



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

May 1, 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  
Michael Matthews  
Melvina Skinner, Secretary  
John Haberman  
Candi Hill  
John Gallegos, Vice President

#### MEMBERS ABSENT

Scott Monaco  
Margie Gardner, Treasurer

#### NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer  
Barb Manchego, Nurse  
Julia Hoepfner, Program Supervisor  
Rosa Salo, Chief Financial Officer  
Mary Medina, Program Supervisor  
Carrie Brown, HR Manager  
Ryan Denahy, Adult Services Director  
Joseph Archuleta, Program Supervisor  
Caitlin Coffield, Community Relations Director  
Kidron Backes, Case Management Director

#### Call to Order

President Clawson called the meeting to order at 11:39 a.m.

#### Public Comment

DeLeon gave an update on the concerns about Global Treasurz from last month's meeting and said the floor in Rocky Ford has been thoroughly cleaned and looks much better. DeLeon reported we will continue to address every concern that is brought to our attention.

#### Minutes

Motioned by Hollar and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting April 3, 2017.

#### Financials – March 2017

Salo reviewed with the board the March 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 \$8,537.76 over budget. Two MW Comp individuals were enrolled effective 3/2/17. The MW Comp billable count was 70 out of 70 resources, 28 out of 29 in MW SLS and 1 out of 1 in CES.

**Salaries+PTO** – Salo indicated expenses were \$12,444.70 under budget and included 16 full-time vacancies.

**Rent/Utilities:** Salo indicated expenses were \$5,415.99 under budget which included \$5,364 quarterly reimbursement from housing corporations.

Salo indicated we ended March with a monthly net income of \$23,624.86 and a Year to Date net income of \$102,772.50.

Salo reviewed the Balance Sheet as of 3/31/17. I.F. Cash Accounts were at \$463,228.98 and the Operating Account was at \$518,009.58. The Designated Funds for Building/Equipment/Maintenance

balance was at \$46,234.78 and the Designated Funds for Vehicle Maintenance Facility was at \$299,035.98. Total Current Liabilities were at \$377,682.09. Long Term Liabilities were at \$2,304,384.11. Current Year Retained Earnings were at \$102,772.50.

Motioned by Berg and seconded by Hollar and carried unanimously to approve the Financials from March 2017.

### **Human Resources Manager Report – Carrie Brown**

- Brown reported that there were four resignations in April.
- Brown reported that five people have transferred into new positions.
- Brown reported that two people were hired in April and they attended New Hire Orientation on April 17<sup>th</sup>.
- Brown reported that there are currently 14 full-time positions open. Currently there are 112 employees.
- Brown reported that Open Interviews were held in Rocky Ford on April 13<sup>th</sup> with zero applicants hired.
- Brown reported that Briana Huff, HR Aide, herself and Coffield visited Rocky Ford High School to encourage students to apply at InspirationField and volunteer for the upcoming Cinco de Mayo Celebration.
- Brown reported that New Hire Orientation is today and one applicant is attending.

### **Adult Services & Community Supports Director Report – Ryan Denahy**

- Denahy reported that March store sales in Rocky Ford were \$7,097 and La Junta were \$13,798, which is \$4,912 less than March last year and \$24,217 less year to date than last year.
- Denahy reported that they cleaned the floors at Global Treasurz Rocky Ford. They are refurbishing an unused floor scrubber to keep at the store so they get cleaned regularly going forward. Denahy shared pictures of the clean floors.
- Denahy reported that they are preparing for Regional Special Olympics Track and Field in Pueblo on May 13<sup>th</sup>.
- Denahy reported that they are fully moved out of Himebaugh and turned it back over to the homeowner on Thursday, April 28<sup>th</sup>.
- Denahy reported that Enrich is almost complete. They have started purchasing items now and have a tentative start date of Tuesday, June 6<sup>th</sup>. The next board meeting will be held there on June 5<sup>th</sup>.

