



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

October 3, 2016 - 11:30 a.m. at

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

#### MEMBERS PRESENT

Jim Clawson, President  
Candi Hill  
John Gallegos, Vice President  
Scott Monarco  
Michael Matthews  
John Haberman  
Steve Berg  
Helen Hollar

#### MEMBERS ABSENT

Melvina Skinner, Secretary  
Margie Gardner, Treasurer

#### 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  
Carl Mossman, HR Director  
Caitlin Coffield, Community Relations Director  
Kidron Backes, Community Supports Director  
Joseph Archuleta, Program Supervisor

#### **Call to Order**

President Clawson called the meeting to order at 11:43 a.m.

#### **Public Comment**

DeLeon introduced Cal Logan from Logan, Thomas and Johnson, LLC.

#### **Minutes**

Motioned by Hollar and seconded by Hill and carried unanimously to approve the Minutes of the Board of Directors Meeting August 29, 2016 and September 7, 2016.

#### **Fiscal Year 2016 Financial Audit**

Cal Logan with Logan, Thomas and Johnson, LLC shared the Fiscal Year 2016 Financial Audit. He thanked Salo and her staff for all their hard work and for being prepared for the auditors. No financial deficiencies, recommendations or adjustments were noted. One deficiency was cited for the lack of documented evidence for the hiring of new employees. HR Director indicated that he has retroactively corrected the deficiencies and a process is in place to avoid these issues going forward. The Auditor's Report is included with the meeting minutes.

Salo thanked Carla Delrio and Tracey Ruby for all their hard work on completing another successful audit. DeLeon thanked Delrio, Ruby and Salo as well, and gave them all a \$150 bonus on their next paycheck.

#### **Financials – July 2016**

Salo reviewed with the board the July 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 \$3,156.95 over budget. One MW Comp resource was termed on 7/6/16. The MW Comp billable count was 72 out of 72 resources, 26 out of 28 in MW SLS and 1 out of 1 in CES.

**Salaries+PTO** – Salo indicated expenses were \$7,737.97 over budget which included 1 paid holiday and 12 full-time vacancies. We are projecting a PCA closure by 10/31/16.

Salo indicated we ended July with a monthly net loss of \$10,847.46 and a Year to Date net income of \$10,847.46.

Salo reviewed the Balance Sheet as of 7/31/16. I.F. Cash Accounts were at \$677,574.97 and our Operating Account was at \$362,421.27. Restricted Funds – Building Fund Money Market was at \$49,345.12, the Designated Funds for Building/Equipment/Maintenance balance was at \$46,202.45 and the Designated Funds for Vehicle Maintenance Facility was at \$257,426.82. Total Current Liabilities were at \$392,201.08. Long Term Liabilities were at \$2,396,950.10. Current Year Retained Earnings were at \$-10,847.46.

### **Financials – August 2016**

Salo reviewed with the board the August 2016 Income Statement and Balance Sheet and explained the items of interest, which are highlighted with corresponding footnote explanations.

**Fees for State Funded Services** – Salo indicated the monthly revenue variance was \$31,308.67 over budget. One new MW Comp individual was enrolled on 8/18/16. The MW Comp billable count was 73 out of 73 resources, 26 out of 27 in MW SLS and 1 out of 1 in CES.

**Salaries+PTO** – Salo indicated expenses were \$3,469.03 under budget and included 13 full-time vacancies and projecting a PCA closure by 10/31/16.

**Staff Development/Staff Travel** – Salo indicated expenses were \$9,244.10 over budget and included \$11,492 for Board/Supervisor/Director training in Blackhawk, CO.

**Other Expenses** – Salo indicated expenses were \$2,689.41 over budget and included \$4,765 in client recreation.

Salo indicated we ended June with a monthly net income of \$13,294.47 and a Year to Date net income of \$2,447.01.

