



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

January 9, 2017 - 11:30 a.m. at

612 Adams Ave., Tiger Field Room, La Junta, CO 81050

#### MEMBERS PRESENT

Jim Clawson, President  
Candi Hill  
Helen Hollar  
Scott Monarco  
Margie Gardner, Treasurer  
Melvina Skinner, Secretary  
John Gallegos, Vice President  
Steve Berg

#### MEMBERS ABSENT

Michael Matthews  
John Haberman

#### NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer  
Barb Manchego, Nurse  
Julia Hoepfner, Program Supervisor  
Rosa Salo, Chief Financial Officer  
Mary Medina, Program Supervisor  
Sharon Church, Case Management Director  
Ryan Denahy, Adult Services Director  
Joseph Archuleta, Program Supervisor  
Caitlin Coffield, Community Relations Director  
Kidron Backes, Community Supports Director  
Carrie Brown, HR Manager

### **Call to Order**

President Clawson called the meeting to order at 11:37 a.m.

### **Public Comment**

DeLeon introduced Carrie Brown who has been promoted to be the new HR Manager. Church introduced Christine Maier who has been hired as a new Case Manager. Backes thanked Nikki Bjork and Manchego for all their hard work in switching over to a new pharmacy and presented each of them with a \$25 gift card.

### **Minutes**

Motioned by Hollar and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting December 5, 2016.

### **Financials – October 2016**

Salo reviewed with the board the October 2016 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 \$9,398.17 over budget. One MW Comp resource termed on 10/3/16 and another CES resource was added on 10/11/16. The MW Comp billable count was 71 out of 71 resources, 25 out of 27 in MW SLS and 1 out of 2 in CES.

**Salaries+PTO** – Salo indicated expenses were \$1,759.88 under budget and included 19 full-time vacancies.

**Medical & Other Supplies/Equipment**– Salo indicated expenses were \$1,595.09 over budget and included \$1,376 for staff giveaways; \$1,155 for kitchen shelving and \$3,867 for AEDs.

**Other Expenses** – Salo indicated expenses included \$4,369 for 3<sup>rd</sup> quarter unemployment claims.

Salo indicated we ended October with a monthly net income of \$2,953.35 and a Year to Date net income of \$4,426.47.

Salo reviewed the Balance Sheet as of 10/31/16. I.F. Cash Accounts were at \$355,449.38 and our Operating Account was at \$487,099.36. The Designated Funds for Building/Equipment/Maintenance balance was at \$46,215.80 and the Designated Funds for Vehicle Maintenance Facility was at \$287,663.52. Total Current Liabilities were at \$452,141.86. Long Term Liabilities were at \$2,363,341.86. Current Year Retained Earnings were at \$4,426.47.

### **Financials – November 2016**

Salo reviewed with the board the November 2016 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 \$5,462.96 under budget. One MW Comp resource termed on 11/8/16 and one MW SLS resource was added on 11/11/16. The MW Comp billable count was 70 out of 70 resources, 25 out of 27 in MW SLS and 1 out of 2 in CES.

**Other Revenue** – Salo indicated expenses were \$31,734.59 over budget which included \$54,058 for three vehicle grants from CDOT.

**Salaries+PTO** – Salo indicated expenses were \$21,173.05 under budget which included 12 full-time vacancies.

**Food** – Salo indicated expenses were \$5,919.11 under budget which included the contract with Sodexo ending.

Salo indicated we ended November with a monthly net income of \$61,909.88 and a Year to Date net income of \$66,336.35.

Salo reviewed the Balance Sheet as of 11/30/16. I.F. Cash Accounts were at \$379,202.51 and our Operating Account was at \$585,076.59. The Designated Funds for Building/Equipment/Maintenance balance was at \$46,219.59 and the Designated Funds for Vehicle Maintenance Facility was at \$289,210.74. Total Current Liabilities were at \$405,083.51. Long Term Liabilities were at \$2,352,195.70. Current Year Retained Earnings were at \$66,336.35.

Motioned by Berg and seconded by Monarco and carried unanimously to approve the Financials from October and November 2016.

### **Human Resources Manager Report – Carrie Brown**

- Brown reported that there was one resignation and one termination in November.
- Brown reported that there were eight resignations and zero terminations in December.
- Brown reported that two new hire orientations were held in November with nine people participating.
- Brown reported that a new hire orientation was held on December 12<sup>th</sup> with nine people participating.
- Brown reported that we currently have 14 full-time positions open and 10 part-time positions open.
- Brown reported that we currently have 115 employees.
- Brown reported an Open Interview session was held on 11/8/16 in Rocky Ford with zero applicants participating. Another session was held in La Junta on 11/9/16 with five applicants participating and one hired. Another session was held in December with two applicants participating and one hired.
- Brown reported the next Open Interview sessions will be held on 1/4/17 in La Junta and 1/5/17 in Rocky Ford.

- Brown reported the next new hire orientation will be 1/23/16.

