

Board of Directors

December 2, 2009

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
Leon Harwood, Board Member
Cindy Mihelich, Board Member
Wayne Hunter, 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
Terri Martinez, Bluesky Adult Support Services
Pat Morales, Human Resources
Pat Gradisar for Karen Caldwell
Donna Rael for Caroline Rosales
Mariah Schofield, AA

Absent

Julia Vean, Board Member
Beth Thatcher, Board Member
Karen Caldwell, Chief Finance Officer
Caroline Rosales, Residential Services
Norman Richards, Managed Information Systems

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

Proxy Voters

- Julia Vean gave her proxy vote to Jan Williams
- Beth Thatcher gave her proxy vote to Brenda Blickenstaff

Action Items

- **Approval of Minutes from the November 4, 2009 board meeting.**

Financials

- The CBE Financial Report for October 2009 was presented by Pat Gradisar.
 - ❖ **Approval of the October 2009 CBE Financial Report**
 - ❖ **Approval of the October 2009 Executive Director Expense Report**

Executive Directors Report

New Board Member

- Mike took Lisa Sykes on a tour of all our facilities and she seems really interested to become a board member. Mike will be inviting her to the January board meeting to introduce her and give her some time to tell us about herself. She is currently the community director at Sharmar Village and she has some background in advertising.

Annual Thanksgiving Dinner

- Mike noted that our annual Thanksgiving was a big hit. We had a wonderful meal that Becky assisted in preparing. We were also able to give out the incentive pay at the start of the meal. There were lots of tears of joy when the employees received their checks. All employees were really surprised that we were able to give this out while we are all in a recession.

TCM Rate

- Mike noted that there has been an adjustment to the TCM rate. The state refigured the rate with the productivity factor. They first rate did not include that amount of time that a case manager spends on non-billable meetings, sick time, vacation time, ect. The rate had been up to around \$16.00 then the 2.5% cut happened then they re-calculated with the productivity factor so our new rate is \$14.93. This is great news and it will help us greatly. The bleeding has somewhat stopped and we are hoping to be able to get caught up.

JBC Briefing

- Mike noted that the JBC briefing is on December 10, 2009 and he had originally thought that some board members would want to go but that it might be better to have board members attend the JBC hearing on December 16, 2009. Anyone who would like to attend the hearing please let Mike know.

2010/2011 Budget

- Mike noted that we have been notified that there will be a 2% cut to the 2010-2011 budget. There are rumors going around that there may only a 1% cut but we will have to wait and see.

SLS & Residential Survey

- The survey was excellent. Mike wanted to commend all staff for their hard work. Mike also noted that we received "kudos" from Mike Davis. Mike Davis stopped by Mikes' office to tell him that the surveyors really enjoy coming to CBE. The atmosphere is very nice to work in. We know when and how to joke around and we know when to take things seriously, and that he sees how hard all our staff work to make the suggested changes. This is very high praise from Mike Davis.

Medicaid Denials

- Mike noted that our Medicaid denials are the lowest they have ever been. They are down to \$52,622. This is a great testament to all of finance, case management, and service agencies for working together to make this whole system work.

BASS

- They are currently serving 120 consumers.
- HUD is doing really well. They currently have no openings.
- Job development lost one community placement bringing their total community placements down to 14.
- The fashion show was a huge success. They had a great turnout and were able to raise lots of money to help provide Christmas gifts for consumers. Terri wanted to give a big Thank You to Brenda and Marty for all their help with this event.
- The BASS Christmas party will be held on December 17, 2009 from 12:00PM-2:00PM. It will be lots of fun!
- Terri gave a brief update on some news that she heard from a realtor. Any closings that happen in Pueblo with Wells Fargo will donate \$300 to a non-profit agency of their choice. Terri and Brenda are working to confirm this and will update us with more information as they get it.

