



INSPIRATION

F I E L D

Board of Directors Meeting Minutes

February 4, 2019 – 11:30 AM

Tiger Field Board Room, 612 Adams Ave., La Junta, CO

MEMBERS PRESENT

Helen Hollar, President
Steve Berg, Vice President
Rob Oquist
Pat Finkner
John Gallegos
Scott Monarco
Danny Yost

MEMBERS ABSENT

Melvina Skinner, Secretary
Margie Gardner, Treasurer

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer,
Rosa Salo, Chief Financial Officer
Caitlin Coffield, Community Relations Director
Julia Hoepfner, Program Supervisor
Barb Manchego, Director of Nursing
Ryan Denahy, Adult Services Director
Nicole Baylor, Community Supports Director
Joseph Archuleta, Program Supervisor
Brittany Baylor, Program Supervisor

Call to Order

President Hollar called meeting to order at 11:40AM

Public Comment

No public comment

Minutes

Motioned by Yost seconded by Finkner and carried unanimously to approve the Minutes of the Board of Directors Meeting November 12, 2018 and January 7, 2019.

Financials- December 2018-Rosa Salo

Salo reviewed with the board the December 2018 Income Statement and Balance Sheet and explained the items of interest, which are highlighted with corresponding footnote explanations.

Fees for Medicaid Funded Services - Salo indicated the monthly revenue variance was \$14,364.88 under budget. We lost one individual in MW Comp services on 12/12/18. The MW Comp billable count was 63 out of 63 resources; 18 out of 19 in MW SLS and 1 out of 2 in CES.

Salaries + PTO - Salo indicated expenses were \$3,776.15 over budget and included 21 FT vacancies. Salo stated there were 8 days accrued to Dec'18 that were paid in Jan'19 and they included 3 Holidays and the new minimum wage increase. Salaries will continue to be over budget until we receive the 6.5% base rate increase in Mar'19.

Rent/Utilities – Salo indicated expenses were \$5,739.60 under budget and included \$5,125.00 from the quarterly housing reimbursements.

Building/Equipment Maintenance – Salo indicated we received \$4,939.00 from the quarterly housing reimbursements and spent \$7,692.00 on vehicle maintenance facility repairs.

Medical & Other Supplies – Salo indicated we received \$1,543.00 from the quarterly housing reimbursements and spent \$2,236.00 on radios for the security team and \$4,418.00 on the annual dinner giveaways and appreciation gifts.

Computer Supplies – Salo indicated we spent \$4,239.00 for an email encryption license renewal.

Food – Salo indicated we spent \$3,623.00 for the annual dinner.

Salo indicated that we ended the month with a net loss of (\$31,487.94) and a YTD net loss of (\$25,270.92) Salo reminded the board we are waiting on 3 CDOT vehicle grants, 2 of which should arrive in March or April; as well as the 6.5% base rate increase effective March 1, 2019.

Salo reviewed the Balance Sheet as of 12/31/18. I.F. Cash Accounts were at \$668,554.67 and the Operating Account was at \$347,901.26. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,752.31 and the Designated Funds for Vehicle Maintenance Facility was at \$90,127.54. Total Current Liabilities were at \$328,285.65. Long Term Liabilities were at \$2,379,613.11. Current Year Retained Earnings were at (\$25,270.92).

Motion was made by Berg seconded by Yost and carried unanimously to approve the Financials for December 2018.

Human Resources Director Report- Candi Hill

- Hill reported that we had four new hires for December.
- Hill reported that the turnover rate for January was 4.12%.
- Hill Reported that the new hire class begins today with a total of four new hires for February.
- Hill reported that the switch from ADP to TransAmerica for 401k services is progressing.
- Hill reported that Congressional Democrats introduced The Raise the Wage Act which would increase federal minimum wage from \$7.25 to \$15.00 an hour by 2024. It would also eliminate subminimum wage. We will continue to monitor.
- Hill stated an interesting fact – an estimated 17.2 million U.S. workers say they may not report to work the day after the Super Bowl.
- Hill reported that the Armed Guard's station is set up with access to all security cameras and he continuously monitors them. He is located inside the gift shop area at the front entrance. All panic buttons have been installed with the exception of the Learning Center. Only two doors need to have magnetic hold opens installed.
- Hill reported that Colorado Fingerprinting services are finally live. We will begin advertising the service.

Adult Services Director Report- Ryan Denahy

- **Vehicle Maintenance Facility Project**
 - Denahy reported that work continues but has not been completed yet.
 - Taylor Fence should be out in the next couple of weeks to install the fencing and gates.
- Denahy reported that we're kicking off the host home provider recruitment campaign in an effort to increase our host homes. It will consist of various types of advertising; flyers, brochures, newspaper ads, social media, restaurants (placemats and table tents), banners on our busses, etc. We will host an open house on February 21, 2019.
- Denahy reported that part of the HCBS final settings rule- we need to implement residential agreements. We completed the agreement template and will begin having them signed by the

individuals living in our group homes and HHP. The agreement will basically highlight their protections against evictions based on Colorado State Laws.

- Denahy reported that the Valentine's Ball is tomorrow evening at 5:30 PM in the Commons. You are invited to join us for dinner and the dance.

