



INSPIRATION F I E L D

Board of Directors Meeting Minutes

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

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

MEMBERS PRESENT

Jim Clawson, President
Steve Berg
Helen Hollar
Scott Monarco
Melvina Skinner, Secretary

MEMBERS ABSENT

Michael Matthews
Margie Gardner, Treasurer
Candi Hill
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
Carrie Brown, HR Manager
Martha Cunningham, Nurse

Call to Order

President Clawson called the meeting to order at 11:35 a.m.

Public Comment

Backes introduced Martha Cunningham who has been hired as a new Registered Nurse. Clawson reminded the board that the time has come for the Board to donate \$50 to go towards an item for the upcoming Golf Tournament. Clawson also reported that two new members have been added to the Golf Team: Scottie Monarco and Matthew McIntyre.

Minutes

Motioned by Monarco and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting January 9, 2017.

Financials – December 2016

Salo reviewed with the board the December 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 \$14,664.01 under budget. Two new SLS resources were effective 12/1/16 and 12/20/16 and one MW SLS termed effective 12/15/16. The MW Comp billable count was 70 out of 70 resources, 27 out of 29 in MW SLS and 1 out of 2 in CES.

Salaries+PTO – Salo indicated expenses were \$10,450.64 over budget and included 12 full-time vacancies and additional \$8,117 PTO expense for 3rd pay period in December 2016.

Employer Contribution 401 (k): Salo indicated expenses were \$1,913.14 over budget and included \$1,686 ER 401k expense for 3rd pay period in Dec '16.

Payroll Taxes, W/C: Salo indicated expenses were \$12,381.13 over budget which included \$10,337

payroll tax expense for 3rd pay period for Dec '16.

Rent/Utilities: Salo indicated expenses were \$3,093.23 under budget which included \$6,035 in quarterly reimbursement from housing corporations.

Computer Supplies: Salo indicated expenses were \$3,787.68 over budget which included \$8,005 for the annual Therap software renewal.

Dues/Publications/Subscriptions/Fees: Salo indicated expenses were \$2,998.76 over budget which included \$2,587 in annual ANCOR membership fees.

Food: Salo indicated expenses were \$953.46 under budget which included \$4,080 for the annual dinner; \$1,266 for Santa's Workshop; \$897 for volunteer appreciation dinner.

Other Expenses – Salo indicated expenses were \$3,891.47 over budget which included a \$7,351 donation to TRY.

Salo indicated we ended December with a monthly net loss of \$58,484.25 and a Year to Date net income of \$7,852.10.

Salo reviewed the Balance Sheet as of 12/31/16. I.F. Cash Accounts were at \$400,964.21 and our Operating Account was at \$438,258.34. The Designated Funds for Building/Equipment/Maintenance balance was at \$46,223.38 and the Designated Funds for Vehicle Maintenance Facility was at \$295,033.80. Total Current Liabilities were at \$304,517.06. Long Term Liabilities were at \$2,340,680.00. Current Year Retained Earnings were at \$7,852.10.

Motioned by Berg and seconded by Hollar and carried unanimously to approve the Financials from December 2016.

Rosa also reviewed with the board the new insurance renewal quotes from Flood and Peterson Insurance. A copy is attached with the meeting minutes.

Human Resources Manager Report – Carrie Brown

- Brown reported that there were four resignations in January.
- Brown reported that there were seven people hired in January.
- Brown reported that there are currently 118 employees.
- Brown reported that a new hire orientation was held on January 4th with two people hired.
- Brown reported that a new hire orientation was held on January 5th with one person hired.
- Brown reported that herself, Huff and Owen set up a recruitment booth at the KBLJ Business Expo in the Commons Area but had no applicants.
- Brown reported that the annual drug screening was held in January. A total of 115 employees were tested. Nine people were not tested because they were not available on the day of screening so they will be pulled in randomly for completion. Brown reported one person refused the test, two tests were positive but staff were reinstated after further analysis and two tests were inconclusive and will be tested later.
- Brown reported the Open Interviews for February were held on the 1st, 2nd and 7th.
- Brown reported herself and Huff attended a free workshop at Otero Junior College that they both enjoyed.

Adult Services Director Report – Ryan Denahy

- Denahy reported that three interviews have been set up for potential Host Home Providers.
- Denahy reported that regarding the HUD inspection at Prairieview we scored a 91 out of 100 and another inspection won't be held for another three years.
- Denahy reported that he spoke with a Jason Lockhart with Goodwill and they have a recycling hub out of Colorado Springs. Lockhart reported they would take our rolling dumpster at Global Treasurz that is full of thrift. Lockhart also reported they would submit a bid to buy our excess thrift.
- Denahy reported that a team met with two individuals from CMHIP that could potentially enter our

services. They are scheduled to visit InspirationField on February 21st.

