

Colorado Bluesky Enterprises, Inc.

Board of Directors

September 6, 2023

Important issues are discussed, and motions are made for approval at each meeting. Therefore, your attendance determines whether a quorum is established. If you are unable to attend a meeting, please inform the Recording Secretary of your impending absence. If you have a voting preference on any issue that will be presented during your absence and you wish to designate another voting Board Member to utilize your proxy, please inform that board Member as well as the Recording Secretary of your wishes. Written documentation will be made of such proxy and your signature will be required for our records.

Vision Statement	Mission Statement	Customer Service Statement
We Teach. We Support. We Inspire.	We believe that all people have the right to live, learn, and work in the community with the same hope, dignity, choices, opportunities, and responsibilities accorded to all citizens.	Service Above Self

Call Meeting to Order. Establish Quorum (2 Min)

Welcome Guests & Public Comment (10 Min)

Action Items (5 Min)

- **Motion to Approve** August 2023 Board Meeting Minutes
- **Motion to Approve** Personnel Committee Minutes

Presentation of Possible New Board Member

- Introduction of Kristen Chavez by Danna Smith
- Comments by Kristen Chavez
- Open Discussion
- **Motion to Approve** Kristen Chavez as a Board Member of Colorado Bluesky

Board of Directors Paperwork

- Updating of all Board of Directors Annual Paperwork

Financials & Executive Directors Expense Report – Presented by Mariah Schofield (5 Minutes)

- **Motion to Approve** July 2023 Financial Report as Presented
- **Motion to Approve** Executive Directors Expense Report as Presented

Executive Directors Report

- Our Protest was denied.
- We will engage an attorney for the RFP for EI.
- W 2 is on the market.
- ITC can house everyone for now while we look for a long-term solution (larger office space).
- The “Open House” was successful as staff showed up with inspiring ideas or requests to remain employed by CBE. All efforts will be made to accommodate the retention of staff as we move to DS and EI.

Calendar of Events

- Employee Appreciation Event - 09/12/23 - Copper River in Pueblo West – 1PM-5PM
- Early Intervention Healthy Halloween – Date & Time TBD
- BASS Halloween party - 10/31/23 - Time TBD
- CBE Thanksgiving – 11/16/23 - CBE Clients, Staff & Board Invited to Attend – 11AM-2PM
- BASS Christmas Party - 12/14/23 - Time TBD
- CBE Christmas Party – 12/7/23 - CBE Clients, Staff & Board Invited to Attend – Time and Location TBD

Motion to Adjourn

Personnel Committee – Minutes

Date: August 23, 2023

Time: 12:00 p.m.

Those in Attendance:

Absent:

Renee Greenway

Judy Sikes

Matt Bernal (but provided his edits)

Pat Morales

Sandra Montee

Item: **HIPAA CBE Foundation**

Discussion: Update Current Policy

Policy Approved

Item: **HIPAA Confidentiality**

Discussion: Update Current Policy

Policy Approved

Item: **HIPAA Disclosure of Confidential Information**

Discussion: Update Current Policy

Policy Approved

Item: **HIPAA Employee Training**

Discussion: Update Policy

Policy Approved,

Item: **HIPAA Employee Training**

Discussion: Update Policy

Policy Approved

Item: **HIPPA Employee Violation of Privacy Act**

Discussion Update Policy

Policy Approved,

Item: **HIPAA Individual Access**

Discussion: Update Policy

Policy Approved

Item: **HIPAA Marketing**

Discussion Updated Current Policy

Policy Approved

Item: **HIPAA-Privacy Complaint Process**

Discussion: Update Current Policy

Policy Approved

Item: **HIPAA Privacy Notice**

Discussion: Update Policy

Policy Approved

Item:

Discussion **HIPAA Protecting Electronic Information**

Update Current Policy

Policy approved

Item: **HIPAA Reasonable Safeguarding**

Discussion Update Current Policy

Policy approved

Item: **HIPAA Records Management in Program Sites**

Discussion: Update Policy

Policy Approved

Item: **HIPAA Safeguarding Records**

Discussion: Update Policy

Policy Approved

Next Meeting October 25, 2023

Submitted by: *Pat Morales*

Date: 8/24/2023