

Present

Robert Pratt, Board President
Matt Bernal, Vice President
Cindy Mihelich, Secretary
Melinda Prado, Treasurer
Renee Greenway, Past President
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

Anne Mayer, Board Member

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

Action Items

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

Motion to approve the November 2023 Board Minutes.	
<i>Action by:</i>	Judy Sikes
<i>Seconded by:</i>	Melinda Pardo
<i>Passed:</i>	Unanimously Approved

Miscellaneous

- HIPAA Policy – Matt and Pat have been working to get our HIPAA policy updated and within the rules and regulations. He gave a brief update on what all has been done and what this policy will entail. This policy will also cover all the requirements for our HIPAA and security audits. Once the board approves this interim policy it will be reviewed and presented at the next personnel meeting.

Motion to approve the adoption of the interim High-Tech HIPAA Policy.	
<i>Action by:</i>	Cindy Mihelich
<i>Seconded by:</i>	Wayne Hunter
<i>Passed:</i>	Unanimously Approved

- Melinda noted that last year she was responsible for updating the annual executive director review. She is asking the board to entertain a motion to move forward with completing the process for the annual executive director review.

Motion to approve moving forward with the Executive Directors Review	
<i>Action by:</i>	Melinda Pardo
<i>Seconded by:</i>	Matt Bernal
<i>Passed:</i>	Unanimously Approved

- Finance committee – Matt noted that we are looking to reconvene the board finance committee as we are in transition with the CMA and BASS. This committee will also cover fundraising. Committee members to be Robert, Matt, Melinda, Danna, Mariah, and Kristen. If anyone else wants to be part of this committee, please let us know.

Motion to reconvene the Finance Committee.	
<i>Action by:</i>	Matt Bernal
<i>Seconded by:</i>	Renee Greenway
<i>Passed:</i>	Unanimously Approved

Financial Report

- Year-To-Date Financials
 - July-October 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>	Cindy Mihelich
<i>Seconded by:</i>	Renee Greenway
<i>Passed:</i>	Unanimously Approved

- Executive Directors Expense Report
 - July-October 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>	Wayne Hunter
<i>Seconded by:</i>	Judy Sikes
<i>Passed:</i>	Unanimously Approved

Early Intervention Report

- Presentation by Katrina Appel, Nicole Cummings, and Brandy Holm – they gave a detailed presentation on how EI operates, how many they serve and what they provide to the families in Pueblo County. All board members and staff in attendance were encouraged to ask questions for clarification.

Executive Directors Report

- Agency Updates
 - County Commissioner – we gave a presentation to the board of county commissioners, and it went very well. They should be making decisions on their budget by December 15th.
 - State Survey (Unannounced) – State of Colorado showed up for an unannounced survey and we have received the plan of correction. We were happy with the survey and the items that they identified are not health and safety related and were more related to processes and documentation.
 - Organizing BASS and Developing Systems – things are moving forward with everything at BASS and getting more organized and moving staff in a new direction.
- CMA Transition Update
 - Weekly Meetings with HCPF & TRE are continuing, and they are going well.
 - Town Hall Meeting – we are working with TRE on finalizing the dates for the town hall meeting. It will be held in January, but we are still getting the date set.
 - Notification to families will be going out soon. This is a letter that we are sending out with TRE, and we are in the finalizing process of that.
 - TRE will be down in January to interview CBE case managers.

Calendar of Events

- CBE Christmas Party – 12/7/23 - CBE Clients, Staff & Board Invited to Attend – Breakers Arcade Bar from 4pm – 8pm
- BASS Christmas Party - 12/14/23 – BASS from 10am – 2pm

Motion to Adjourn to Executive Session at 1:20 PM

Motion to Adjourn to the Executive Session at 1:20 PM	
<i>Action by:</i>	Wayne Hunter
<i>Seconded by:</i>	Melinda Pardo
<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