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 December. (A copy is included with the meeting minutes.)
- Backes asked the board to save the date for a 10-year Anniversary Customer Appreciation Day at both Global Treasurz locations on April 8th from 11am to 1pm.
- Backes reported that the installation for all the GPS units has been completed.
- Backes reported that the installation for the 4 camera video systems was completed for the new bus at the Riverside Group Home. Backes shared video footage of the different camera angles.
- Backes reported that they have procured the new vehicles and bus with the last grant cycle and have identified four vehicles and one bus that they will be selling at auction.
- Backes reported that the Cleaning and Mobile crews finished a project for Ed McCue. The entire house was cleaned out, carpet removed, and cleaned. The total project invoice was \$2,437.30. Backes thanked Archuleta, Zeke, Steven and all the individuals for a job well done.
- Backes reported that they are still searching for a house for two individuals to purchase. Backes asked the board to let her know if any homes become available with two or three bedrooms under \$75,000.
- Backes reported that they have two potential placements from CMHIP and a visit at InspirationField will be held on February 21st.
- Backes reported that herself and two case managers attended an Early Intervention training in Greeley.

Case Management Director Report – Sharon Church

- Church reported that there were no new enrollments into the SLS Waiver during the month of January. There was one termination from the SLS waiver. There is one pending enrollment into the waiver which should occur during the month of February. There was one enrollment into the State SLS Program.
- Church reported that there have been no new enrollments or terminations from the DD waiver. There are two potential enrollments into the waiver.
- Church reported that there are currently two children enrolled in and receiving CES services. One child is in the intake process.
- Church reported that there were ten referrals for the Early Intervention Program in January. There were four referrals from VWHS, four CAPTA referrals, one referral from Otero County Health Department and one referral from Children's Hospital. There are eight children in the intake/evaluation process and eighteen children currently enrolled in Early Intervention services.
- Church reported that the Family Support Council met in January and elected Sarah Voights as the chairperson of the council. They discussed developing a newsletter to send to families every other month with articles of interest specific to children and families. Sarah has agreed to take on this project. The council is also discussing hosting a Parent's Night Out at InspirationField and offering parents respite so they can enjoy the activity.

Policy and Procedure Updates and Bylaws – Caitlin Coffield

Coffield reviewed with the board the entire Policy and Procedure Book and all the updates that have been made to the book to bring the book up to date with current information.

Motioned by Haberman and seconded by Hollar and carried unanimously to approve the updates to the Policy and Procedure Book. A copy is included with the meeting minutes.

Community Relations Director – Caitlin Coffield

- Coffield reported that planning has begun for the upcoming Cinco de Mayo Celebration on May 6th and the Golf Tournament on May 12th and 13th.
- Coffield thanked everyone who attended the Capital Campaign Launch Dinner. Coffield reported

that we received \$5,500 in donations and pledges that evening. Coffield asked the board and staff if they plan to pledge to the Campaign they can pick up a Pledge Form from her.

Housing Board Member Appointments – Johnnie DeLeon

DeLeon reported that we appointed three housing board members to renewing 3-year terms in November 10, 2015 which was Lynn Horner and from July 21, 2015, Michael Blair and Dawn Romero.

Motion was made by Berg and seconded by Haberman to approve the appointed housing board members of: Lynn Horner, Michael Blair and Dawn Romero to renewals of 3-year terms effective the terms outlined: Lynn Horner effective November 10, 2015 and Michael Blair and Dawn Romero effective July 21, 2015.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that the deadline for the High School Scholarship applicants is February 28th. Then the Scholarship team will meet and discuss the three winners for 2017.
- DeLeon shared with the board the Court of Appeals Claim regarding certain therapists providing contract services to InspirationField. DeLeon reported that InspirationField lost the claim but we plan to continue this further with the Colorado Supreme Court.
- DeLeon reported that he received the draft bill regarding implementing Conflict-Free Case Management. A copy is included with the meeting minutes.
- DeLeon reported that the CCB Coalition did agree to retain Squire, Patton and Boggs to assist with Conflict-Free Case Management.
- DeLeon shared pictures of the new day site in Las Animas. Carpet has been installed, painting has been completed. Remodeling is almost finished and a projected move in date is potential for April.
- DeLeon reported that at the State Level, a \$4.7 million supplemental one time payment was proposed and would be paid at \$1,000 per participant, if approved.
- DeLeon thanked all the staff who helped with the Valentine's Ball. King and Queen were Danny and Hannah.
- DeLeon thanked everyone who attended the Capital Campaign Dinner.
- DeLeon reported that a group of staff and individuals are leaving tomorrow for the Annual DD Day at the Capitol. DeLeon reported that one of our Direct Support Professionals, Erika Rodriguez, is a finalist for the DSP of the Year.
- DeLeon invited the board to the Annual St. Patrick's Dinner and Talent Show on March 14th.

Motion was made by Berg and seconded by Haberman to adjourn the meeting at 1:04 p.m. and enter into Executive Session.

Motion was made by Berg and seconded by Monarco to adjourn Executive Session at 1:31 p.m.

The next scheduled meeting will be, **March 6, 2017 at 11:30 a.m.**
Training Center Room
at **InspirationField**, 612 Adams Avenue, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Melvina Skinner, Secretary

Jim Clawson, President