



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

January 8, 2018 - 11:30 a.m. at

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

#### MEMBERS PRESENT

John Haberman  
Margie Gardner, Treasurer  
Helen Hollar, President  
John Gallegos, Vice President  
Melvina Skinner, Secretary  
Scott Monarco

#### MEMBERS ABSENT

Steve Berg  
Michael Matthews

#### NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer  
Barb Manchego, Nurse  
Julia Hoepfner, Program Supervisor  
Rosa Salo, Chief Financial Officer  
Candi Hill, Human Resources Director  
Caitlin Coffield, Community Relations Director  
Ryan Denahy, Adult Services Director  
Joseph Archuleta, Program Supervisor  
Kidron Backes, Case Management Director

#### Call to Order

President Hollar called the meeting to order at 11:38 a.m.

#### Public Comment

Backes reported that she received an email from National Public Radio who is doing a series on sexual abuse with people with intellectual and developmental disabilities if anyone is interested in tuning into npr.org.

#### Minutes

Motioned by Monarco and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting November 13, 2017 and December 4, 2017.

#### Financials – October 2017

Salo reviewed with the board the October 2017 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 \$3,005.22 over budget. The MW Comp billable count was 68 out of 68 resources, 24 out of 26 in MW SLS and 1 out of 2 in CES.

**Public Support – Contributions/Fundraisers** – Salo indicated revenue was \$4,061.31 over budget and included \$4,461 in Monster Bash revenue/net proceeds.

**Salaries+PTO** – Salo indicated expenses were \$31,918.72 under budget and included 16 full-time vacancies / budgeted position still contracting services.

**Professional Services** – Salo indicated expenses were \$22,501.14 over budget which included contracting services budgeted for in salaries.

**Other Expenses** – Salo indicated expenses were \$608.45 over budget which included \$2,218 in quarterly unemployment claims.

Salo indicated we ended October with a monthly net income of \$21,754.08 and a Year to Date net income of \$143,655.86.

Salo reviewed the Balance Sheet as of 10/31/17. I.F. Cash Accounts were at \$567,114.42 and the Operating Account was at \$549,389.59. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,128.04 and the Designated Funds for Vehicle Maintenance Facility was at \$64,515.13. Total Current Liabilities were at \$405,358.40. Long Term Liabilities were at \$2,221,224.91. Current Year Retained Earnings were at \$143,655.86.

Motion was made by Berg and seconded by Gardner and carried unanimously to approve the Financials from October 2017.

### **Financials – November 2017**

Salo reviewed with the board the November 2017 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 \$18,310.12 under budget. The MW Comp billable count was 67 out of 67 resources, 24 out of 26 in MW SLS and 1 out of 2 in CES.

**Public Support – Contributions/Fundraisers** – Salo indicated revenue was \$11,916.54 over budget and included \$15,000 in donations from the Colorado Trust.

**Salaries+PTO** – Salo indicated expenses were \$47,668.62 under budget and included 17 full-time vacancies / budgeted position still contracting services.

**Professional Services** – Salo indicated expenses were \$19,704.36 over budget which included contracting services budgeted for in salaries.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$11,826.76 over budget which included \$8,690 for Thanksgiving Luncheon, Staff Appreciation, Volunteer Appreciation and Santa's Workshop supplies.

**Computer Supplies** – Salo indicated expenses were \$8,448.49 over budget which included \$13,050 for 18 new desktop computers.

**Food** – Salo indicated expenses were \$5,500 for Thanksgiving Luncheon, Staff Appreciation, Volunteer Appreciation and Santa's Workshop supplies.

**Other Expenses** – Salo indicated expenses were \$1,581.90 over budget which included \$6,000 donation to TRY.

Salo indicated we ended November with a monthly net income of \$2,979.43 and a Year to Date net income of \$146,635.29.

Salo reviewed the Balance Sheet as of 11/30/17. I.F. Cash Accounts were at \$582,236.68 and the Operating Account was at \$505,471.56. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,132.73 and the Designated Funds for Vehicle Maintenance Facility was at \$79,520.47. Total Current Liabilities were at \$421,909.35. Long Term Liabilities were at \$2,209,604.44. Current Year Retained Earnings were at \$146,635.29.

Motion was made by Gardner and seconded by Haberman and carried unanimously to approve the Financials from November 2017.

### **Board Resolution Signing Authority – Rosa Salo**

Salo shared the need for board resolutions to update bank signature cards since Helen Hollar is our new Board President. The signature cards need to be updated with the following people: Helen Hollar, John Gallegos, Margie Gardner, Melvina Skinner and Johnnie DeLeon for authority to sign for The State Bank, TBK Bank, and Great Western Bank. Cards need to be updated with the following people: Scott Monarco, Matthew McIntyre and Johnnie DeLeon for authority to sign for TBK Bank Golf Account.

Motion was made by Monarco and seconded by Gallegos and carried unanimously to approve the Board Resolutions updating Signing Authority for The State Bank, TBK Bank, and Great Western Bank.

### **Human Resources Director Report – Candi Hill**

- Hill reported that there were zero resignations for the months of November and December and zero terminations.
- Hill reported that they had one new hire start date on December 4, 2017.
- Hill reported that new hire orientation in January started today with five new hires, including a new head cook.
- Hill reported that they are hosting an Open Interview Session on January 18<sup>th</sup> at InspirationField.
- Hill reported that they are hosting a career fair on February 1, 2018.
- Hill reported that we currently have 100 employees and 18 new positions.
- Hill shared a graph of our annual turnover rate which was 5.22%. The largest turnover was in August with 14.13% and the lowest in both November and December with 0%. A copy is included with the meeting minutes.
- Hill shared the Supervisor turnover rate. A copy is included with the meeting minutes.
- Hill shared the new hire thermometer which showed at the end of December, we had 18 open positions and had five new hires start in January. We are 28% to our goal of 18.

