

Board of Directors

May 5, 2010

Meeting Minutes



Present

Becky Bartmess, President
Brenda Blickenstaff, Vice President
Marty Guerra, Secretary
Gary Raso, Treasurer
John Cordova, Sr. Past President
Joel Thompson, Board Member
Wayne Hunter, Board Member
Leon Harwood, Board Member
Julia Vean, Board Member
Jan Williams, 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

Cindy Mihelich, Board Member
Beth Thatcher, Board Member
Caroline Rosales, Residential Services
Norman Richards, Managed Information Systems

Meeting called to order by President Becky Bartmess. Quorum established.

Proxy Voters

- Beth Thatcher gave her proxy to Brenda Blickenstaff
- Cindy Mihelich gave her proxy vote to Brenda Blickenstaff

Welcome Guests

- Al Montelongo – He has worked for CBE for 8 years and is now the Mobile Crew & RESULTS Supervisor.
- Melinda Buck – She has worked for CBE for 7 years and is now the SLS Supervisor.
- Shauna Trujillo – She has worked for CBE for 2 years and is now a case manager. She has a BA in Biology.
- Rita Montez – She has worked for CBE for 2 months and is a case manager. She has a BA in Sociology and a BA in business administration.

Action Items

- **Approval of Minutes from the April 7, 2010 board meeting.**

Financials

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

Executive Directors Report

State Budget

- Mike noted that the budget has been calming down but that we are still expecting a 4.5% cut in 2010/2011. The DD Budget is overspent, COMP is \$13 Million over spent due to the increases of SIS levels. This should stabilize out once everyone is in the correct levels. SLS is \$7 Million under spent and TCM is \$2 Million over spent. All these numbers and more make up a \$14 million shortfall for next fiscal year. It has been suggested that there not be any cuts to COMP and to look at SLS, FSSP, State SLS, and the regional centers.

Home Health Care Application

- Terri and Mike are working on the policies and procedures for the EBD waiver. Once all that is written and ready the application will be finished and we can start training staff.

Conflict of Interest

- Mike sent an email out with the information that has been released from the COI committee. They have added an additional two meeting and increased all remaining meetings by an hour. The committee needed to be educated in the DD system before they could make a decision. The information in the email noted that 21,000 consumers will lose their case manager and 580 case managers could lose their jobs. The separation of case management could be a huge devastation to the DD system in Colorado. The committee will be hosting a public forum that will be telecast to sites all over Colorado. It will be the CCB's responsibility to make sure that we get all the support from the community and get parents there to tell their personal stories.

DD Council

- Mike received a letter letting him know that his application has been received and is being reviewed for placement on the board.

3 Way Contract

- Mike noted that we have received the 3 way contract for the next fiscal year. Everything is pretty much the same except they want to have CCB's keep the office open on Friday's. Mike noted that Alliance and all CCB's are trying to fight that part of the contract since that is a cost saving

measure to have it closed. It doesn't make sense that they would make us keep the doors open and still continue to cut the budget. Mike will keep everyone informed as he gets new information.

July Board Meeting

- Mike noted that the July board meeting will be a little different this year. We will be presenting four individuals with plaques at this meeting as well as the board installation. Since we will be conducting all of these events we will not hold a regular meeting.

CCB Designation

- Mike is currently in the process of completing the application for the CCB designation for 2010-2011. They are requesting more information on the Conflict of Interest policies that we have. Mike will continue to keep you updated as the process is completed.

Alliance Board

- Mike was offered the position of Alliance Board President. He was very surprised by this and not sure what to say. He asked them to wait until he was able to talk with the management team and with the executive committee of our board. Mike spoke with the managers on Tuesday and has their full support. They all noted that during this time of so many changes that it would be nice to have him in the forefront of the information. It will also be helpful to have him bring more of a Southern Colorado attitude to the table. The committee also noted the same things. Becky also noted that we may need to appoint an assistant director while he is spending more time away from the office. Mike noted that this was a good possibility but that he would like to see how things progress and exactly how much time he will need to be out of the office.

Board Meetings as BASS

- Terri has volunteered to host board meetings 4 times a year at BASS. This will be a great time for the board members to see the consumers and the program areas and also to help prepare the lunch for us. Mariah will get it scheduled so that we all will know which meetings are where.

