

# Board of Directors

November 4, 2009

## Meeting Minutes

---



### Present

**Becky Bartmess, President**  
**Brenda Blickenstaff, Vice President**  
**Marty Guerra, Secretary**  
**Gary Raso, Treasurer**  
**Joel Thompson, Board Member**  
**Leon Harwood, Board Member**  
**Cindy Mihelich, 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  
Jan Matzen, Case Management  
Sandra Montee, Quality Improvement & Compliance  
Karen Caldwell, Chief Finance Officer  
Terri Martinez, Bluesky Adult Support Services  
Pat Morales, Human Resources  
Caroline Rosales, Residential Services  
Norman Richards, Managed Information Systems  
Mariah Schofield, AA

### Absent

**John Cordova, Sr. Past President**  
**Wayne Hunter, Board Member**

---

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

### Proxy Voters

- John Cordova gave his proxy vote to Gary Raso
- Wayne Hunter gave his proxy vote to Leon Harwood

### Action Items

- **Approval of Minutes from the October 7, 2009 board meeting.**

## **Financials**

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

## **Executive Directors Report**

- TCM – Mike noted that he is trying to get everyone as up to date as possible. The TCM rate is being cut by the 2.5% in the across the board cut effective October 1, 2009. They are trying to increase the rate and are using a productivity factor to help figure the new rate. The new rate will be retro-active to October 1. The productivity factor will include factoring in time off, sick time, and non billable activities. We have already lost about a \$141,000.00 and continue to bleed money with these new changes. The state will not be adjusting the rate until December or January but that will be retro-active back to October 1, 2009.
- 27.10.5 – Mike reminded us that this was the law that put CCB's into place. They are going to be reviewing this and bringing it up to date with all of the new changes. Alliance will also be putting a committee together for this and Mike is on that committee.
- Meeting with Senator Tapia – Mike and Jeff had the chance to meet with Senator Tapia and discuss the issues that we are facing. This is the last year that Senator Tapia will be in office he will be termed out this year. We will be losing our representation on the JBC when Senator Tapia leaves. He did confirm that they are looking at big cuts for the 2010-2011 year. Mike noted that the possibility of cutting FSSP and State SLS is pretty good. Alliance is recommending that the cuts are made in those areas but that they keep the case management intact. Mike also noted that we have a new analysis this year. We don't know much about him yet other than a few comments that he has made. He commented on community colleges, and asked why we have so many and that we should just have a few regional community colleges. The comment has been made about CCB's and why there are so many. He referenced the same idea to CCB and was talking about regional CCB's.
- 3 Year Plan – Mike noted that we have been working on updating the three year plan. Once it is ready to be viewed we will be presenting that to the board, the employees, and hold a public forum.
- In Touch Newsletter – Mike met with the new newsletter committee and we are planning to have that ready to be mailed out the first week of December. In dealing with all of the changes to the systems lately this was put on the back burner and will be ready soon.
- Service Agency Meeting – Mike noted that at the last meeting Jeff came to give his donations letter out. He has already received a \$5000 donation from Premium Direct Care and a \$500 donation from CARE.

## **Negotiations with other Agencies**

- Mike asked Jan to give a report regarding the intense negotiations that we have had recently to get a consumer the correct placement.
- Jan noted that this is an individual that we served for about 25 years through our SLS services. He was living with his mother at that time and then when his mother passed away we served him in COMP. This individual is borderline eligible for services. He is very high functioning but does experience psychiatric episodes. Once he became more aggressive and violent he was terminated from our services and admitted into the mental health institute. He has lots of medications and also some PRN medications; PRN medications make it impossible to serve him under CBE. He does think that people are poisoning his food and he has swallowing problems. Spanish Peaks and he Pueblo Regional Center are all working together to place him. Spanish Peaks will get him stabilized then PRC agreed to take him for 60-90

days. Then Barb Yeager at CR&R will serve him. This just describes the amount of time and effort that our community puts into making sure we serve our individuals.

### **BASS**

- Terri reported that they are serving 120 consumers at the BASS facility. 56 Comp, 60 SLS, 3 State SLS, and 1 private pay. These numbers reflect the 5 consumers who no longer attend BASS but do not reflect the 3 new consumers that are getting ready to enroll.
- The consumer satisfaction survey was sent out and Terri will be able to give the results of that in the next few months.
- BASS has made 16 job placements with 2 being in the community. However, we have lost one community job due to difficulties.
- BASS has had one staff resignation and has one extra SRDA volunteer who will be starting to work at West 2<sup>nd</sup>.
- BASS received a \$1500 grant that Beth Thatcher was working on.
- The Annual fashion show will be on Thursday November 5, 2009 from 6P-9P. Marty is the MC and Brenda has been selling tickets like crazy. All proceeds go to purchasing gifts for the consumers Christmas.

