

Community Living Alternatives, Inc.  
14252 E. Evans Avenue, Aurora, CO 80014

**BOARD OF DIRECTORS MEETING**  
**Minutes**  
**February 4, 2016**

**Location:** Community Living Alternatives, Inc., 14252 E. Evans Ave. Aurora, CO 80014

**Members present:** Shari Janata, Brook Phifer, Karen Takamatsu, Frank Taylor, Megan Brand

**Members absent:** Maurice Serotta, Janet Burgess, Richard Kent

**Staff Present:** Barbara Kenyon-Mohrlang, Gregg Wilson, Lysa McDaniels, Betty Piperato

**Guest(s):** Ken Dwenger, Ray Furman, Jerry Furman

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**I. Call to Order**

The meeting was called to order at 7:40 am by Brook Phifer.

**II. Quorum/Introductions**

There was a quorum for this meeting. Ken Dwenger, Ray Furman and Jerry Furman were introduced and shared their background information and their interest in serving on the CLA Board of Directors.

**III. Minutes of Last Meeting**

**Action Item:** Shari Janata motioned to approve the minutes of December 3, 2015, Megan Brand seconded, all agreed.

**IV. Financials**

**A. Financial Statements--SEPTEMBER**

Betty presented the September financial statements which showed a net gain of \$14,395. There were 2 level 5 intakes on 9/1/16 which increased income but overall income was down due to 30 versus 31 billing days. HHP payments for the 2 intakes also increased expenses.

**Action Item:** Frank Taylor motioned to approve the financial statements for September 2015. Shari Janata seconded, all agreed.

**B. Financial Statements --OCTOBER**

Betty presented the October financial statements which showed a net gain of \$10,732. The 2 intakes from 9/1 increased income and HHP payments for them increased expenses. There were also larger supply orders and insurance adjustments that added to the expenses this month.

**Action Item:** Shari Janata motioned to approve the financial statements for October 2015. Karen Takamatsu seconded, all agreed.

**C. Financial Statements--NOVEMBER**

Betty presented the November financial statements which showed a net gain of \$15,908. Income was down due to CLASS holiday closure and snow day plus the 30 versus 31 billing days.

**Action Item:** Shari Janata motioned to approve the financial statements for November 2015. Megan Brand seconded, all agreed.

**V. Policy Updates**

A. After Hours Emergency Policy was reviewed

**Action Item:** Karen Takamatsu motioned to approve the After Hours Emergency Policy. Shari Janata seconded, all agreed.

B. Confidentiality of Information Policy was reviewed

There were some linguistic changes made to the policy, and also the references were added.

**Action Item:** Shari Janata motioned to approve the Confidentiality of Information Policy, with the noted changes. Karen Takamatsu seconded, all agreed.

**VI. Fundraising Committee Update**

Our musical fundraiser for March 10<sup>th</sup> at Herman's Hideaway to raise money for a wheelchair accessible van was discussed.

**VII. Executive Director Updates**

A. Residential Service Provision Update

1. 45 people are currently in the CLA Residential program. We expect one new person to be entering the program in two to three weeks.

2. One person who received residential services from CLA passed away and another person moved to another agency.

B. CLASS Day Program Updates

1. 26 people attend CLASS, including one new person. One person terminated with CLASS due to getting a job. CLA terminated supported employment services with one person because he no longer needs paid supports. One person who we assisted to get a job through Vocational Rehabilitation funding has transferred into supported employment/waiver services for ongoing job coaching.

2. CLA hired a job coach. The employee who was doing job development and job coaching will now only do job development.

C. CLA Holiday Party

The Holiday Party was a success! As always, everyone had a great time dancing, socializing and enjoying the wonderful food. In addition, we were able to raise \$1,596.00 at the silent auction.

D. Rocky Mountain Human Services (RMHS)

A forum was held with RMHS's Board of Directors to discuss recent events/financial issues.

E. Colorado Open Records Act/Transparency

In order to be more transparent to the general public, we will begin to post board meeting agendas, minutes, and financials on the CLA website. In addition, we will post our annual audit and our strategic plan/broad goals.

**VIII. Adjournment**

The meeting was adjourned at 9:58 am by Brook Phifer.

**Next Meeting:**  
**April 7th, 2016 from 7:30 am – 9:30 am at Community Living Alternatives, Inc.**

Lysa McDaniels– Reporter

*Lysa McDaniels*

President

*Shan Gault*

Secretary

*6/8/2016*

Date

*6/8/16*

Date