

Present	Robert Pratt, Board President Matt Bernal, Vice President Cindy Mihelich, Secretary Melinda Prado, Treasurer Judy Sikes, Board Member David Blickenstaff, Board Member Derrick Blickenstaff, Board Member Wayne Hunter, Board Member Kristen Chavez, Board Member	Danna Smith, Executive Director Amy McKeever, CM Director Mariah Schofield, Finance Director Katrina Appel, EI Director Pat Morales, HR Director
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Absent	Renee Greenway, Past President Anne Mayer, Board Member	Sandra Montee, QI Director
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Board Meeting was called to Order by Robert Pratt at 12:08PM

Proxy Votes

- Renee Greenway gave her proxy vote to Judy Sikes

Action Items

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

Motion to approve the October 2023 Board Minutes.	
<i>Action by:</i>	David Blickenstaff
<i>Seconded by:</i>	Judy Sikes
<i>Passed:</i>	Unanimously Approved

Financial Report

- Year-To-Date Financials
 - July-September 2023
 - Mariah presented the year-to-date financials, all board members had the opportunity to ask questions and get clarification.
 - **Motion to Approve** YTD Financials as presented.

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

- Executive Directors Expense Report
 - July-September 2023
 - Mariah presented the executive directors expense reports, all board members had the opportunity to ask questions and get clarification.
 - **Motion to Approve** the Executive Directors Expenses report as presented.

Motion to approve the Executive Directors Expense report as presented.	
<i>Action by:</i>	Matt Bernal
<i>Seconded by:</i>	Kristn Chavez
<i>Passed:</i>	Unanimously Approved

Employee Satisfaction Survey

- 2023 Satisfaction Survey Presentation – Pat presented the 2023 satisfaction survey and reviewed each question and the respective responses with all board members. It was noted that we had a decent response rate and that the overall survey was positive.
- A suggestion was made to possibly start an internship program as well as a CNA training program to help with backfilling any open positions.

Executive Directors Report

- Agency Updates
 - BASS Updates – we’ve spent a lot of time training and getting staff back on track. We are currently hiring a few open positions, but we are currently in a pretty good position.
 - Staff Moves to ITC – the finance team and the QI team has moved into the ITC building. We will be moving housing next week.
 - CMA Transition Updates
 - ✓ We will be meeting with the transition team weekly to ensure that all the pieces of the transition puzzle are reviewed and proceed forward. Amy and Danna gave a brief update on how the first meeting went.
 - ✓ Amy is working on securing grants to help with the transition process. We are currently waiting for the proposal from the transition team and then that will be sent to HMA, then onto HCPF for approval.

Calendar of Events

- CBE Thanksgiving – 11/16/23 - CBE Clients, Staff & Board Invited to Attend – 11AM-2PM
- CBE Christmas Party – 12/7/23 - CBE Clients, Staff & Board Invited to Attend – Time and Location TBD
- BASS Christmas Party - 12/14/23 - Time TBD

Motion to Adjourn to Executive Session at 1:12PM

Motion to Adjourn to the Executive Session at 1:12PM	
<i>Action by:</i>	Matt Bernal
<i>Seconded by:</i>	Cindy Mihelich
<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