### **Adult Services Director Report – Ryan Denahy**

- Denahy reported that November store sales were \$15,298, which is \$2,000 less than last year.
- Denahy reported that the recycling trailers with Goodwill have been going well. They are currently loading a 3<sup>rd</sup> trailer.
- Denahy reported that they have purchased a used ATV to allow staff to easily pull trailers to haul thrift from the drop off to storage and from the main building to storage.
- Denahy reported that there have been several events in Recreation which included: The Parade of Lights, Swink Lions Christmas Party, Santa visited the monthly birthday party, Holiday Shopping trips, and a New Year's Eve Dance at the IF Commons.
- Denahy reported that two individuals recently passed away. One in November and one in December.
- Denahy reported that they are requesting to have the Prairieview Group Home licensed for a 6<sup>th</sup> bedroom. They will transition the back relaxation room into the 6<sup>th</sup> bedroom. We have made the initial request to HUD and with approval, we will provide the final request to DIDD.

### **Case Management Director – Kidron Backes**

- Backes shared pictures of the Children's Christmas Party and said over 90 people were in attendance which made it their biggest turnout. Santa visited and every child received a gift.
- Backes shared pictures of a new 2017 GMC Terrain, a 2017 Ford Fusion, and a 2016 Chevy Malibu that have been added to the vehicle fleet.
- Backes reported that we lost one individual in the DD waiver due to death. In November there were 67 DD waiver participants.
- Backes reported that in November there were 32 active children in Early Intervention.
- Backes reported that they are serving 10 families in Family Supports and Services Program and funding is being used monthly which is an improvement from last fiscal year.
- Backes reported that the State Auditor's office requested documents to start the audit process anticipated from Senate Bill 38.
- Backes reported that they have still not received results from Performance Review. We anticipate a call from the reviewers the week of January 8<sup>th</sup> to set up an exit interview.

### **Community Relations Director – Caitlin Coffield**

- Coffield thanked everyone who attended the Annual Dinner and Santa's Workshop. There were 860 people in attendance at Santa's Workshop and it was another huge success.
- Coffield reported that we received \$364.12 in donations for Colorado Gives Day. All proceeds will

- go into the Vehicle Maintenance Facility fund.
- Coffield announced that we have hired a new Head Cook, Rafael Robles who comes from Colorado Blue Sky in Pueblo, CO. He is in New Hire orientation today and we tentatively will start daily lunches for admin and day program February 5<sup>th</sup> or shortly thereafter.
- Coffield reported that we received \$15,000 in grants from the Colorado Trust which will go into the Vehicle Maintenance Facility fund.

### **Board Resolution Signing Authority – Johnnie DeLeon**

DeLeon shared a board resolution signing authority for Cottonwood Group Home that has updated signature cards to the following people: Helen Hollar and Johnnie DeLeon.

Motion was made by Gallegos and seconded by Gardner and carried unanimously to approve the board resolution signing authority for Cottonwood Group Home that has updated signature cards to the following people: Helen Hollar and Johnnie DeLeon.

### **Chief Executive Officer Report - Johnnie DeLeon**

- DeLeon reported that the board needs to sign the annual Conflict of Interest Statements.
- DeLeon reported that the Governor appointed Kim Bimestefer to replace Sue Birch at the state level.
- DeLeon reported that with Conflict Free Case Management, Brittani Trujillo with HCPF sent out a chart of five different implementation plans for each CCB to choose and we must submit our decision by July 1, 2018.
- DeLeon reported that in 2018 the minimum wage increase will be \$10.20 and all employees have been updated. DeLeon reported that we will be trying to remove Group Homes and move more individuals to independent living to help minimize the impact of the minimum wage increase by 2020.
- DeLeon reported that he has a potential conflict of interest as he is serving on the La Junta Health Service District board as the President and they have been using Tiger Field Board Room at **Inspiration**Field for their monthly meetings. The Board agreed to let LJHSD to continue using Tiger Field for a small fee since the board actively supported the formation and creation of a new nursing home for the community, staff, employees, families, etc.
- DeLeon reported that we will be joining the CCB Coalition, a trade group that will lobby at the federal and state level.
- DeLeon reported that we will holding Active Shooter Training on February 13<sup>th</sup> in Tiger Field Board Room, there will be two different trainings for everyone to attend.
- DeLeon reported that he should be receiving final drawings on the Vehicle Maintenance Facility to set a date for the renovation.
- DeLeon thanked everyone for the Thanksgiving luncheon, Santa's Workshop, Residential events, Children's Christmas party, Annual Dinner, and other parties for all their hard work.
- DeLeon reported that we need to set a board working session for potential board members. The date was set to January 15<sup>th</sup> at 9:00am in Tiger Field.

The board adjourned the meeting at 1:52 pm and Motion was made by Monarco and seconded by Haberman to move into Executive Session.

The board adjourned Executive Session at 2:24 pm and Motion was made by Monarco and seconded by Gardner.

The next scheduled meeting will be, February 5, 2018 at 11:30 am

at Tiger Field Board Room, InspirationField, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

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Caitlin Coffield, Community Relations Director

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Melvina Skinner, Secretary

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John Gallegos, Vice-President