



## INSPIRATION F I E L D

### Board of Directors Meeting Minutes

November 9, 2016 - 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  
John Haberman  
Melvina Skinner, Secretary

#### MEMBERS ABSENT

Steve Berg  
Margie Gardner, Treasurer  
Michael Matthews  
John Gallegos, Vice President

#### 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

### Call to Order

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

### Public Comment

There was no public comment at this time.

### Minutes

Motioned by Hollar and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting October 3, 2016.

### Financials – September 2016

Salo reviewed with the board the September 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 \$11,359.74 under budget. One MW Comp resource termed on 9/26/16 and another moved to the State Hospital in September and termed on 10/3/16. The MW Comp billable count was 72 out of 72 resources, 25 out of 27 in MW SLS and 1 out of 1 in CES.

**Salaries+PTO** – Salo indicated expenses were \$5,678.71 under budget which included 12 full-time vacancies and the closure of S. 7<sup>th</sup> PCA on 9/21/16, which absorbed staff into vacant positions.

**Rent/Utilities** – Salo indicated expenses were \$4,239.19 under budget which included \$7,718 in quarterly utilities reimbursement from three housing corporations.

**Building/Equipment Maintenance** – Salo indicated expenses were \$2,524.98 over budget which included \$2,200 in parking lot paving at Global Treasurz La Junta, \$2,142 in furnace repairs at 612 Adams and S. 2<sup>nd</sup>, and \$2,100 to wire heat detectors in all group homes. Expenses were offset by \$3,177 in quarterly building maintenance reimbursement from three housing corporations.

Salo indicated we ended September with a monthly net loss of \$973.89 and a Year to Date net income of \$1,473.12.

Salo reviewed the Balance Sheet as of 9/30/16. I.F. Cash Accounts were at \$628,516.50 and our Operating Account was at \$416,418.96. The Designated Funds for Building/Equipment/Maintenance balance was at \$46,211.89 and the Designated Funds for Vehicle Maintenance Facility was at \$257,565.46. Total Current Liabilities were at \$380,545.63. Long Term Liabilities were at \$2,374,743.47. Current Year Retained Earnings were at \$1,473.12.

### **Updated Employee Handbook – Caitlin Coffield**

Coffield reviewed with the board changes that have been made to the employee handbook. Since we are in the middle of implementing Person Centered Thinking changes throughout the agency, changes such as removing all client, resident, consumer words and replacing them with individual are being made throughout all documentation in the agency. Coffield shared the changes with the board and asked for board approval. (a copy of the revised employee handbook is attached with the meeting minutes.)

Motioned by Hollar and seconded by Skinner and carried unanimously to approve the revision of the Employee Handbook with person-centered thinking changes.

### **Human Resources Report – Rosa Salo**

- Salo reported that there were five resignations and two terminations in October.
- Salo reported that there are currently seventeen full-time positions open.
- Salo reported that an Open Interview session was held on October 12th at **Inspiration**Field with six applicants participating, one hired.
- Salo reported that an Open Interview session was held on October 10th in Rocky Ford with two applicants participating, zero hired.

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

- Denahy reported that an individual will be moving into the Burns Host Home in Rocky Ford on November 28<sup>th</sup>.
- Denahy reported that an individual left yesterday for the Wheat Ridge Regional Center, and we are not sure if he will be returning.
- Denahy reported that the Service Delivery Management Team has been working on monitoring plans and has created a new monitoring form that follows regulations and will significantly reduce the amount of time it takes to complete. We have also been working on consolidating our Residential assessments and are in the process of completing a new form that will also significantly reduce the amount of time to complete. These revisions will reduce a lot of time DSP's spend on paperwork, allowing them more time to spend with the individuals.
- Denahy reported that the annual trip to Hanagan Farms took place in October. The individuals were able to pick their own pumpkins. Denahy thanked Archuleta for setting up the trip.
- Denahy reported that the annual Halloween party was on October 25<sup>th</sup>. Larry Valdez was the DJ and everyone had a great time. Denahy thanked everyone who planned and worked the party.
- Denahy reported that an individual went on a trip to Memphis this past weekend through Trips, Inc. and they had a great time. Trips, Inc. specializes in vacations for adults with intellectual and developmental disabilities.