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

- Denahy reported that one individual moved out of the Maestas host home and another one moved in.
- Denahy reported that one individual moved out of the Longhorn host home.
- Denahy reported that a REAC inspection was held at the Prairieview Group Home last week. Denahy is waiting for the full inspection report from HUD. The score that is received will determine the length of time before the next inspection. Denahy reported they had three easily correctable deficiencies.
- Denahy reported that a group of five individuals and two staff went to the Broncos vs. Raiders game on New Year's Day and they had a great time.
- Denahy reported that there was multiple events in December which included Christmas shopping trips to Pueblo, the Swink Lions Club annual Christmas dinner, a staff and individual Holiday Luncheon, and a New Year's Eve dinner and dance.

### **Director of Community Supports Report – Kidron Backes**

- Backes shared with the board the store sales for Global Treasurz in La Junta and Rocky Ford for November. (A copy is included with the meeting minutes.)
- Backes reported that they finished procurement of the last two CDOT vehicles for the previous grant cycle and that all reimbursements from CDOT have been received. Backes shared pictures of the vehicles with the board.
- Backes reported that Fernandez has been working with two individuals and a mortgage broker to buy their own home. The individuals have been pre-approved for a \$75,000 home loan.
- Backes reported that in December, recreation had Christmas shopping trips, different agency Christmas parties, the Swink Lions Christmas dinner, and a trip to the Broncos vs. Raiders game.

### **Case Management Director Report – Sharon Church**

- Church reported that there were two new enrollments into the SLS Waiver and one enrollment into Case Management only services during the month of December. There were two terminations from the SLS waiver. They are currently working on one potential placement into the SLS waiver.
- Church reported that there have been no new enrollments or terminations from the DD waiver. There are no pending enrollments into the waiver. There are two potential enrollments into the DD waiver from CMHIP.
- Church reported that there are currently two children enrolled in and receiving CES services.
- Church reported that they have completed seven determinations of developmental disability since November 1<sup>st</sup>.
- Church reported that there have been ten referrals for the Early Intervention Program since November. There are currently seven children in the intake/evaluation process and twenty-one children currently enrolled in Early Intervention services.

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

- Coffield thanked everyone for attending the Annual Dinner on December 5<sup>th</sup>.
- Coffield thanked everyone who helped with Santa's Workshop. 852 people walked through the doors and made it a very successful night.
- Coffield reported that we made \$1,906.83 on Colorado Gives Day which was held December 6<sup>th</sup>. All proceeds will go into the Vehicle Maintenance Facility Fund.
- Coffield reported a potential Conflict of Interest; the band Latin Sol from Denver, CO is performing at the Cinco de Mayo Celebration in May and one of the band members is cousins with DeLeon. It was noted that this is the 4<sup>th</sup> year that Latin Sol has performed at Cinco de Mayo.
- Coffield reported that the Capital Campaign Dinner will be held on January 25<sup>th</sup> and invited the board to attend and asked for RSVP's to attend.

- Coffield asked the board to pick dates to attend the annual Board Planning Session in Blackhawk, CO. Tentative dates have been set for July 16<sup>th</sup>-18<sup>th</sup>.

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

- DeLeon reported that Dream Night with staff was held in December as well as Pie in the Sky for individuals. DeLeon will have full results next month.
- DeLeon reported that a new DIDD Director has been hired, Jennifer Martinez. DeLeon invited her to visit us in the spring.
- DeLeon reported that DIDD will be contracting with a contractor to work with the state to determine stabilization in rural areas and how to manage the waitlist. They will also be contracting on how to reimburse transportation (bands, bus fares, etc.) Contracting will also contract for corrective action plans (i.e. Pueblo RC) and do a statewide trend analysis.
- DeLeon thanked Jossi Owen's husband who has worked for the past two weeks to install the new GPS systems in the vehicles.
- DeLeon reported that a death took place at our old building at 1500 San Juan. Police are currently investigating what happened. Plans to install video surveillance at that location.
- DeLeon thanked all the staff who helped with the Thanksgiving Luncheon, Santa's Workshop, all the Christmas parties, Toys for Tots, and the Parade of Lights.
- DeLeon invited the board to attend the Capital Campaign dinner kick off on January 25<sup>th</sup> at 6:00 pm.
- DeLeon invited the board to attend the Valentine's Ball on February 7<sup>th</sup> at 5:30 pm.
- DeLeon reported that DIDD day will be held on February 15<sup>th</sup>. A group of individuals and staff will be attending and Michael Matthews will lead the pledge.
- DeLeon reported that an employee, Audra Ketchum lost everything in an apartment fire. Board and staff donated \$858 in donations. DeLeon thanked everyone who helped out. Mark Emery from Imagine in Boulder, CO also made a donation. DeLeon reported \$200 gift certificates to Global Treasurz were also given to the other three families who were victims in the fire. Also, as a staff member, Audra was given unlimited access to Global Treasurz.
- DeLeon wished everyone a Happy blue and silver New Year's.

The board adjourned the meeting at 12:22 p.m.

The next scheduled meeting will be, **February 13, 2017 at 5:30 p.m.**  
**Tiger Field Board Room**  
at **InspirationField**, 612 Adams Avenue, 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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Jim Clawson, President