



INSPIRATION FIELD

Board of Directors Meeting Minutes

April 2, 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

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 11:35 a.m.

Public Comment

DeLeon welcomed the three winners of the InspirationField Scholarship for 2018. Blake Ramsey, Cheraw High School, Socorro Cortez, Las Animas High School and Alianna Contreras, McClave High School.

Denahy thanked **InspirationField** for allowing the La Junta High School Baseball Team to serve at the Exclusive Food Tasting on March 27, 2018.

Salo introduced Jenny Sprosty our new Accountant who comes with several years experience in banking and housing.

Minutes

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

Financials – February 2018

Salo reviewed with the board the February 2018 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 \$69,959.92 under budget. The MW Comp billable count was 64 out of 6 resources, 21 out of 23 in MW SLS and 1 out of 2 in CES.

Other Revenue – Salo indicated revenue was \$4,540.92 over budget and included \$20,600 in insurance hair partial proceeds for seven vehicles.

Salaries+PTO – Salo indicated expenses were \$64,485.84 under budget and included 15 full-time vacancies / budgeted position still contracting services.

Professional Services – Salo indicated expenses were \$12,433.37 over budget which included contracting services budgeted for in salaries.

Building/Equipment Maintenance – Salo indicated expenses were \$5,770.38 over budget which included \$4,643 in annual fire sprinkler/alarm inspections; \$1,636 electronic swipe system for disaster recovery server door.

Salo indicated we ended February with a monthly net loss of \$5,207.61 and a Year to Date net income of \$223,381.14.

Salo reviewed the Balance Sheet as of 2/28/18. I.F. Cash Accounts were at \$542,379.17 and the Operating Account was at \$589,772.47. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,146.82 and the Designated Funds for Vehicle Maintenance Facility was at \$81,398.63. Total Current Liabilities were at \$336,083.87. Long Term Liabilities were at \$2,172,668.87. Current Year Retained Earnings were at \$5,102,314.14.

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

HR Policies – Candi Hill

Hill shared two policies that needed updated in the Employee Handbook and need board approval. The first is for Meal Periods which states: Thirty minutes will be allowed for a meal period, the supervisor schedules this time in accordance with the needs of the program area. The supervisor may schedule employees for a ~~one hour lunch period~~ **an extended lunch period, at the supervisor's discretion.**

A meal period is for employees who work seven or more hours in any shift. The needs of the department may require staff to eat with the individuals in service. An employee is paid for the meal period if he/she shares a meal with individuals in connection with their day-to-day responsibilities.

~~Staff working in sites and supervising individuals must not leave the premises.~~ **Staff working in sites and supervising individuals should not leave their assigned shift or location (premises) without approval from their immediate supervisor or designee. In the event non-exempt staff receives approval to leave, staff must clock out and clock in, accordingly. Failure to clock in and clock out for any hours worked may result in disciplinary action, up to and including termination of employment.**

The second is for Breaks which states: At the discretion of the supervisor, one fifteen (15) minute break for every four (4) hours worked may be scheduled for staff who work five or more hours per day. The needs of the department may require staff to have breaks with the individuals in service.

~~Staff working in sites and supervising individuals must not leave the premises.~~ **Staff working in sites and supervising individuals should not leave their assigned shift or location (premises) without approval from their immediate supervisor or designee. In the event non-exempt staff receives approval to leave, staff must clock out and clock in, accordingly. Failure to clock in and clock out for any hours worked may result in disciplinary action, up to and including termination of employment.**

Motion was made by Monarco and seconded by Gallegos and carried unanimously to approve the updated HR policies for Meal Periods and Breaks. A copy is included in the minutes.

Human Resources Director Report – Candi Hill

- Hill reported that there was two terminations in March.
- Hill reported that there were no new hires in the month of April.
- Hill reported that the Department of Labor who visited to discuss the minimum wage related to individuals in service in March, that she has still has not received any report regarding that.
- Hill reported that the annual drug screening was held in March that resulted in two terminations and nine non-negative tests. However, after second confirmation tests, those seven individuals ended up testing negative.

