



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

November 13, 2017 - 11:30 a.m. at

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

#### MEMBERS PRESENT

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

#### MEMBERS ABSENT

#### 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**

Vice-President Gallegos called the meeting to order at 11:37 a.m.

#### **Public Comment**

DeLeon introduced Cal Logan as our Financial Auditor who will be reporting our financial audit. Berg thanked the La Junta Health Service District for winning the vote to build a new nursing home. Hollar asked about the success of the Trunk or Treat event.

#### **Minutes**

Motioned by Hollar and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting October 2, 2017.

#### **Fiscal Year 2017 Financial Audit**

Cal Logan with Logan, Thomas and Johnson, LLC shared and reviewed the Fiscal Year 2017 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. The Auditor's Report is included with the meeting minutes.

Salo thanked Carla Del Rio and Tracey Ruby for all their hard work on completing another successful audit. DeLeon thanked Salo as well, and will be giving her and her staff a 2 night stay at the Embassy Suites in Colorado Springs for their zero deficiencies.

#### **Financials – September 2017**

Salo reviewed with the board the September 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 \$39,460.23 under budget due to fewer billable day program days in September. 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.

**Other Revenue** – Salo indicated revenue was \$52,287.30 over budget and included \$62,994 in

insurance proceeds for Global LJ and vehicle fleet hail claims. No repairs have been made at this time. **Salaries+PTO** – Salo indicated expenses were \$47,893.41 under budget and included 19 full-time vacancies.

**Rent/Utilities** – Salo indicated expenses were \$4,407.36 under budget which included \$7,223 in quarterly reimbursements from three housing corporations.

**Building/Equipment Maintenance** – Salo indicated expenses were \$491.00 under budget which included \$2,591 in quarterly reimbursements from three housing corporations.

Salo indicated we ended September with a monthly net income of \$78,741.59 and a Year to Date net income of \$121,901.78.

Salo reviewed the Balance Sheet as of 9/30/17. I.F. Cash Accounts were at \$551,449.22 and the Operating Account was at \$613,841.11. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,123.03 and the Designated Funds for Vehicle Maintenance Facility was at \$64,359.48. Total Current Liabilities were at \$356,549.63. Long Term Liabilities were at \$2,233,061.42. Current Year Retained Earnings were at \$121,901.78.

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

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

- Hill reported that there were five resignations in October.
- Hill reported that we held Open Interviews on October 5th with three applicants participating and zero hired.
- Hill reported that new hire orientation in October had four new hires participating.
- Hill reported that we are hosting an Open Interview Session on November 30<sup>th</sup>. We will also be planning a Career Fair in January.
- Hill reported that as of October 31st we have 95 active employees and 15 open vacancies.
- Hill reported that we are continuing to work on our Recruitment Plan.

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

- Denahy reported that September store sales were \$13,182, which is \$4,800 less than last year. This is 4K less than last year.
- Denahy reported that they have received a recycling trailer from Goodwill last week. We will send them all thrift items that don't sell or is broken and they will recycle it.
- Denahy reported that we moved into the Enrich day program in October. The staff and individuals really love the new building.
- Denahy reported that we will be installing a card swipe system at the Prairieview Group Home.
- Denahy reported that nine individuals and four staff will be attending the Broncos game against the Bengals next Sunday.
- Denahy reported that eight individuals will be competing at the Special Olympics state bowling tournament in Lakewood this Saturday. They will go up Friday and stay the night.
- Denahy invited the board to the Annual Thanksgiving Luncheon this Thursday at 11:30am.

