



Board of Directors

September 2, 2009

Meeting Minutes

Present

Becky Bartmess, President
Brenda Blickenstaff, Vice President
Marty Guerra, Secretary
Gary Raso, Treasurer
Joel Thompson, Board Member
Wayne Hunter, Board Member
Leon Harwood, Board Member
Beth Thatcher, Board Member
Julia Vean, Board Member
Maria Reyes, Board Member

Mike Atlas-Acuña, Executive Director
Jeff Dunn, Children's & Family Services
Karen Caldwell, Chief Finance Officer
Terri Martinez, Bluesky Adult Support Services
Pat Morales, Human Resources
Caroline Rosales, Residential Services
Mariah Schofield, AA

Absent

John Cordova, Sr. Past President
Cindy Mihelich, Board Member
Jan Matzen, Case Management
Sandra Montee, Quality Improvement & Compliance
Norman Richards, Managed Information Systems

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

Proxy Voters

- Cindy Mihelich gave her proxy to Beth Thatcher
- John Cordova gave his proxy to Brenda Blickenstaff

Guests Welcomed

Introduction of Julia Vean

- Jan Williams gave a brief introduction of Julia Vean. Julia was a substitute teacher for five years, and then she taught Kindergarten for five years. She work at East High for thirty years and then retired from teaching. After that she helped her husband run the furniture store.

Action Items

- **Approval of Minutes from the August 5, 2009 Annual Summit**

Financials

- The CBE Financial Report for July 2009 was presented by Karen Caldwell.
 - ❖ **Approval of the July 2009 CBE Financial Report**
 - ❖ **Approval of the July 2009 Executive Director Expense Report**
 - ❖ **Approval of the 2009-2010 Annual Budget**

Presentation by Marty Wilcox

- Please see attached report

TCM

- Mike noted that we are up \$20,000 from last month. We are still in the learning curve of the fifteen minute increment billing.

State Budget

- Mike noted that he will go into this more in the executive session.

DD Summit

- Mike noted that all the CCB's get together and work on all the cuts that are happening. During this summit groups were set to work on separate goals.

Hail Damage

- Mike noted that we had 4 group homes and 13 vehicles that had hail damage. We are currently working through these claims. All vehicles have a \$1000 deductible so our payout will be smaller. Karen mentioned that this storm was classified as a catastrophe and that our rates won't increase.

Employee Forum

- Mike held an employee forum on Monday August 31, 2009. We had two sessions, one at Infant/Toddler Center at 10:00Am and one at BASS at 4:00PM. Everything went pretty well. Everyone seemed to understand where we are right now. Mike enforced that we will get through this cut and that we will be stronger in the end. There were not a lot of questions and the room was very quiet.

BASS

- Terri gave an update on her current numbers: 130 consumers are enrolled 59 of which are COMP, 65 are state, 5 SLS, 1 Private Pay.
- Terri and her staff have completed the process of purging the waiting list. Currently there are three open vouchers. Two are being filled and the last one should be filled by month end. All inspections have been caught up, however; there were a few who failed. They are working on getting those corrected and able to pass inspection. Terri and Mike completed the CMAP report and are waiting to get the results of that. Terri noted that she has been having problems getting into the system and will contact the state to correct that.

- Job developments have placed 14 individuals in the community and are giving them on-going support. There was one termination from a community placement and they are working to get that filled.
- Terri has been able to secure another volunteer from SRDA. She started last week and is doing very well. Terri is hoping to be able to secure another volunteer soon.
- BASS will be hosting a Yard Sale next week. They will only run one day since they do not have as much stuff as they anticipated.
- All the consumers are getting excited about the annual Fashion Show. The fashion show provides money for the consumers Christmas. The Elk Lodge has given their hall for free and also donated \$100 for outfits. The county commissioners have donated \$300, and Nunez Construction has donated \$100. Terri is trying to secure a donation from Wal-Mart in the amount of \$1000.

CBE Residential

- Caroline updated her current numbers: 29 consumers live in a host home, 5 consumers are at the Seneff House, and 9 consumers are in the RESULTS program.
- Caroline has 28 staff who works in residential.
- Residential has had two hospitalizations this month. Along with two additional Critical Incident Report's. Staffed placed one individual into an emergency placement in RESULTS.
- Caroline is requesting to have 6 SIS's re-done.
- Currently residential has \$747 out in denials. Caroline and her staff are currently working to resolve that issue. It was due to changing SIS levels in the middle of the month which creates major problems for billing. All SIS levels will now only change at the start of a month to alleviate this problem.