### **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 on Saturday, November 12<sup>th</sup>, they will be having a sale at both Global Treasurz

- locations for artificial Christmas trees and Christmas yard decorations.
- Backes reported that heat sensors have been installed in the attics of all the group homes.
- Backes reported that the annual thanksgiving luncheon will be held tomorrow the 10<sup>th</sup> and invited the board to join us.
- Backes reported that 26 individuals and staff went on a trip to watch WWE and shared pictures.
- Backes reported that the annual Halloween party was held on October 25<sup>th</sup> and shared some pictures.
- Backes reported that some of the individuals have 'Date Nights' where they go do something fun together and Backes shared pictures.
- Backes shared a picture of an individual who recently moved into an apartment.
- Backes reported we have received two new vehicles through CDOT, a van and an expedition and shared pictures.
- Backes shared reports that will be accessible through the new GPS tracking system that will monitor staff while they are driving agency vehicles.

### **New Family Support Members – Sharon Church**

Church reported to the board that two new family support members need to be added to the Family Support Council and reviewed the applicants Myra Pacheco and Joyce Levingwell with the board.

Motioned by Hollar and seconded by Skinner and carried unanimously to approve the addition of Myra Pacheco and Joyce Levingwell to the Family Support Council.

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

- Church reported that there were no new enrollments into the SLS Waiver during the month of October. There was no termination from this waiver, and three enrollments for placement in process.
- Church reported that there were no new enrollments into the DD Waiver in October. There was one termination from the waiver in October when an individual transferred to Wheat Ridge Regional Center. There is one referral from CMHIP. There are no pending enrollments into the waiver.
- Church reported that one individual has chosen to take case management services through Lamar and we will continue to provide program services.
- Church reported we currently have two children enrolled in Children's Extensive Services.
- Church reported that there was one referrals for the Early Intervention Program in October. There are currently five children in the intake/evaluation process and 23 children currently receiving EI services.
- Church reported that Case Management has started implementing Person-Centered Thinking practices in meetings and have started meetings on a more positive note. Families are starting to express how much they like the change in positivity.

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

- Coffield reported that the Monster Bash was a huge success and just under 300 people attended the party and had a great time listening to The Martini Shot band from Pueblo, CO. Coffield thanked the Monster Bash Team and all the volunteers for helping. Coffield shared pictures of the Monster Bash.
- Coffield reported that we held our first Trunk or Treat on Halloween day and around 700 people showed up to enjoy trick or treating with their children. Coffield shared pictures.
- Coffield reported that dates needed to be changed for some upcoming board meetings. Dates will be changed from January 4<sup>th</sup> to January 9<sup>th</sup>, February 6<sup>th</sup> to February 13<sup>th</sup>, and the March meeting date will stay the same but the location may be changed and a notice will be sent out where the location will be.
- Coffield reported that Colorado Gives Day will be held on December 6, 2016 to collect donations for the Vehicle Maintenance Training Facility.

## **Public Comment Procedures – Caitlin Coffield**

At the request of the board of Directors, Coffield worked with DeLeon to create a draft of public comment procedures to be posted at each board meeting and on the agency website. (a copy is included with the meeting minutes.)

Motion was made by Skinner and seconded by Haberman to approve the new public comment procedures to be shared at each board meeting and on the agency website.

## **Friends of IF Nomination – Johnnie DeLeon**

DeLeon shared with the board people he recommended to nominate for Friends of IF this year at the Annual Meeting and Dinner. DeLeon shared the following people to be nominated: Mary and Tano Ozzello, Mike and Mary Sue Nicklos, Eric & Kim Hanagan, Chuck & Sandy Hanagan, Gary & Margaret Hanagan, Swink Lions Club, and Dr. William Morton.