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

- Backes shared pictures of the Children's Halloween Party. Lots of families attended the party and had a great time.
- Backes shared pictures of a new bus that we received from this last grant cycle through CDOT. The bus has 15 seats, the GPS system and a camera system installed.
- Backes reported that the maintenance renovation at the Colorado group home has been completed and cost a total of \$8,654.
- Backes reported that the renovation for S. 6<sup>th</sup> is scheduled for later this month. This includes

- replacing walls, floors, and re-tiling the bathrooms.
- Backes reported that the renovation for N. 13<sup>th</sup> will include re-tiling bathrooms.
- Backes reported that they hired a temporary part-time Maintenance person so now they can run three separate maintenance crews.
- Backes reported that no new individuals came in or out of services in October.
- Backes reported that they are still operating with one Case Manager position open.
- Backes reported that they have created a new Case Management monitoring plan and several “standard operating procedures” to outline case management duties and schedule of activities was completed in October. We will see if the State likes the plan during our performance review.
- Backes reported that they are undergoing performance review and on-site visit for Case Management.
- Backes reported that they continue to work on rejected claims and issues with the interchange system.
- Backes invited the board to the Annual Unified Flag Football Game on November 14<sup>th</sup> at 1:00pm.

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

- Coffield reported that as part of the State Case Management review, they are requiring proof that all board members have been trained. Coffield passed around a document for each board member to sign that they had been trained.
- Coffield thanked the Monster Bash Team and all the volunteers for all their hard work. Final numbers will be available at the January board meeting. Coffield stated that we did make the most on the auction than we have in prior years.
- Coffield reported that the Trunk or Treat event was a huge success with the community.
- Coffield reported the upcoming events: Santa’s Workshop on November 29<sup>th</sup>, Annual Dinner is December 4<sup>th</sup>, and Colorado Gives Day is December 5<sup>th</sup>. Hill reported that we will be tentatively showing the Polar Express for the Community on December 17<sup>th</sup> and invited everyone to join.

### **Jim Clawson Resignation – Johnnie DeLeon**

DeLeon shared Jim Clawson’s letter of resignation effective November 10<sup>th</sup>.

Motion was made by Scott and seconded by Hollar and carried unanimously to approve the Resignation of Jim Clawson from the board of directors.

### **Board Member Appointments – Johnnie DeLeon**

DeLeon reported that the 3-year terms for Hollar and Berg need to be renewed and asked for board action to approve them.

Motion was made by Monarco and seconded by Matthews to renew the terms of Steve Berg and Helen Hollar for another 3-year term.

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

- DeLeon reported that we will need to schedule a separate meeting to discuss future board members to appoint to the board and opened discussion for a person to replace Jim Clawson as Board President. After discussion the board agreed to nominating Helen Hollar President, John Gallegos as Vice-President, Melvina Skinner as Secretary and Margie Gardner as Treasurer. DeLeon reported that he would like to nominate Cal Logan into the Friends of IF at the Annual Dinner.

Motion was made by Gardner and seconded by Haberman to approve the induction of Cal Logan into Friends of IF.

- DeLeon reported that with the statewide waiting list, when an individual leaves the resources goes with them. DeLeon reported that rural stabilization is needed across the state and now a plan needs

to be formed on how to sustain resources in rural areas.

- DeLeon reported that with potential job applicants we will now be requiring a copy of prior employers performance evaluations and termination documents after consulting with our employment attorney.
- DeLeon reported that he met with the architect Matt Schindler and finalized plans on the Vehicle Maintenance Facility.
- DeLeon reported that we will be holding an Active Shooter Training with Todd Quick for all staff, Host Home providers, individuals and board members. DeLeon thanked Hill for the lead in reaching out to Quick for help.
- DeLeon reported that we plan to complete PCT profiles in the January board meeting and to please plan on staying an extra 30 minutes. Backes will schedule a pre-PCT profile meeting for board members and staff who have yet to complete it.
- DeLeon invited the board to the Thanksgiving Luncheon on November 16<sup>th</sup>, Santa's Workshop on November 29<sup>th</sup>, Volunteer Appreciation Party on December 1<sup>st</sup>, Annual Dinner on December 4<sup>th</sup> and Toys for Tots on December 12<sup>th</sup>.
- DeLeon shared the flyer of Staff Appreciation Week this week and all the activities we have planned for staff. DeLeon reported we will be having a flu shot clinic on November 15<sup>th</sup> from 11:00 am to 1:00 pm.

The board adjourned the meeting at 1:40 pm and Motion was made by Monarco and seconded by Gallegos.

The next scheduled meeting will be, **December 4, 2017 at 5:30 pm**  
**at Commons, 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