Case Management

- Jan noted that team leaders took a good look at the whole issue and analyzed how best to maximize each case managers time to bring in more TCM dollars.
- Jan noted that with the old rate we had to bill 8500 units each month. The new rate decreases that amount to 7000 units each month. Over the last three months we have been billing about 6500 units a month. The new rate will allow us to reach our goal and make the money that we need to. We are shooting to bring in more each month to help make up the difference.
- Each case manager has a goal of 400-450 contacts a month. Currently each case manager has about 40 individuals on their case load.
- Jan noted with the new plan of bringing Trevor Boggs back and rearranging the case loads, each case manager should have about 35 individuals on each case load. Jan and Mike both noted that this is the first time that our case loads have been this size. We will also be one of the agencies in the state with the lowest case loads.
- In making all these changes the case managers will now be writing their own SLS plans. Team leaders are also running a pretty full case load on top of their supervisor duties. Everyone is taking on the extra duties to ensure that this new plan to bill more TCM will work.
- Jan also noted that the Knight of Columbus Shrine of St. Therese is donating 20 Christmas gifts for consumers. They have done this every year and it has been wonderful.
- Jan presented the case management status report. Please see attached.

CBE Residential

- CBE Residential is currently serving 42 consumers.
- Donna noted that they currently have 26 employees. One of which will be terminated due to an investigation.
- This month they had 2 Critical Incident Report, both of which were due to hospitalizations.
- Donna noted that all the billing is due tomorrow and they are all working very hard to have all the codes correct and turned in on time.

Infant/Toddler Center

- Jeff presented the Infant/Toddler Center status report. Please see attached.
- Jeff noted that the Knight of Columbus #557 donated \$1000 dollars to the program.

Foundation Grants

- No meeting this month. Next meeting will be on: January 6, 2009 10:30AM at the Infant/Toddler Center

Compliance Committee

- NO meeting this month. Next meeting will be on: January 6, 2009 11:00AM at the Infant/Toddler Center.

Employee Appreciation Committee

- The Holiday Hope Drive is currently running if anyone has any donations please give them to Mariah.
- The Holiday Stocking Exchange will be held on December 16, 2009 from 12:00PM-2:00PM. Lunch will be served. This is a fun stocking exchange that is enjoyed by staff. You bring your stocking filled with goodies then you get to pick one and it can be stolen up to three time!
- Cookie Sale – We are raising money for the Holiday Hope Drive and this sale will be on Tuesday December 8, 2009 from 9:00AM – 2:00PM at west 2nd. Please come and help support this fundraiser!
- Marty took a moment to congratulate Terri and her staff on the Fashion Show. This was a huge success. The first year we had about 60 people attend, the second year we had about 150 people attend and this year we had 260 people! This was a fabulous evening and we all look forward to the next event!

Personnel Committee

- Joel noted that this is a great committee! During the last meeting they reviewed several policies and have a few changes to make. Please refer to the minutes in your books to review these changes.
- A motion was made to approve the changes set forth.

Note from Becky

- Becky noted that the Annual Thanksgiving Dinner was so much fun. She noted that she had a really good time, and not only are our staff good at their job but they are all good cooks as well. She noted that she had a great time cooking with the staff and she thanked them for the chance to help out.

Motion to Adjourn

Motions Presented to the Board of Directors

Motion to Approve Minutes of the November 4, 2009 Board Meeting	
Action by:	Leon Hardwood
Seconded by:	Wayne Hunter
Passed:	Unanimously Approved

Motion to Approve the October 2009 Financials as presented by Pat Gradisar	
Action by:	Cindy Mihelich
Seconded by:	John Cordova
Passed:	Unanimously Approved

Motion to Approve the Executive Directors Expense Report as Presented by Pat Gradisar	
Action by:	Brenda Blickenstaff
Seconded by:	Joel Thompson
Passed:	Unanimously Approved

Motion to Approve the changes to the policy brought forth from the Personnel committee.	
Action by:	Brenda Blickenstaff
Seconded by:	Marty Guerra
Passed:	Unanimously Approved

Motion to adjourn meeting	
Action by:	Joel Thompson
Seconded by:	Wayne Hunter
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