Motion was made by Monarco and seconded by Hollar and carried unanimously to approve the nomination of Mary and Tano Ozzello, Mike and Mary Sue Nicklos, Eric & Kim Hanagan, Chuck & Sandy Hanagan, Gary & Margaret Hanagan, Swink Lions Club, and Dr. William Morton to the Friends of IF for 2016.

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

- DeLeon reported that with the election results a new minimum wage was approved to be increased per the following: 2017 to \$9.30, 2018 to \$10.20, 2019 to \$11.10 and 2020 to \$12.00.
- DeLeon reported that the DOL Exempt ruling that raises the exempt salary to \$47,476 a year will begin on December 1, 2016. DeLeon reported that 21 states, led by Nevada and Texas have filed an injunction.
- DeLeon reported that with Conflict-Free Case Management, the state has not received a response from Alliance. The CCB Coalition and Alliance are working on written responses.
- DeLeon reported that Carl Mossman is no longer employed. Salo will be the Interim Human Resources Director until someone new is hired.
- DeLeon reported that the new GPS tracking system is being installed in all 30 agency vehicles. DeLeon thanked Bruce Perkins for all his work on the installation of the test GPS.
- DeLeon reported that a pilot video camera system will be installed into one bus and then hopefully through a CDOT grant, a camera system can be purchased for all 30 agency vehicles.
- DeLeon reported that a Trainer and Investigator Appreciation Dinner was held on October 18<sup>th</sup>. DeLeon reported that each Trainer and Investigator received a new red polo shirt and a \$100 gift card for the extra work they give to the agency.
- DeLeon thanked the Monster Bash Team of Coffield, Backes, Archuleta, Steve Johnson and Nikki Bjork and all the volunteers for their hard work on a successful event.
- DeLeon thanked all the staff who assisted with the Children's and Adult Halloween parties.
- DeLeon reported that the Unified Flag Football Game was held on November 1<sup>st</sup>. The Broncos beat the Blue Devils 52 – 48. DeLeon thanked everyone who helped with the game.
- DeLeon reported that the Toy Bowl is set for December 3<sup>rd</sup>. InspirationField plays DeBourgh at 11:00 am. Toys for Tots will be held December 14<sup>th</sup> at 8:30 am and asked the Board to help stuff bags with toys.
- DeLeon reported that Staff Appreciation Week was held the week of October 31<sup>st</sup> with a Wii Tourney, Flag Football Game, All Staff Training, Root Beer Floats and a Fox Theater Movie showing with giveaways.
- DeLeon invited the board to the annual Thanksgiving Luncheon tomorrow the 10<sup>th</sup> at 11:30 am.
- DeLeon reported that the IDD Critical Incident Investigation Training will be held here in Tiger Field on March 6, 7, and 8<sup>th</sup>.
- DeLeon thanked Coffield and everyone who participated in the Trunk or Treat.
- DeLeon reported that Santa's Workshop will be November 30<sup>th</sup> from 4:00 pm to 6:30 pm and we

are in need of some elves to volunteer.

- DeLeon invited the board to the annual Volunteer Appreciation Dinner on Friday, December 2, at 6:00 pm.
- DeLeon invited the board to the Annual Meeting and Dinner on December 5<sup>th</sup> at 5:30 pm.

The board adjourned the meeting at 12:56 p.m. and went into Executive Session.

Motion was made by Hollar and seconded by Haberman to adjourn the board of directors meeting and go into Executive Session at 12:56 pm.

Motion was made by Monarco and seconded by Haberman to adjourn the Executive Session at 1:15 pm.

The next scheduled meeting will be, **December 5, 2016 at 5:30 p.m.**  
**Annual Meeting and Dinner / Commons 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