

Present

Robert Pratt, Board President
Matt Bernal, Vice President
Melinda Prado, Treasurer
Judy Sikes, Board Member
Derrick Blickenstaff, Board Member
Wayne Hunter, Board Member
Kristen Chavez, Board Member

Danna Smith, Executive Director
Sandra Montee, QI Director
Amy McKeever, CM Director
Mariah Schofield, Finance Director
Katrina Appel, EI Director
Pat Morales, HR Director

Absent

Renee Greenway, Past President
Cindy Mihelich, Secretary
Anne Mayer, Board Member

Board Meeting was called to Order by Matt Bernal at 12:10 PM

Proxy Votes

- Cindy Mihelich gave her proxy vote to Robert Pratt
- Renee Greenway gave her proxy vote to Judy Sikes

Action Items

- **Motion to Approve** December 2023 Board Meeting Minutes

Motion to approve the December 2023 Board Minutes.	
<i>Action by:</i>	Judy Sikes
<i>Seconded by:</i>	Matt Bernal
<i>Passed:</i>	Unanimously Approved

Financials

- **Year-To-Date Financials presented by Mariah Schofield**
 - CBE assets are currently sitting at \$8,267,210 and our liabilities and fund balance are sitting at \$8,267,210.
 - Mariah noted that we have outstanding income that has not been posted to the general ledger as we are awaiting payment from the State. Including the income that is outstanding CBE has a net income YTD of \$123,786.67.

Motion to approve the YTD Financials as presented.	
<i>Action by:</i>	Melinda Pardo
<i>Seconded by:</i>	Wayne Hunter
<i>Passed:</i>	Unanimously Approved

- **Year-To-Date Executive Directors Expense Report**

Motion to approve the YTD Executive Directors Expense Report as presented.	
<i>Action by:</i>	Wayne Hunter
<i>Seconded by:</i>	Judy Sikes
<i>Passed:</i>	Unanimously Approved

Finance Committee Meeting Update

- Matt and Robert gave a quick update on the first finance committee meeting that was held in January. There was first a discussion about the need to include the board for oversight for the reconciliation process. We have hired an outside audit company to complete those reconciliations. Matt gave a brief overview of the process.
- There was a discussion on CBE host home program and how we are looking to change that to have CBE enter the competitive PASA realm of Pueblo. There was a lot of discussion on how we will be looking at this program.

Early Intervention

- EI RFP Update: Katrina noted that the RFP is due on 2/14/2024 but we are looking to submit that on 2/12/2024. The EI RFP is about 80-90% complete and we are working on getting that finalized in the next few days.
- There was a quick discussion on the board approval process for all new policies and procedures that EI completed.
- The board members and all staff in attendance were given the opportunity to ask questions and get clarifications on any part of the EI RFP.

Executive Directors Report

- Agency Updates
 - Danna reiterated that we are working towards the host home updates.
- CMA Transition Update
 - 14 CBE employees applied for positions at TRE and 13 staff were offered a position. We had 4 staff who have chosen to continue employment with CBE.
 - All staff who are transition to TRE will start with them on 3/1/2024.
 - We have three town halls meetings scheduled: 2/20 @ 3:30pm, 2/20 @ 6:00PM and 2/21 @ noon.

- Amy noted that she has worked for CBE for 18 years and she wanted to say “Thank you” to the board for her years working at CBE. She has loved every minute and is sad and excited to move to TRE.

Motion to Adjourn to Executive Session at 1:15 PM

Motion to Adjourn to the Executive Session at 1:15PM	
<i>Action by:</i>	Matt Bernal
<i>Seconded by:</i>	Wayne Hunter
<i>Passed:</i>	Unanimously Approved

Submitted by:

 Mariah Schofield, Recording Secretary

 Date

Reviewed by:

 Danna Smith, Executive Director

 Date

Board Review:

 Cindy Mihelich, Board Vice Secretary

 Date