

Board Meeting 4/27/2015

New Beginnings Enterprises, Inc.

Location: New Beginnings Board Room – Neodesha

Board Member Attendance: Jim Hogan, Larry Moore, Teresa Kirkpatrick, Rachel Clasen, Rochelle Chronister, Janet Rash, Delbert Lampson, Joanie Cain, and Kylee Beck

Board Members Absent: Annie Blankinship

Staff Member Attendance: Joe O'Rourke, Martha Heffron, Kirbie Hutchinson, and Tara Cunningham

Staff Member Absent: None

I. Routine

A. Call to Order – The meeting was called to order by Chairman Hogan at 5:03 PM.

B. Notice of Quorum – A Quorum did exist.

C. Approval of Minutes – The minutes from March 23, 2015 were reviewed and approved (Rochelle Chronister, Larry Moore). Motion carried unanimously.

D. Changes to the agenda

No changes.

II. Business and Finance

Rochelle Chronister read the March financials.

***Action Item:** Teresa Kirkpatrick made a motion to accept the March financials as presented. The motion received a second from Rachel Clasen. The Board approved unanimously.*

III. Operations Report

A. Operations Reports for March

Tara Cunningham presented the April CDDO monthly reports. Ninety-four individuals currently being served in the CDDO area. Discussion on Host Homes and public comment period and sharing of results from KDADS Quality Assurance survey. Discussion centered around developing goals, timelines, and CDDO Capacity Assessment and Planning Meeting. Martha Heffron, Director of Services, presented information for month of March on summary of activities at all 3 sites: GOALS classes in Independence, St. Patrick Day's Party on the 17th, and Eureka continuing to deliver Meals on Wheels. Joe O'Rourke, Director of Case Management, discussed March totals. March income was \$6,627.96 as compared to February income of \$5,826.54; net increase of \$801.42. Summarized Human Resources March monthly report submitted by Donna Schoonover, Director of Human Resources. Monthly totals: 3 new hires (1 PT and 1 FT and 1 PRN), 0 resignations, 1 terminations (fired or quit w/o notice), 0 promotions and 0 status changes (0 PT to FT, 0

FT to PT). Forty-two total employees. Docu-Shred Program collected 5,041.00 lbs. in March (4,661.00 lbs billable; 380.00 lbs non-billable). Eleven paper bales; 32 cardboard currently in storage.

IV. Old Business

A. Unpaid Transportation Update – *Joe O'Rourke* Discussion

Individual's family has been paying \$50 monthly transportation fee and a \$10 good faith effort. Another individual has not been paying and Kirbie Hutchinson has sent certified letter with invoice.

V. New Business

A. Delbert Lampson Approval – *Joe O'Rourke* Discussion

Delbert Lampson's term will end in March of 2015. Delbert agreed to serve another 2 year-term and the Chautauqua County Commissioners reappointed Delbert. His term will run from 4/15 to 3/17.

B. Storm Damage Report – *Joe O'Rourke* Discussion

Moline was hit by straight line winds and large hail on 4/3/15. The 2 group homes and day hab located in Moline were all damaged. A report was presented to the Board describing the damage and the claim report from the insurance adjustor.

C. Case Management Update – *Joe O'Rourke* Discussion

The income budgeted for case managers has not been met for a number of months due to one of the case managers working a reduced week due to health concerns. The case manager recently resigned and a new case manager will need to be hired. It will take a number of months of training to reach the targeted monthly billing levels.

VI. Adjournment

The Board adjourned at 6:03 pm. Janet Rash made a motion to adjourn and was seconded by Kylee Beck.

Respectfully Submitted by: _____

Rochelle Chronister, Secretary/Treasurer