



Board of Directors

December 1, 2010

Meeting Minutes

Present

Brenda Blickenstaff, President
Marty Guerra, Vice President
Gary Raso, Secretary
Becky Bartmess, Past President
Joel Thompson, Board Member
Julia Vean, Board Member
Wayne Hunter, Board Member
Jan Williams, Board Member
Cindy Mihelich, Board Member
Leon Harwood, Board Member
Maria Reyes, Board Member
Cathy McConnell, Board Member

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

Absent

Beth Thatcher, Treasure
John Cordova, Board Member
Norman Richards, Managed Information Systems

Meeting called to order by President Brenda Blickenstaff.

Proxy Votes

- Beth Thatcher gave her proxy vote to Brenda Blickenstaff.

Welcome guests

- Amber Craig – Is a new case manager and has been at CBE for six months.
- Daniel Sais – Is a Charge Resident Coordinator and Seneff and Hillside and has been at CBE for 8 years.
- Brenda Mestas – Has been with CBE for 5 years and has shown a dedication to our consumers. Mike received a letter from a parent letting him know that Brenda has gone above and beyond the call of duty with their family member. This consumer was placed into the hospital for an extended stay and Brenda spent a substantial amount of time visiting with this consumer. This family was very impressed by Brenda's willingness to go above and beyond.
- Jo Barela - Has been with CBE for 8 months at BASS. He has been very instrumental in fundraising with Safeway. He was able to get a donation of \$1000 from Safeway for the consumer Christmas.

Action Items

- **Approval of Brian Corsi's membership to the board.**
 - Brian is a Pueblo native who has worked in the secret service for 10 years, and also has worked in construction. He now owns an Allstate insurance company for about a year.
- **Approval of the Board Meeting minutes from the November 3, 2010 meeting.**

Financials

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

Executive Directors Report

Possible Rate Cuts

- Mike provided an update to the board regarding the state budget and possible cuts to DD. Also, he spoke about the overutilization in COMP services that was reported at the DDD/CCB meeting. DDD is working on trying to resolve this and will be notifying the system in the near future.

Case Management Update

- Louida will officially start on January 1, 2011. She is currently working on the reorganization of the department. She will give an update as those changes are finalized.

Money Follows the Person

- This grant needs to be written and submitted in January. Alliance will be meeting with Jenise May to discuss this grant and how Alliance can assist with its implementation.

Leadership Training

- Mike was accepted into the Leadership training in Delaware. He will be gone January 22-29, 2011.

Jeff Retirement

- Jeff will be retiring from CBE on February 1, 2011. He has been with us for 35 years and has made great things happen for the Infant Toddler Program.
- Jeff noted that he has been honored to have the job that he has, it has been a privilege to work with the management team, and he feels that they are dynamic and very dedicated to our consumers. The families that he has worked with have been a constant source of inspiration for him and he will deeply miss the families.
- Brenda noted that on behalf of the board that they thank him for all his years of dedicated hard work and that this will leave a void that will be a challenge to fill.

- Marty noted that on a personal note that he has seen the change that his program has on an individual's life. He has watched his cousin over the years and is amazed at the change that this program has had in her life.
- Wayne noted that he has worked with Jeff while he was at District 60 for over 30 years and he will be greatly missed by all families.
- Becky noted that we will be losing an individual who has been known state wide and has had nationwide recognition.

BASS

- Terri reviewed the BASS Board Report. Please see attached.

Case Management

- Louida reviewed the case management status report. Please see attached.

Residential

- Caroline reviewed the Residential report. Please see attached.
- Caroline noted that the new name of CBE Residential will be CBE Journey's. This will be released at the beginning of the year.

Infant/Toddler Center

- Jeff reviewed the Infant/Toddler Center stats. Please see attached.
- Jeff reviewed the new Autism Guidelines. Please see attached.
- Jeff reviewed the Part C compliance indicators. He noted that the state collected this information and has not published it. These are the preliminary numbers:
 - Indicator 1 – 28 day timeline: 85.88%
 - Indicator 7 – Eval/ISSP/Eligibility in 45 days: 95.4%
 - Indicator 8A – Transition to School: 98.8%
 - Indicator 8B – Transition to School: 100.0%
 - Indicator 8C – Transition to School: 87.9%

Foundation Grants

- Met today December 1, 2010 at 10:30AM.
- Gary noted that we reviewed and approved the financial for Baltimore Court, Baltimore Place, and the Foundation.

Compliance Committee

- Met today December 1, 2010 at 11:00AM.
- Gary noted that his committee meets routinely to review practices and conduct of the organization to ensure that all organizational activities are being conducted with integrity. We did review investigations, complaints. Policies and procedures, recent trainings, employee stats, HRC quarterly graphs, appeals, and audits.

Employee Appreciation Committee

- The Holiday Hope drive is in full swing and we will be holding another fundraiser to help ensure that we will have enough money to cover all the names that are turned in. This program has been on place for three years now and it is to directly help out own employees who need some assistance to get through the holiday.
- December 9, 2010 will be the Cookie Sale. You can purchase a dozen homemade cookies for \$5.00, and you get to hand pick them. We will also be taking pictures with Santa and Mrs. Claus, selling jewelry, and other items.
- Next meeting will be on December 7, 2010 at 12:00PM.

Personnel Committee

- The next meeting will be January 19, 2010 at 12:00PM.

Miscellaneous

- Board Calendar

Upcoming Events

- Bake Sale December 9, 2010 11:00AM – 1:00PM – West 2nd
- Holiday Hope Drive
- Infant/Toddler Center Open House December 13, 2010 1:00PM – 5:30PM - ITC
- BASS Christmas Part December 15, 2010 10:00AM – 2:00PM - BASS

Public Issues

- None

Motion to Approve Brian Corsi's Board Membership	
Action by:	Cindy Mihelich
Seconded by:	Leon Harwood
Passed:	Unanimously Approved

Motion to Approve Minutes of the November 3, 2010 meeting.	
Action by:	Becky Bartmess
Seconded by:	Gary Raso
Passed:	Unanimously Approved

Motion to Approve the October 2010 Financial as presented.	
Action by:	Becky Bartmess
Seconded by:	Marty Guerra
Passed:	Unanimously Approved

Motion to Approve the October 2010 Executive Directors expense report as presented.	
Action by:	Joel Thompson
Seconded by:	Gary Raso
Passed:	Unanimously Approved

Motion to Adjourn Meeting	
Action by:	Becky Bartmess
Seconded by:	Cindy Mihelich
Passed:	Unanimously Approved