- Hill reported that she attended the Youth Job Fair at Otero Junior College and recruited for jobs and volunteering.

Adult Services Director Report – Ryan Denahy

- Denahy reported that February store sales were \$14,161, which is \$2,752 more than last year.
- Denahy reported that the St. Patrick's Dinner and Talent Show went well and the winner of the night was Kenny Mason who received \$100 and a pizza party.
- Denahy reported that they have an individual currently in ICU at Memorial Hospital. He experienced a major stroke.
- Denahy reported that they will be getting the initial fire inspection completed for the Auto Shop so they can occupy the building. They will temporarily move the PDS program in so they can get them out of the old building at 1500 San Juan.
- Denahy reported that they are finalizing a plan to integrate all of the work crews and DP sites with all our individuals and will no longer have a separate location just for the PDS.
- Denahy reported that the therapist for PDS Kyle Lucas, was recognized by Kipp Scott for doing an excellent job with the PDS therapy. He specifically stated the two individuals he works with are doing the best he has seen since in our services.

Case Management Director – Kidron Backes

- Backes reported that there are 64 individuals currently enrolled in DD Waiver; 23 in MW SLS and one in CES. One transferred to TRE for CM only and one individual passed away.
- Backes reported that there were eight EI referrals and currently 38 active in the program.
- Backes reported that there are 13 families served in the Family Support Program.
- Backes shared a diagram of the timeline for Conflict-Free Case Management. There have been updates on Combined Waiver, New Assessment Tool, No Wrong Door, HCBS Settings Final Rule Compliance and CFCM.
- Backes reported that there are three focuses for State Initiatives which include Streamlining access to services, improving service coordination and increasing service options and quality.
- Backes reported that there is one major consideration in Waiver consolidation is what residential services will look like in the future. In 9/2016 there were 2,310 people on the waitlist; budget analysis shows that it would cost approximately \$190 million to enroll those individuals in HCBS-DD services. Currently there are 2,800 listed in need of HCBS-DD Waiver services "as soon as available."
- Backes reported that they were awarded \$144,510 for three CDOT grants. They will purchase a 12 passenger van, a van with a lift, suburban and bus.

Community Relations Director – Caitlin Coffield

- Coffield thanked everyone who attended the Food Tasting Event on March 27th. The night was a success. Coffield thanked Denahy and the LJHS Baseball Team for volunteering and helping with the event.
- Coffield invited the board to the Public Food Tasting on April 12th which will be a 5-course Prime Rib meal.
- Coffield reported that we are almost fully booked throughout the summer with outside events. There is only one weekend available in July.
- Coffield asked the board for help in selling Golf Ball Drop tickets.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that we received a worker's comp dividend from Flood and Peterson. Like prior year dividends, DeLeon is giving the dividend back to employees. 39 employees were eligible and will receive \$302.62 on their next paycheck. To be eligible the employee must meet the following criteria: The one-time W/C dividend will be distributed to employees who were employed by InspirationField during the period July 1, 2015 through July 1, 2016, AND To employees working for InspirationField during the period 7/1/15 thru 7/1/16, who were accident free during the stated time period AND you must be currently employed by InspirationField at the time of payout.

- DeLeon reported that we received the rural exemption for Conflict-Free Case Management and will wait to receive more information on what it means and for how long.
- 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 HCBS waivers. The state also eliminated the provision for a local presence in providing case management services.
- 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 the food tasting event on March 27th and their hard work.
- DeLeon reported that the Vehicle Maintenance Facility team will be finalizing plans today with drawings, etc.
- DeLeon invited the board to Cinco de Mayo on May 5th and the Golf Tournament on May 11th and 12th.

The board adjourned the meeting at 12:50 pm and Motion was made by Berg and seconded by Gallegos to move into Executive Session.

The board adjourned Executive session at 12:54 pm and Motion was made by Berg and Gallegos.

The next scheduled meeting will be, May 7, 2018 at 11:30 am
at Tiger Field Board Room, **Inspiration**Field, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Melvina Skinner, Secretary

Helen Hollar, President