Infant/Toddler Center

- Jeff gave a status update:
 - 82 – Family Support
 - 64 – Waiting List for Family Support
 - 3 – CWA
 - 15 – Waiting List for CWA
 - 22 – Waiting List for CES
 - 157 – EI Part C
 - 14 – Referrals for August
- Jeff reported on the Notification of Status. Please see attached.
- Jeff gave an update on the Compliance Indicator in the State Performance Plan. He received a 91.89% for timely delivery of service, a 96.64% on time between day of referral and program being in place, a 83.3% in timely transition and planning with the school system. Jeff noted that he and his staff are continuing to improve since we need to have 95% compliance according to the state.
- Jeff has made some personnel changes. Martha Ritchie has been moved to full time service coordinator for Part C. Also Jean Richards has moved over from BASS for a TCM billing position.

Foundation/Grants

- Brenda noted that Foundation/Grants committee met today and reviewed the financials for both Baltimore place and court. Everything is looking good, and the committee will continue to meet quarterly.

Compliance

- Mike noted that the compliance committee met today and reviewed the second quarter report. The main issue is that we need to get a billing audit scheduled. Gary will get together with Karen and they will start with the TCM billing audit.

Employee Appreciation Committee

- Marty gave an update of the last meeting in where he asked all employees who had taken on more duties in the last 30-60 days. All employees had raised their hands. There are currently 15 individuals on the committee and 12 of them are employees.
- The decision was made that with the current budget restraints and the extra duties that employees' are taking on that the committee will hold off on all large projects. They will continue to meet quarterly and keep up with employee anniversaries and a few small holiday activities. We will be running the Holiday Hope Drive again.

Personnel Committee

- Joel gave an update on the personnel committee. They have reviewed eight policies. Three policies needed wording changed, four were unchanged and one was eliminated.

Committees

- Becky stated that the whole purpose of committees was for Board members to help out staff and be involved. Currently staff is running the committees and there is not a lot of board involvement. Becky is going to appoint Board members to the committees. If there is a particular committee that you want to be involved in please let her know. Becky has recommended four possible board members which will help out in the committee involvement. Becky stressed the importance of being involved and asked that all members try their best to attend the committees they are assigned to.
- Mike noted that we have decreased the amount of time spent at committee meeting to try and make it easier to attend. The committees are really not a lot of extra work and require minimal time.
- Becky and Mike both noted that they are really lots of fun and it gives you time to get to know the staff.

Up Coming Events

- CASA Board is hosting a wine tasting on September 11, 2009. You can purchase tickets at the door or through Jan Williams. 80/20 Wines are presenting Italian wines. The cost for this event is \$25.00
- Parkview is hosting a Gala on September 18, 2009
- PDI is hosting their inaugural walk on October 3, 2009
- Chili Festival September 25-27, 2009
- Greek Festival September 19, 2009

Motion to Adjourn to Executive Session at 1:00 PM

Executive session reviewed the RIF proposal. Proposal Approved and attached.

Executive Session Ended at 1:50 PM

Motions Presented to the Board of Directors June 3, 2009

Motion to Approve Minutes of the August 5, 2009 Annual Summit

Action by:	Wayne Hunter
Seconded by:	Marty Guerra
Passed:	Unanimously Approved

Motion to Approve the July 2009 Financials as presented by Karen Caldwell

Action by:	Joel Thompson
Seconded by:	Brenda Blickenstaff
Passed:	Unanimously Approved

Motion to Approve the 2009-2010 Annual Budget

Action by:	Beth Thatcher
Seconded by:	Wayne hunter
Passed:	Unanimously Approved

Motion to Approve the Executive Directors Expense Report as Presented by Karen Caldwell

Action by:	Gary Raso
Seconded by:	Marty Guerra
Passed:	Unanimously Approved

Motion to Approve the policies as present by Joel Thompson

Action by:	Brenda Blickenstaff
Seconded by:	Marty Guerra
Passed:	Unanimously Approved

Motion to adjourn meeting

Action by:	Brenda Blickenstaff
Seconded by:	Wayne Hunter
Passed:	Unanimously Approved