Community Supports Director- Nicole Baylor

➤ **Global Treasurz**

- Baylor reported the Sales for December was at \$16,915.45 that's a gain from last year which was December +\$2,539.60
- Baylor informed the board that she has worked with staff at Global Treasurz with suggestive selling for Valentine's Day.

➤ **Maintenance**

- Baylor reported that Zeke has remodeled Arrowhead Group Home bathroom for an individual to meet ADA compliance also, three ramps: one upfront and two in the back.

➤ **Mobile Crew/Cleaning Crew**

- Baylor informed the board that the mobile crew and cleaning crew are starting to pick up more assignments with the warm weather.
- Baylor informed the board that she has gotten involved with her employees.
 - Direct Support Professional survey
 - Site seeing residential from Las animas to Rocky Ford
 - Meals on Wheels
- IDD Awareness February 27th
 - Baylor reported that we will be taking three staff members and five individuals
- Baylor reported to the board that one individual passed away unexpectedly this last weekend. Hoepfner explained to the board that they are predicting that she passed away due to the flu virus.
- Baylor explained to the board how a Sanitizer Bomb would be very effective in the Riverside Group Home since all the Individuals have the flu. Archuleta informed the board that the individuals are also at Enrich and that building should be done as well.
- DeLeon asked Hill if she can order some Disinfectant/Sanitizer bombs for that group home and day program site immediately.
- Backes reported to the board that they looked into medical records and they did find out that all the individuals did have their flu shots and two of the staff who occasionally work their did not have their flu shots.

Case Management Report- Kidron Backes

➤ **EI/ Family Support**

- Backes reported that in January Active EI: 49 children
- Backes reported that there was 15 additional referrals for January

➤ **Family Support Services Program**

- Backes reported that they are still serving 9 families and 7 children.
- Backes reported that they received notification of the Program Audit. Work has begun to gather all requested documentation for HCPF. If HCPF requests any changes to Board Approved policies we should anticipate those at a later date.

➤ **Enrollment /Developmental Disability Determinations (DD Determinations)-December 2018**

- Backes reported the continue to outreach to other agencies about DD Determination meeting with Santa Fe Trails BOCES set up in February to go over.

➤ **Annual QIS (FY-18)**

- Backes reported that the corrective action plan was approved. Working on CAP items to turn in to HCPF.

➤ **Conflict Free Case Management**

- No update at this time. HCPF cancelled scheduled update call last week.

Community Relations Director Report-Caitlin Coffield

- Coffield informed the board that Otero County Health Department arrived last Thursday for a surprise inspection in the kitchen and they only had two minor deficiencies. One was for dented cans and one prime rib roast that wasn't dated. We corrected those issues and the health inspector said he was impressed with the inspection and our operations.
- Coffield informed the board that we have started to plan the Golf Tournament and have found a new sponsor which will be La Junta Trading Company.
- Coffield informed the board that she got quotes back for the Board Planning Session. For Embassy Suites it would be \$222.00/person. Going to AmeriStar it would be \$310.00/person. Coffield informed the board that if we went to Cripple Creek we can get in at around \$80/person.
- DeLeon informed the board that the consensus from the board is July 14th, 15th, 16th, provided the dates are still available.

Chief Executive Officer Report-Johnnie DeLeon

- On behalf of the La Junta Health Service District, DeLeon thanked the IF Board of Directors, for letting them use the Tiger Field Room for a year.
- DeLeon reported that a donation of property- 1525 Lewis Ave La Junta which is on a small lot (0.1607 acres) with an old small abandoned house. Otero County Tax Assessor values it at approximately \$12,929 in 2018. Tom Allen owns it and it has been vacant for over ten years. DeLeon has been working with his parents Bob and Barbara to have the land donated to IF.
- DeLeon thanked Elaine, Matt, Tracy, and La Junta Trading for being the New Golf Tournament Title Sponsors and their \$3000.00 donation. DeLeon will work with LJ Trading to create a new \$500.00 scholarship in Memory of Toddy out of the Golf proceeds related to the Philanthropy fund.
- DeLeon informed the board that Thursday Rosa, Jenny, and he met with and Kumella Aui at Anschutz Family Foundation- \$10,000.00 Grant for Vehicles Maintenance Facility. We will be notified by the end of May.
DeLeon informed the board that they toured IF and VMF and donated \$7,500.00 to the IF Building campaign-2011
- DeLeon informed the board that he and Backes will be meeting with HCPF Staff to finalize the :BCP
- DeLeon informed the board that he will be meeting with Melanie Worley- DP to discuss their organization structure and will come to the board for future discussion.
- DeLeon reported that the Otero County Health Department completed a surprise inspection in the kitchen at IF and found two deficiencies: 1. Dented cans 2. Box of prime ribs with not dated. DeLeon thanked Caitlin and Rafael for the clean and safe kitchen and they will receive a bonus of \$150.00 each on this paycheck. He was very pleased with the 2 Minor Deficiencies.

The board adjourned the meeting at 12:38 AM

The next scheduled board meeting will be held on Monday, March 4, 2019
612 Adams Ave., La Junta, CO 81050

Respectfully, submitted by Tracy Maes, Program Support Aide.

Tracy L. Maes, Program Support Aide

Melvina Skinner, Secretary

Helen Hollar, President