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

- Backes reported that there were no new enrollments or terminations in Comp services.
- Backes reported that there were no new referrals in SLS.
- Backes reported that there are 27 actively enrolled in the EI program. One evaluation is pending and there were 11 referrals in April. Six children were found eligible.
- Backes reported that one child in CES is in the application stage.
- Backes reported that they are currently working on three referrals for determinations.
- Backes reported that a letter was sent out to families that were awarded Family Support funds with information on how much funding they have available and the deadline to use that funding.
- Backes reported that they have started to have success using the new Bridge site. There has been many technical issues that had to be resolved in order to submit PARS, but they are starting to see successful approvals.
- Backes reported that the Waiver Implementation Council has implemented an online forum for stakeholders to view proposed service and coverage standards for the upcoming Waiver.

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

- Coffield reminded the board to join us for the upcoming Cinco de Mayo on May 6<sup>th</sup> and the Golf Tournament on May 13<sup>th</sup>.

- Coffield reminded the board to get their Golf Ball Drop Tickets in by Thursday, May 11<sup>th</sup>.

### **Board Resolution – Johnnie DeLeon**

DeLeon shared pictures of Del Rio's Auto Shop and reported that he is in the closing process of purchasing Del Rio's Auto Shop for use as the new Vehicle Maintenance Training Facility. DeLeon asked the board to sign a resolution to close on the property.

Motion was made by Berg and seconded by Matthews and carried unanimously to approve the approval of the resolution to close on Del Rio's Auto Shop.

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

- DeLeon thanked Skinner for her guidance on purchasing the Del Rio's Auto Shop.
- DeLeon reported that Manchego has been promoted to Director of Nursing and Backes has been hired as the new Case Management Director.
- DeLeon reported that the new draft Conflict-Free Case Management bill talks about CCB responsibilities, determination of eligibility, HCBS waivers, develop ISP's for children, and employees must meet minimum requirements.
- DeLeon reported that the state budget has passed a 1.4% provider rate increase.
- DeLeon reported that Jed Ziegenhagen has stepped down from his position at HCPF due to health concerns and Gretchen Hammer is the replacement.
- DeLeon reported that he signed a contract on Del Rio's Auto Repair Services, LLC at 1601 Adams Ave. Total purchase price \$240,000, comprised of \$140,000 for building, \$50,000 for land, and \$50,000 for equipment. DeLeon reported the septic tank at Del Rio's Auto passed Health Department inspection. DeLeon reported that Mike Nicklos recommended Level 1 Environmental Assessment be completed. We are waiting for the report to close on Del Rio's Auto.
- DeLeon reported that we hosted a PCT Training last week in Tiger Field with trainers from Colorado Bluesky and staff from Southern Developmental Services and **InspirationField**. DeLeon thanked team leaders, supervisors and directors for working out the schedule.
- DeLeon reported that due to a very high 536% increase in membership fees in three years, InspirationField has dropped membership with the Chamber of Commerce. Global Treasurz is currently a member, but membership will not be renewed when time is up.
- DeLeon reported that a Conflict of Interest regarding Michael Matthews cleaning up the parking lot of rocks for \$125.00. The board approved Matthews to do the cleanup.
- DeLeon reported that the trees at Colorado Group Home need to be removed because the roots are growing into the sewer line. DeLeon reported the neighbors of the Group Home all agreed to pay a total of \$900 of the \$3,500 for the tree removal.
- DeLeon reported that we held an Administrative Professionals Day Lunch at Jodi's Grill and gave the aides a \$25 gift card and a \$250 bonus for covering the front desk since we are currently seeking a receptionist.
- DeLeon hosted Rural CCB Executive Directors and CEO's from Alamosa, Trinidad, Sterling and Lamar to discuss rural issues.
- DeLeon reported the next board meeting will be held in Las Animas at the Enrich site on June 5<sup>th</sup>.
- DeLeon reminded the board to attend the upcoming Cinco de Mayo Celebration and Golf Tournament.

The board adjourned the meeting at 12:45pm.

The next scheduled meeting will be, **June 5, 2017 at 11:30 a.m.**  
**Tiger Field Board Room, 612 Adams Ave., La Junta**

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

---

Caitlin Coffield, Community Relations Director

---

Melvina Skinner, Secretary

---

Jim Clawson, President