BASS

- BASS is currently serving 125 consumers. 54 are in COMP, 63 are Medicaid paid, 7 are SLS, and 1 is private pay.
- Two new consumers are starting at BASS this month in day program.
- Housing is still doing really well and all vouchers are currently filled.
- BASS currently has 11 community job placements.
- One consumer had a critical incident report due to a hospitalization.
- Terri noted that there is two staff out on FMLA, one staff member resigned and one has been terminated. She has hired two new staff that will start on May 17, 2010.
- BASS's talent show will be on June 10, 2010 from 3:00PM to 5:00PM at the Elk's Lodge. Terri noted that she needs judges so if you would like to judge please give Terri a call.

Case Management

- Jan presented the case management summary. Please see attached.

CBE Residential

- CBE currently is serving 41 consumers.
- They currently have 23 independent contractors.
- One independent contract has resigned this month.
- There was one move from a host home to a host home.

- There were no critical incident reports for any CBE consumers this month.
- Currently CBE Res has 36 employees.

Infant/Toddler Center

- Jeff noted that they received a donation of \$500.00 to help purchase an adaptive bike for a consumer. Please see attached letter and picture.
- Brandie Young participated in a Cherish the Child Candle Light Vigil where she represented CBE ET Program. Please see attached.
- Jeff presented the Children's Program Monthly Stats report. Please see attached.
- Jeff presented the CBE Children's Services Family Guide. Please see attached.
- Jeff presented a letter and packet that was sent to Representative Pommer who is the chair of the JBC. This packet reviewed in detail the answers to the questions that the JBC asked on how to manage caseload growth in EI services. Please see attached.

Foundation/Grants

- Minutes from the last meeting were reviewed. Please see attached.

Compliance

- Minutes from the last meeting were reviewed. Please see attached.

Employee Appreciation Committee

- Marty gave a brief update on the cash log. The employee appreciation committee has raised \$771.50 to be used for employee parties and acknowledgement.
- This committee is now only going to concentrate on four events a year. Employee Appreciation Diner in June, In-Service day in September, Thanksgiving in November, and the Holiday Hope Drive in December.
- Our next event will be the Birthday Bash on June 24, 2010. We will be holding this event instead of the employee dinner since we are giving employee's time to earn their Bluesky Bucks'. We will be having a cake decorating contest, a hat contest, and a gift exchange. The first employee dinner will be in June of 2011.
- Marty asked that Mariah give a description of the Bluesky Bucks' program. Mariah noted that this is a program Mike had brought to our attention from an event that Hospice holds. They hold an employee appreciation dinner on a yearly basis. They give away their yearly recognition awards and they also do a silent auction. The silent auction items are donated by all the board members, which will make it easier to get items for the auction. Caroline suggested that all the managers should provide a gift as well. The staff can bid on these items with "Hospice Bucks" or "Bluesky Bucks" as we will call them. Employee can earn "Bluesky Bucks" from any employee for going above and beyond. A committee will set the value of the buck accordingly. The committee will need to set down the guideline on what will a buck be worth. We are hoping to roll out this program ASAP. We will then combine this event with the Birthday Bash that we will host on June.

Personal Committee

- Minutes from the last meeting were reviewed. Please see attached.
- A motion was made to approve the changes to the policies attached.
- Pat Morales also noted that the safety committee is back into full swing and doing safety inspections. We are also holding a drawing for 30 days accident free.

Joe Rosales Benefit

- We are holding a benefit lunch for Joe Rosales who is the husband of Caroline Rosales. He has been recently diagnosed with a very fast moving cancer. We are hoping to defray the cost of all his medical expenses. We will be holding this on May 22, 2010 from 11:00Am – 4:00PM
- We are doing rigatoni, salad, roll, and dessert for \$7.00 in advance or \$10.00 at the door. We will also be holding a silent auction and selling pre-ordered tamales.
- Becky is asking that board make donations to cover the cost of the facility rental. Also any items that can be donated for the silent auction or bake sale would be helpful.

Executive Committee Member

- Becky noted that the current committee will be changing in July and if anyone is interested in joining the executive committee please let Becky know.

Public Issues

- None

Motions Presented to the Board of Directors

Motion to Approve Minutes of the April 7, 2010 Board Meeting	
Action by:	Gary Raso
Seconded by:	John Cordova
Passed:	Unanimously Approved

Motion to Approve the March 2010 Financials as presented by Karen Caldwell	
Action by:	Brenda Blickenstaff
Seconded by:	Marty Guerra
Passed:	Unanimously Approved

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

Motion to Approve the minutes and changes from the Personnel Committee Meeting on April 28, 2010	
Action by:	Brenda Blickenstaff
Seconded by:	Wayne Hunter
Passed:	Unanimously Approved

Motion to adjourn meeting	
Action by:	John Cordova
Seconded by:	Marty Guerra
Passed:	Unanimously Approved