Salo reviewed the Balance Sheet as of 8/31/16. I.F. Cash Accounts were at \$603,681.01 and our Operating Account was at \$401,615.78. Restricted Funds – Building Fund Money Market was at \$0, as the funds were used to offset the cost of the new generator; the Designated Funds for Building/Equipment/Maintenance balance was at \$46,208.10 and the Designated Funds for Vehicle Maintenance Facility was at \$257,523.24. Total Current Liabilities were at \$365,418.48. Long Term Liabilities were at \$2,385,864.49. Current Year Retained Earnings were at \$2,447.01.

Motion was made by Berg and seconded by Monarco and carried unanimously to approve the Financials for July and August 2016.

### **Human Resources Report – Carl Mossman**

- Mossman reported that there were five resignations and three terminations in August and three resignations and two terminations in September.
- Mossman reported that we hired five people in August, all five of which are direct support. Three people were hired in September which are direct support.
- Mossman reported that the new hire orientation for August was held August 22nd with five new hires participating. New hire orientation for September was September 26th with three new hires participating.
- Mossman reported that there are currently twelve full-time positions open, seven of which are direct

- support, and two part-time cook positions open and a position at Global Treasurz.
- Mossman reported that an Open Interview session was held on August 10th at **InspirationField** with five applicants participating, one hired.
- Mossman reported that Open Interview session was held on September 14th at **InspirationField** with eight applicants participating, two hired.
- Mossman reported that an Open Interview session was held on August 11th in Rocky Ford with three applicants participating, zero hired.
- Mossman reported that Open Interview session was held on September 15th in Rocky Ford with three applicants participating, zero hired.
- Mossman reported Open Interview sessions are set up for La Junta on October 12th and Rocky Ford on October 10<sup>th</sup>.
- Mossman reported that the next new hire class is scheduled for October 17, 2016.

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

- Denahy reported that a new Host Home was approved in Rocky Ford and they are currently working on a placement to move in.
- Denahy reported that a Host Home that was approved in La Junta has changed their mind about becoming a Host Home Provider so that is no longer an option.
- Denahy reported that the maintenance department painted our Arrowhead group home in Rocky Ford and it looks great. Denahy thanked David Garcia and Gary Hendren for their work.
- Denahy reported that S. 7<sup>th</sup> PCA has officially closed on September 22<sup>nd</sup>. All three individuals moved into new homes and are doing well. All three staff transferred to new residential positions within the agency at different homes filling open position vacancies.
- Denahy reported that the new CDOT bus is currently in production on the assembly line and is scheduled to be completed in the 2<sup>nd</sup> week of November with an estimated delivery to us during the 3<sup>rd</sup> week of November.
- Denahy reported that the Program Aide position has been filled internally with a transfer. Regina Pacunayen started on September 19<sup>th</sup>.
- Denahy reported that the firetruck was entered into the Early Settler's Day Parade. Denahy thanked DeLeon for driving the truck. The individuals had a great time.

### **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 April. (A copy is included with the meeting minutes.)
- Backes reported that Sodexo has been notified that we will be ending our contract effective October 31, 2016. The interim plan is to have staff and individuals pack lunches from the homes Monday through Thursday until a Head Cook is hired.
- Backes reported that heat sensors have been installed in the attics of all the group homes.
- Backes reported that herself, DeLeon and Bruce Perkins attended the annual CASTA/CDOT Conference in Snowmass, CO last week and they received a lot of information about applying for grants, etc.
- Backes reported that the subminimum wage certificate recertification has been submitted for approval.
- Backes reported that an individual has moved to Lamar into services at the CCB located there. Another individual has moved from the S. 7<sup>th</sup> group home into the Cottonwood group home.
- Backes reported that they have started a new dispill pack with a new pharmacy this week to help reduce medication errors.

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

- Church reported that there were two new enrollments into the SLS Waiver during the month of September. There was no termination from this waiver, and three referrals for placement in process.
- Church reported that there were no new enrollments into the DD Waiver in September. There was

one termination from the waiver in July when an individual transferred to Southeastern Developmental Services in Lamar. There is one individual who has been at CMHIP for more than thirty days and will be terminated effective today. There are no pending enrollments into the waiver. There have been no responses to one of the referrals sent out, so it is unlikely this individual will be transferring out of services. The guardian for the other referral has decided not to transfer the individual to another area because she does not want a Host Home placement.

