we have an abundance of proxy votes recently. In some cases someone has given their vote to another board member and then that board member gives their vote plus the proxy vote that they already had to another board member. This could create a problem if we end up with more proxy votes than we do actual attendees. He encourages all board members to attend as many meetings as possible and that if you agree to take a proxy vote that you are able to attend that meeting. Becky noted that it is important that you are able to attend as many meetings as possible. Also that as we get closer to the next board designation that if you would like to be on executive committee that you need to have good attendance since there are fewer members in the executive committee that it makes it hard to have any proxy votes.

State Budget

- Mike noted that the state budget has settled down for now. We are still expected to lose 4.5% to FSSP in fiscal year 2010-2011. In preparing for this budget cut we will need to reduce the number of families that we serve. We are currently serving 80 plus families and we are expected to serve 44. We will be reducing the case loads and serving the most in need families.

Three Year Plan

- Mike noted we have presented the three year plan to all the employees at the employee forum. We did receive several good comments after the presentations, where employees noted that they never knew that we had such a broad overview of all the things the CBE would like to accomplish. We also had a suggestion box set up for people to put suggestions in if they didn't want to say anything during the meeting. We only received three comments this way; two of which were jokes and one of which was about selling vacation time back to the agency. Mike noted that he will address the vacation time in the employee newsletter.
- Mike noted that the managers will now do update tracking and we will present this to the board members at the August Summit.

CPA and EBD

- Mike updated the board on how this process is going. Now that we are researching becoming a CPA and an EBD waiver program we need to apply for the program approval in both those areas. This is a cumbersome process and we will give you updates as we find out more information.

CBE Website

- Mike noted that with all the changes and transparency issue that we have been working through that Norman has been updating the website. He has added a transparency button so that we can give out as much information as needed. If you get a chance please take a look at our website.

Conflict of Interest

- The next committee meeting is on April 8, 2010 and Mike is planning on attending this meeting. The committee members are the only individuals that are allowed to participate in the meeting but the meeting is open to the public. The committee is currently trying to gather as much info as they can so that we can move forward on this issue. Some of the information they have collected is on the RFP process. Mike reviewed the data that was collect and noted that we are in 100% compliance of giving the RFP to our agencies. Please see attached. There will be a public forum here in Pueblo on April 28, 2010. We don't have any more information other then it will be here in Pueblo.

DD Council

- Alliance has asked that Mike apply to be on this board, this is a Governor appointed position. This committee was established in 1976 and there is no CCB representation. Mike noted that he applied last week and we are waiting to hear back from the committee. Mike had to send in letters of reference and he was able to get them from Senator Tapia, Stephanie Garcia, Mary Jo Rhymes, and Barb Ramsey. This committee helps set policy for the future of the DD system.

Vera Ortegon

- Mike has the opportunity to tour Vera through all of our facilities. She was really receptive to the tour and had had nice things to say about the agency. She is running for Senator Tapia's seat. Mike will be setting up a tour for all the other runners.

50 Year Celebration

- Mike noted that in 2014 CBE will be 50 years old. We are hoping to have celebrations all month long and have already set our theme. We are planning to dress the time period and post things that were happening in the world and in Pueblo.

Judge Maes

- Mike has requested an audience with Judge Maes to help give him more current and up to date information on the changes to our system. Judge Maes is overseeing several of the CBE cases and we would like to be able to give him a quick fact sheet to help him understand the DD system a little better.

BASS Consumer Satisfaction Survey

- Mike noted that Terri has collected all the data from the consumer satisfaction survey and has it all graphed out and in a folder. Mike pointed out that she has really good numbers and overall the surveys went very well. If you would like to see the results in more detail you can do that at the BASS facility.

BASS

- Terri noted that they have 123 consumers in the following breakdown:
 - ✓ 54 – Comprehensive
 - ✓ 61 – Supported Living Services
 - ✓ 7 – State Funded

- ✓ 1 – Private Pay
- All 75 housing vouchers are filled. They are currently working on inspections and they are going well.
- 11 job placements have been made this month.
- Staff are doing well and the new employees have completed their labor pool and are on the job.
- Billing for March was at 97% and Terri noted that this is the highest percentage they have had this fiscal year and her team worked very hard to accomplish this goal.

