



## INSPIRATION F I E L D

### Board of Directors Meeting Minutes

March 5, 2018 - 11:30 a.m. at

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

#### MEMBERS PRESENT

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

#### MEMBERS ABSENT

Michael Matthews

#### 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

President Hollar called the meeting to order at 11:41 a.m.

#### Public Comment

Gallegos thanked everyone for their support during the passing of his son and for all the care and support he was given by **InspirationField**.

Hollar thanked staff for the beautiful service for the late John Gallegos Jr.

Berg thanked everyone at **InspirationField** for the get well card after he had some medical issues.

#### Minutes

Motioned by Monarco and seconded by Gallegos and carried unanimously to approve the Minutes of the Board of Directors Meeting February 5, 2018.

#### Financials – January 2018

DeLeon reviewed with the board the January 2018 Income Statement and Balance Sheet and explained the items of interest, which are highlighted with corresponding footnote explanations.

**Fees for Medicaid Funded Services** - DeLeon indicated the monthly revenue variance was \$18,634.04 under budget. The MW Comp billable count was 66 out of 66 resources, 19 out of 22 in MW SLS and 1 out of 2 in CES.

**Other Revenue** – DeLeon indicated revenue was \$82,298.80 over budget and included \$52,412 in CDOT grant for a new bus; \$36,579 in insurance hail proceeds for three vehicles (2 totaled).

**Salaries+PTO** – DeLeon indicated expenses were \$33,537.27 under budget and included 16 full-time vacancies / budgeted position still contracting services.

**Payroll Taxes, W/C** – DeLeon indicated expenses were \$20,256.06 under budget which included no work comp premium payment in January – credit from FY'17 premium audit offset monthly expense.

**Professional Services** – DeLeon indicated expenses were \$18,723.37 over budget which included contracting services budgeted in for salaries.

**Building/Equipment Maintenance** – DeLeon indicated expenses were \$12,313.92 over budget which

included \$13,358 in hail repairs to Global Treasurz (received insurance proceeds in Sept'17)

**Medical & Other Supplies/Equipment** – DeLeon indicated expenses were \$6,834.84 over budget which included \$3,000 for storage container and \$4,005 for HR fireproof file cabinet.

**Computer Supplies** – DeLeon indicated expenses were \$10,834.37 over budget which included \$10,505 for Relias Learning annual software renewal.

DeLeon indicated we ended January with a monthly net income of \$77,109.91 and a Year to Date net income of \$228,588.75.

DeLeon reviewed the Balance Sheet as of 1/31/18. I.F. Cash Accounts were at \$528,043.68 and the Operating Account was at \$386,702.35. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,142.44 and the Designated Funds for Vehicle Maintenance Facility was at \$81,292.39. Total Current Liabilities were at \$333,677.44. Long Term Liabilities were at \$2,184,427.53. Current Year Retained Earnings were at \$228,588.75.

Motion was made by Berg and seconded by Gardner and carried unanimously to approve the Financials from January 2018.

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

- Hill reported that there was one resignation in the month of February.
- Hill reported that three new hires started today.
- Hill reported that Active Shooter Training was well attended and made people think about situations that could take place at the building.
- Hill reported that she attended an OJC Health Advisory Board Committee meeting.
- Hill reported that the Dept. of Labor was here to perform an audit on labor laws and minimum wage for individuals in service. Hill shared a chart of wage/time study. (a copy is included in the meeting minutes.)

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

- Denahy reported that January store sales were \$18,618, which is \$3,000 more than last year. Denahy thanked Hoepfner and her staff for their continued hard work at Global Treasurz.
- Denahy invited the board to attend the annual St. Patrick's Dinner and Talent Show on March 13<sup>th</sup> at 5:30 pm.
- Denahy reported that Archuleta took a group of 8 people to the Capitol for IDD day. The group also went to Boondock's and had a great time.
- Denahy reported that a Host Home has been approved in La Junta and the Host Home provider will attend the required training.
- Denahy reported that one individual will be going to Wheatridge Regional Center.
- Denahy reported that the staff and individuals have finally moved back into Arrowhead Group Home last week.

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

- Backes reported that the Maintenance department will now be doing quarterly house inspection walk-throughs. This will be to ensure that maintenance is not wholly relying on staff to report health and safety issues as well as regular maintenance throughout the houses.
- Backes reported that there are 34 active children in the Early Intervention program.
- Backes reported that there are 14 children in the Family Support program; 13 families.
- Backes reported that the Corrective Action Plan (CAP) for Performance Review was accepted. Backes also completed the annual QIS submitted corrective action plan for that and HCPF said it looked good but they are still waiting on final approval of CAP.
- Backes reported that the state auditors did on-site visit last week. The report will not be ready until the end of the year. The main focus was on Case Management because it was the only thing that

all 20 CCB's had in common to complete an audit per SB16-038 legislation.

- Backes reported that the proposed Case Management Agency qualifications are out and HCPF wants feedback from stakeholders.

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

- Coffield asked the board and directors to help sell tickets to the VooDoo Hawks Dance at the Cinco de Mayo Celebration on May 5, 2018.
- Coffield reported that the volunteer sign up forms will be posted this week for Cinco de Mayo and the Golf Tournament.
- Coffield reported that we will be hosting two food tasting events. The first one is exclusive to volunteers, donors and sponsors and will be held on March 27<sup>th</sup> from 5:30p to 7:30p. The second one is open to the public and will be a 5-course prime rib meal held on April 12<sup>th</sup> from 5:30p to 7:00p.

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

- DeLeon reported that in regards with the Early Intervention supplemental, the state reversed their position of withholding approximately \$1 million in funding from CCB's dating back to 2016-17 fiscal year.
- DeLeon reported that with the CCB Coalition, has decided to start lobbying at the federal level. DeLeon shared a new name and logo for the CCB Coalition.
- DeLeon reported that the state issued a Draft of Conflict-Free Case Management agency and case manager qualifications. If you operate a Case Management Agency you must provide services for all 11 waivers. The state also eliminated the provision for a local presence in providing case management services.
- DeLeon reported that the EVV Verification will go into place on January 1, 2019.
- DeLeon reported that the DSP/Aging Caregiver Bill, was drafted by the JBC and would approve a 6.5% rate increase for DSP's and approximately 300 new resources for individuals in service, who have aging caregivers that are 75 years old or older. The concern is with supervisors, directors and case managers receiving the increase.
- DeLeon thanked Coffield, Monica and Rafael for starting to serve hot lunches daily since February 20<sup>th</sup>. DeLeon thanked Backes and Manchego as well for working with the dietician to receive reimbursement for serving lunch and snacks.
- DeLeon invited the board to the annual St. Patrick's Day Dinner and Talent Show on March 13<sup>th</sup> at 5:30pm.
- DeLeon invited the board to the two Food Tasting Events on March 27<sup>th</sup> and April 12<sup>th</sup>.
- DeLeon and the board set a time for a Board Working Session on March 19<sup>th</sup> at 1:00 pm.

The board adjourned the meeting at 12:58 pm and Motion was made by Gallegos and seconded by Gardner.

The next scheduled meeting will be, April 2, 2018 at 11:30 am  
at Tiger Field Board Room, **InspirationField**, 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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Helen Hollar, President