- Church reported that they received approval to enroll another child into the CES Waiver during September. The enrollment will be scheduled in October.
- Church reported that there were nine referrals for the Early Intervention Program in September. There were four referrals from VWHS, two referrals from Early Head Start and three referrals from other community agencies. There are currently thirteen children in the intake/evaluation process and eighteen children currently receiving EI services.
- Church reported that the Family Support Program will be hosting the annual Halloween Party on October 24, 2016 at **InspirationField**.
- Church reported that the Self-Advocacy group, People for Independence, participated in Early Settler's Day in La Junta and Pedal the Plains in Ordway during September and raised approximately \$384 to support their activities through the year.

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

- Coffield reminded the Board about the Wake Up Breakfast on October 18<sup>th</sup> and asked everyone where they would like to volunteer that morning.
- Coffield reminded the Board to turn in their Monster Bash tickets this week.
- Coffield reported that we will be celebrating Staff Appreciation Week the week of October 31<sup>st</sup> and shared the weeks events with the Board and invited them to join.

#### **Vehicle Maintenance Facility Fund – Johnnie DeLeon**

- DeLeon proposed to the Board to move \$30,000 from the general operating fund into the Vehicle Maintenance Facility Fund.

Motion was made by Berg and seconded by Hollar and carried unanimously to: approve transferring \$30,000 from the general operating fund into the Vehicle Maintenance Facility Fund.

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

- DeLeon thanked Salo, DelRio and Ruby again for their hard work on the annual audit and then will be given \$150 bonus on their next paycheck.
- DeLeon thanked Monarco and Telly from SECOM for coordinating a donation of several used office equipment to InspirationField to help individuals and the agency.
- DeLeon reported that the Sodexo contract through East Otero School District has been terminated and will be effective on October 31, 2016 due to poor quality of food.
- DeLeon reported that the appeal to Industrial Court of Appeals Office (ICAO) regarding the Colorado DOL Employee vs. Contractor issue, **InspirationField** only won one case out of three. The ICAO ruled that one individual in question was deemed an independent contractor due to their finding of her being casual labor. However, the ICAO ruled that the two other individuals were deemed employees of **InspirationField**. DeLeon appealed the case to the Colorado Court of Appeals and are waiting to hear the status.
- DeLeon reported that through the new pharmacy we will start using dispill packages in an effort to reduce medication errors and ease the process of administering medication for employees.
- DeLeon stated that Backes, Bruce Perkins, and himself attended the CASTA conference and networked and learned more about CDOT & FTA grant opportunities.
- DeLeon reported that Pinnacol Insurance visited the building and let us know that we shouldn't have boxes blocking the fire sprinkler system, so we'll have Maintenance paint a red line around the system to keep boxes on the outside of it. Pinnacol also recommended that we start adding an

employee workman's comp trend analysis and look at additional pre-employment tools.

- DeLeon reported that with one of the CDOT grants was to get a new \$25,000 GPS system for 30 vehicles. We should be receiving that system any day now to be installed. DeLeon also reported that we will be looking at a grant in the future to install cameras in all the agency vehicles as well.
- DeLeon reported that November 1<sup>st</sup> will be our annual Unified Flag Football Game and invited the board to attend.
- DeLeon reported that the agency is beginning a change to a new pharmacy, using multi-disc packaging, in an attempt to minimize medication errors. The pilot program with 15 individuals will be monitored closely.
- DeLeon reported the Monster Bash will be held on October 29<sup>th</sup> and also invited the board to attend.
- DeLeon reminded the board again about the Wake Up Breakfast on October 18<sup>th</sup> to attend and to wear their gray polo shirts.

The board adjourned the meeting at 1:22 p.m.

The next scheduled meeting will be, **November 9, 2016 at 11:30 a.m.**  
at **Inspiration**Field, 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