Case Management

- Jan reviewed the case management report. Please see attached.
- Jan did note that our comp numbers are up due to all the emergency placement slots she has been able to attain.

CBE Residential

- CBE Residential is serving 41 comprehensive individuals.
- They currently have 24 independent contractors.
- This month they had a consumer move from a host home into a staffed PCA and another consumer moved from the staffed PCA into the host home.
- One PCA Support staff has been hired to fill Stacy's position. This brings the total employee count to 36.
- One consumer was hospitalized which is considered a Critical Incident Report.

Infant/Toddler Center

- Jeff passed out a copy of the EI Guidebook that we can give out to family members. This is a useful book for parents to help them navigate through the system and also help in answering questions that parents may have.
- Jeff reviewed the status report for the Infant/Toddler Center. Please see attached.
- Jeff also reviewed the Family Outcome Survey Results. Please see attached. He noted that this is a survey sent from the state directly to the families in program. All providers and service coordinators are encouraging their families to fill them out and send them in. Currently they are at 21% and are hoping for more survey to be returned.
- The physician outreach program has fallen to the wayside just a little. Jeff and his staff really worked this program and were getting decent feedback from doctors. Since the program seemed to be running well they did not continue to do as much in the program. Jeff and his staff noticed that they were not seeing as many referrals as they once had so they collected data to see if there was a drop in referrals. Please see attached graph. There is in fact a significant drop in referrals from physicians. Jeff and his staff will be going full swing with the physician outreach program again and will be using stimulus money to purchase the ages and stages kits for the doctor's office in hopes to get the referrals back up. Jeff noted that if any board member has a good relationship with any family doctors or pediatricians to please contact him so that we can get a foot in the door.

Committee Updates

Foundation

- Becky noted that foundation meet today and reviewed all the financials for Baltimore Place and Baltimore Courts.
- Also that both developments have been audited and had no findings reported.

Compliance

- Sandy noted that compliance meet today as well and reviewed the Compliance Report. Here are a few items that were reviewed:
 - ✓ 4 Investigations were completed
 - ✓ 2 Complaints in case management
 - ✓ 8 Policies and Procedures were reviewed
 - ✓ 7 Trainings were conducted
 - ✓ 5 Employees were hired
 - ✓ 1 Employee was terminated
 - ✓ 1 Employee Resigned
 - ✓ 1 Employee Passed Away
 - ✓ 1 Appeal is in process
 - ✓ 3 Audits were completed

Personnel

- Personnel committee meeting meet on February 17, 2010 and reviewed the attached polices.
- **Approval of the minutes and changes in policy.**

Miscellaneous

- Board Calendars April – June

Public Issues

- None

Radon

- John asked if we have had all our homes and facilities tested for radon? He was recently at a Washington conference regarding Radon and that Pueblo is in a zone 1 which is considered to be high risk. You can have your homes and buildings tested for free just contact the health department.

Motions Presented to the **Board of Directors**

Motion to Approve Minutes of the March 3, 2010 Board Meeting	
Action by:	John Cordova
Secoded by:	Gary Raso
Passed:	Unanimously Approved

Motion to Approve the February 2010 Financials as presented by Karen Caldwell	
Action by:	John Cordova
Secoded by:	Gary Raso
Passed:	Unanimously Approved

Motion to Approve the Executive Directors Expense Report as Presented by Karen Caldwell	
Action by:	Brenda Blickenstaff
Seconded by:	Cindy Mihelich
Passed:	Unanimously Approved

Motion to Approve the minutes and changes from the Personnel Committee Meeting on February 17, 2010	
Action by:	Brenda Blickenstaff
Seconded by:	John Cordova
Passed:	Unanimously Approved

Motion to adjourn meeting	
Action by:	Brenda Blickenstaff
Seconded by:	John Cordova
Passed:	Unanimously Approved

Submitted by: _____ Date: _____
 Mariah L. Schofield, AA
 Recording Secretary

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

Reviewed by: _____ Date: _____
 Marty Guerra, Secretary
 CBE Board of Directors