



Colorado Bluesky Enterprises, Inc.

Board of Directors

August 3, 2011

Meeting Minutes

Present

Marty Guerra, President
Beth Thatcher, Secretary
Brenda Blickenstaff, Past President
Julia Vean, Board Member
John Cordova, Board Member
Brian Corsi, Board Member
Wayne Hunter, Board Member
Maria Reyes, Board Member
Cathy McConnell, Board Member
Jan Williams, Board Member
Joel Thompson, Board Member
Renee Greenway, Board Member
Mike Atlas-Acuña, Executive Director
Karen Caldwell, Chief Finance Officer
Terri Martinez, Bluesky Adult Support Services
Caroline Rosales, Residential Services
Sandra Montee, QI & Compliance
Louda Allbritton, Service Coordination
Mariah Schofield, AA

Absent

Gary Raso, Vice President
Cindy Mihelich, Treasure
Leon Harwood, Board Member
Pat Morales, Human Resources

Meeting called to order by President Marty Guerra.

Proxy Votes

- Cindy Mihelich gave her proxy vote to Brenda Blickenstaff.
- Leon Harwood gave his proxy vote to Wayne Hunter.

Welcome Visitors

- Each director introduced their visitors. The following staff attended this meeting:
 - Chad Kindell – BASS
 - Tina Mysliewiec – BASS

- Nora Griffey – BASS
- Brenda Sanchez – Service Coordination
- Trevor Boggs – Service Coordination
- Amy McKeever – Service Coordination
- Erica Adamson – Service Coordination
- Sue Litton – Part C
- Nancy Payen – Finance
- Pat Gradisar – Finance
- Lisa Vidana – Housing
- Mike McNeely – Residential

Brenda Blickenstaff Presentation

- Mike presented Brenda with a plaque for her year of service as the president of the board. Brenda did a wonderful job during her presidency and has been on our board since 2006. She has been a wonderful asset to the board and we have truly enjoyed having her as the president. Brenda noted that this is a great agency to work with and she loves the staff and the consumers.

Action Items

- **Approval** of the June 2011 Executive Meeting Minutes
- **Approval** of the June Board Meeting Minutes
- **Approval** of the July 2011 Meeting Minutes

Financials

- **Approval** of the May 2011 Financials
- **Approval** of the 2010-2011 Executive Directors Expense Report
- **Acceptance** of the 2010-2011 Annual Budget (Approve in September)

Employee Satisfaction Survey Results Power Point

- Mike reviewed the employee satisfaction survey results with the board. Please see attached slide from the presentation and also the attached comments that employees made.
- There was a conversation on how to improve our communication in the agency. This is a consistent low score that needs to be addressed. Mike noted that we are sending out a supplemental survey to get feedback on the top 3 lowest scores to ask for constructive suggestions on how to improve the communication. Mike noted that we have already instituted an agency newsletter and employee forums but that we have not tied those back to solutions to the communication problems. We will ensure that the staff understands that those were put into place in order to increase communication in the agency. We are hopeful that we will get more feedback from the supplemental survey.

Vision Statement

- Board members were asked to vote on the vision statement that they felt best fit Colorado Bluesky. These vision statements were products from the management leadership training. Once the board votes on these we will have all staff vote to get the final statement. The following are the vision statements that were voted on:

- CBE will be viewed by all as respected professionals that are dedicated to making positive outcomes in the lives of people with Developmental Disabilities.
- We will be viewed as an agency what works together as a team to meet the needs of those we serve.
- We will be an innovative, diverse, consumer driven organization that models excellence in the field of Developmental Disabilities. Our values will be reflected in every decision, relationship and service we provide.
- CBE will strive to be a model of best practices by being self sustaining, inclusive and support to all persons.

Customer Service Slogan

- Board members were asked to vote on the customer service slogan that they felt best fit Colorado Bluesky. These customer service slogans were products from the management leadership training. Once the board votes on these we will have all staff vote to get the final slogan. The following are the customer service slogans that were voted on:
 - CBE believes customers are number one and should be treated as such.
 - We value all persons, we will be responsive.
 - We know your value! This drives our service.
 - CBE is an organization built on customer service by treating others with respect, integrity, and dignity. We empower families, clients, and employees to achieve life long fulfillment.