### **Case Management**

- Jan reviewed the attached case management report.

### **CBE Residential**

- CBE Residential is serving 42 consumers, 5 in-group homes, 9 in staffed PCA homes, and 29 in host homes. There has been some movement in houses with one individual need more restrictive care and another need less restrictive so we swapped houses.
- CBE RES did have one termination due to a no call no show. We currently have 27 direct care staff and 7 administrative staff. Stacey is back from her maternity leave.
- All staff is working on completing their in-service units. They all have to have 6 continuing credits each year by December 31, 2009.
- CBE RES experienced 3 critical incident reports this month. All were pneumonia and one is still hospitalized.
- Currently we are in the middle of transferring to a new holds procedure. We will now be using CPI holds instead of TCI. We have one staff member going to Colorado Springs to become a trainer.
- BASS and CBE RES will be having CPR/First Aide classes on Monday.
- This month we only had medication reviews for HR.
- Caroline requested 1 SIS re-do this month.
- October 1, 2009 the new rates kicked in and the billing has gone well.
- There are 6 independent contractors who have their appraiser out and they are de back by the end of the year.
- Jan, Bob, and Caroline revised the home study guideline and worked with service agencies to get everyone up to par.
- All the hail damage has been repaired on both the cars and the roofs. They only exception is that the gutters are being completed now.
- Karen, Lisa, and Caroline are working on the annual reporting for the department of housing.
- The state will be down November 16-20, 2009 to complete the surveys on Comp, SLS, and CES.

## **Infant Toddler Center**

- Jeff reviewed the attached Children's report.
- Jeff was asked why the waiting list for CWA was so high? Jeff noted that there is lots of movement on the waiting list but there is only 75 resources for the CWA program. More often than not a child will age out before being able to be served. Most parents enroll their children to be able to get the applied behavior analysis completed. Jeff noted that the number of children with autism have increased dramatically. It used to be that 1 in 400 would be diagnosed but now it is about 1 in 90. He noted that it could be better identification or that there is a more defined definition of the disease.
- Jeff stated that we are part of an initiative to put forth a Resource Guide. Brandy Young tackles this task and the guides are very helpful. Jeff gave a copy to each board member. Please see attached.

## **Foundation Grants**

- Brenda gave a brief update from the last meeting and noted that the minutes are in the board books book. Please see attached.

## **Compliance**

- There was no meeting. The next meeting is in December.

## **Employee Appreciation Committee**

- Marty noted that the committee is in full swing. We are having our Holiday Hope drive again this year. Last year we were able to give out \$150 Visa cash cards.
- Thanksgiving dinner will be on Thursday November 19, 2009 at 11:00AM. The management team is providing all food.
- EAC is also hosting a cookie sale to help raise money for the holiday hope drive. We do need cookie baker and if you are willing please contact Mariah.
- Our next meeting will be on Thursday November 5, 2009 at 1:00PM.

## **Sexual Harassment & Violence in the Workplace Seminar**

- Karen informed us that the seminar will be on November 17, 2009 at the following times:
  - 8:00 AM – 9:30 AM – Staff
  - 11:00 AM – 12:30 PM – Managers
  - 3:00 PM – 4:30 PM – Staff
- Karen noted that any board member who would like to attend please attend the managers workshop.

## **Angela Heron**

- Senator Tapia has endorsed Angela for State Senator. She worked for the Boys and Girls club for 30 years and currently works for Michael Bennett's office. Angela is very familiar with CBE.

## **Perspective Board Member**

- Becky noted that she and Mike will be touring a perspective board member on Thursday November 5, 2009. Her name is Lisa Sykes and she runs Sharmar home.

Motion to Adjourn

---

## Motions Presented to the Board of Directors June 3, 2009

<b>Motion</b> to Approve Minutes of the October 7, 2009 Board Meeting	
Action by:	Marty Guerra
Seconded by:	Brenda Blickenstaff
Passed:	Unanimously Approved

<b>Motion</b> to Approve the September 2009 Financials as presented by Karen Caldwell	
Action by:	Beth Thatcher
Seconded by:	Leon Harwood
Passed:	Unanimously Approved

<b>Motion</b> to Approve the Executive Directors Expense Report as Presented by Karen Caldwell	
Action by:	Brenda Blickenstaff
Seconded by:	Joel Thompson
Passed:	Unanimously Approved

<b>Motion</b> to adjourn meeting	
Action by:	Brenda Blickenstaff
Seconded by:	Gary Raso
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