



INSPIRATION FIELD

Board of Directors Meeting Minutes

June 6, 2016 - 11:30 a.m. at

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

MEMBERS PRESENT

Jim Clawson, President
John Gallegos, Vice President
Candi Hill
Michael Matthews
Melvina Skinner, Secretary
Steve Berg
Helen Hollar

MEMBERS ABSENT

John Haberman
Margie Gardner, Treasurer
Scott Monarco

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer
Robert Montejano, Program Supervisor
Rosa Salo, Chief Financial Officer
Mary Medina, Program Supervisor
Sharon Church, Case Management Director
Ryan Denahy, Adult Services Director
Carl Mossman, HR Director
Caitlin Coffield, Community Relations Director
Kidron Backes, Community Supports Director
Joseph Archuleta, Program Supervisor
Barb Manchego, Nurse

Call to Order

President Clawson called the meeting to order at 11:40 a.m.

Public Comment

Gallegos shared with the board that Brock Hinkhouse who works at the La Junta Wipeout Swimming Pool will be sharing free pool passes to the individuals to enjoy.

Gallegos also stated that when he gave his speech at the 50th Anniversary Celebration he forgot to thank the board of directors. Gallegos stated how much he appreciates everyone serving on the board.

Minutes

Motioned by Skinner and seconded by Hollar and carried unanimously to approve the Minutes of the Board of Directors Meeting May 2, 2016.

Financials – April 2016

Salo reviewed with the board the April 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 \$8,531.18 under budget. One MW Comp resource was termed in April. One MW SLS resource was termed in April, and one CES resource termed in April. The MW Comp billable count was 73 out of 73 resources, 27 out of 29 in MW SLS and 1 out of 1 in CES.

Public Support – Contributions/Fundraisers – Salo indicated expenses were \$7,676.59 under budget. Cinco de Mayo expenses recorded in April – Deposit made Monday, May 2nd.

Salaries+PTO – Salo indicated expenses were \$5,473.32 under budget which included 14 full-time vacancies.

Payroll Taxes, W/C – Salo indicated expenses were \$13,310.79 under budget which included the

annual work comp premium billed in 9 months, Apr-Jun'16 will only include deductible claims; year to date over budget – budgeted \$10,000 for WC claims, and paid \$24,510 through April 2016.

Employee Benefits – Health/Life Ins – Salo indicated expenses were \$6,222.43 over budget which included a health insurance renewal rate increase effective 4/1/16. Budgeted 12% increase, but the actual increase is 14.8%.

Computer Supplies – Salo indicated expenses were \$17,034.17 over budget which included \$23,185 for SharePoint interface software.

Salo indicated we ended April with a monthly net loss of \$15,173.64 and a Year to Date net income of \$133,747.12.

Salo reviewed the Balance Sheet as of 4/30/16. I.F. Cash Accounts were at \$608,851.82 and our Operating Account was at \$598,529.76. Restricted Funds – Building Fund Money Market was at \$49,323.84, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$251,665.88. Total Current Liabilities were at \$417,301.13. Long Term Liabilities were at \$2,430,494.38. Current Year Retained Earnings were at \$133,747.12.

Motion was made by Skinner and seconded by Berg and carried unanimously to approve the Financials for April 2016.

Human Resources Report – Carl Mossman

- Mossman reported that there were three resignations and one termination in May.
- Mossman reported that we hired three people in May, two of which are direct support.
- Mossman reported that the new hire orientation for May was held May 23rd with three new hires participating.
- Mossman reported that there are currently thirteen full-time positions open, eight of which are direct support. Currently there are 118 employees.
- Mossman reported that an Open Interview session was held on May 10th at **InspirationField** with six applicants participating, two hired.
- Mossman reported that Open Interview session was held on May 12th in Rocky Ford with one applicant participating, zero hired.
- Mossman reported Open Interview sessions are set up for La Junta on June 20th and Rocky Ford on June 9th.
- Mossman reported that the next new hire class is scheduled for June 27th.
- Mossman reported that the direct support turnover rate was up 6% in May at 71.08%. (A copy is included with the meeting minutes.)