Administration

- Mike gave an accomplishment update for administration. Please see attached.

BASS

- Terri gave a status report and accomplishment update for BASS. Please see attached.

Executive Session

- Session started at 11:45AM until 12:15PM

Early Intervention

- Kristie gave a status report and accomplishment update for EI. Please see attached.

Finance

- Karen gave a status report and accomplishment update for finance. Please see attached.

Human Resources

- Mike gave a status report and accomplishment update for HR. Please see attached.

Journeys

- Caroline gave a status report and accomplishment update for Journeys. Please see attached.

Quality Improvement

- Sandy gave a status report and accomplishment update for QI. Please see attached.

Service Coordination

- Louida gave a status report and accomplishment update for SC. Please see attached.

Appointing of the Foundation Officers

- Marty asked that we appoint the foundation officers in September so that he can have time to speak with the individuals.

Committee Reports

- Marty noted that all board member need to serve on a committee and that we will be reviewing the functions of each committee today. Please let Mariah know what committee that you will be willing to serve on.

Foundation/Grants

- Karen reviewed the functions of this committee. Please see attached.

Compliance

- Sandy reviewed the functions of this committee. Please see attached.

Planning & Events

- Caroline reviewed the functions of this committee. Please see attached.

Annual Agency Fundraiser

- Mike noted that we are working to pull a committee together for this event and wanted to let the board members know what ideas we are looking into. One idea is to have a dinner at the Nature Center and have a bluegrass festival from Joel Thompson. The second idea is to sponsor a breakfast similar to the Boy Scout event Mike attended in May.
- Mike explained the Boy Scout annual breakfast fundraiser. Each table had an assigned person that was responsible to get ten people at the event. The scouts served breakfast in the mess kits, served, and cleaned up. There was a quick presentation on the importance of scouting and had a few scouts that gave a short explanation on how it was important to attend. At the end of the breakfast you gave a donation to the head of the table. You were in and out in one hour. This would be a great fundraiser for us. We can have a video of CBE, consumers talk about their community jobs, their programs, etc. This is a great concept that we could pull together. Terri is the lead for this committee and we would like to have this as a management driven committee. This fundraiser will replenish the foundation.

Personnel Committee

- Mike reviewed the functions of this committee. Please see attached.

Leadership Goals

- Each director reviewed their leadership goals. Please see attached.

Miscellaneous

- A letter that was sent to the new directors of HCPF, Human Services and department of Health and Environment. The same letter was sent to each individual. Please see attached.
- The board calendar for 2011-2012 was given to all board members. Please see attached.

Public Issues

- None

Motion to Adjourn

Motion to Approve Minutes of the June 2011 Executive Committee Meeting	
Action by:	Brenda Blickenstaff
Seconded by:	Wayne Hunter
Passed:	Unanimously Approved

Motion to Approve Minutes of the June 2011 Board Meeting	
Action by:	Brenda Blickenstaff
Seconded by:	Wayne Hunter
Passed:	Unanimously Approved

Motion to Approve Minutes of the July 2011 Board Meeting	
Action by:	Wayne Hunter
Seconded by:	John Cordova
Passed:	Unanimously Approved

Motion to Approve May 2011 Financials	
Action by:	John Cordova
Seconded by:	Beth Thatcher
Passed:	Unanimously Approved

Motion to Approve 2009-2010 Executive Directors Expense Report	
Action by:	Brenda Blickenstaff
Seconded by:	Wayne Hunter
Passed:	Unanimously Approved

Motion to Accept the 2010-2011 Annual Budget	
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Action by:	Joel Thompson
Seconded by:	Julia Vean
Passed:	Unanimously Approved

Motion to Adjourn Meeting	
Action by:	Joel Thompson
Seconded by:	Wayne Hunter
Passed:	Unanimously Approved

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

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

Reviewed by: _____ Date: _____
 Beth Thatcher, Secretary
 CBE Board of Directors