Adult Services Director Report – Ryan Denahy

- Denahy reported that we had a full day on-site visit from a group called Telligen through HCPF. The visit went very well and the lady representing Telligen was very impressed with our facilities.
- Denahy reported that part of a new rule setting is to come up with a new lease agreement with the individuals in service.
- Denahy reported that we are officially done with the North Elm PCA group home and will very soon turn the keys back over to the owner of the home.
- Denahy reported that Regional Special Olympics happened in Pueblo last week and the State Special Olympics in Grand Junction will be held this coming weekend on June 11th.

Director of Community Supports Report – Kidron Backes

- Backes shared thank you cards for the board, directors, and supervisors to sign for Armor Sheet Metal, SportsWorld, and Chelsea McMillan.
- 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 several individuals attended the Mile High Broncos Pep Rally in May. Both Las Animas group homes attended the circus, and a group of individuals went to dinner and the circus in Rocky Ford.
 - Backes reported that she attended a Leadership Conference in Colorado Springs and learned a great deal and really enjoyed it.
 - Backes reported that she currently has three full-time open positions which are direct support positions.

Approval of New Global Treasurz Store Logos – Kidron Backes/Johnnie DeLeon

Backes and DeLeon reported that Backes' sister designed a new logo free of charge for Global Treasurz and Backes shared them with the board. (A copy is included with the meeting minutes.)

Motioned by Berg and seconded by Matthews and carried unanimously to approve the new Global Treasurz store logos.

Case Management Director Report – Sharon Church

- Church introduced a new case manager, Carmalita Baca to the board.
- Church reported that there were no new enrollments or terminations in the SLS Waiver in the month of May.
- Church reported that there were no changes into the DD Waiver in May.
- Church reported that there were ten referrals for the Early Intervention Program during the month of May. There are currently nine children in the intake/evaluation process and twenty-three children enrolled in the program.
- Church reported that she and Lynette Ramirez attended IFSP Training in Denver during the month of May. Ramirez stumped the State once again and was given a gnome to keep for the year.
- Church reported that the Family Support Council mailed out the funding questionnaires for 2017 and they should be receiving them back within the week in order to meet with all the families.
- Church reported that they are hosting the annual children's swim party on June 23rd at the La Junta Wipeout Pool and invited the board to join.

Community Relations Director – Caitlin Coffield

- Coffield reported that the 50th Anniversary Celebration was held on June 4th and we had a great turnout. The LJHS band performed as well as the OJC Dancers. Creating the fun video was a blast for staff and individuals. Coffield thanked the 50th planning team and all the volunteers for all their help.
- Coffield reported that she and DeLeon will be finalizing the agenda for the Board Planning Session that will be held from July 31st to August 2nd.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon thanked Coffield, Matthews, Hill, Haberman, Hollar, and Gardner for all their planning for the 50th Anniversary Celebration.
- DeLeon reported that new signage has been put around the commons room and a new donor panel was added in the hallway.
- DeLeon reported that we have been designated as a CCB for another year and thanked Coffield for assisting with the application.
- DeLeon reported that in regards to the Department of Labor ruling and State Appeal – it has been appealed by the state and remanded back to the deputy and we are currently waiting to hear what comes next.
- DeLeon thanked Denahy and Backes for all their work and professionalism with the HCBS Settings Rule and the site visit that was done by Telligen.
- DeLeon reported that the Dream Fund Scholarships were given out to three area students this year.

One student from La Junta High School, one student from Swink High School, and one student from Rocky Ford High School were the 2016-17 recipients. The scholarships were in the amount of \$500 each.

- DeLeon shared a copy of the new Department of Labor Exemption Rule. (a copy is included with the meeting minutes.)
- DeLeon reported that the SB16-038 ruling has passed and the intent is to improve transparency of CCBs practices. (A copy is included in the meeting minutes.)
- **Inspiration**Field will host the final PCT Training for staff on May 18th and 19th.

The board adjourned the meeting at 1:11 p.m.

The next scheduled meeting will be, **the end of August – date TBD at 11:30 a.m.**
at **Inspiration**Field, 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