



INSPIRATION FIELD

Board of Directors Meeting Minutes

June 5, 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
Margie Gardner, Treasurer
Candi Hill
John Gallegos, Vice President
Scott Monarco

MEMBERS ABSENT

John Haberman

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
Brian Gauna, Program Supervisor

Call to Order

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

Public Comment

DeLeon reported that a car accident happened on Sunday afternoon involving two InspirationField employees who were off the clock. One died instantly and one had minor injuries and was arrested. Please keep the surviving employee and both families in your prayers.

Minutes

Motioned by Berg and seconded by Monarco and carried unanimously to approve the Minutes of the Board of Directors Meeting May 1, 2017.

Financials – April 2017

Salo reviewed with the board the April 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 \$19,539.04 under budget. 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.

Public Support – Contributions/Fundraisers – Salo indicated revenue was \$8,141.21 under budget which included \$8,363 in Cinco de Mayo expenses incurred in April.

Salaries+PTO – Salo indicated expenses were \$22,686.13 under budget and included 14 full-time vacancies.

Salo indicated we ended April with a monthly net income of \$39,552.63 and a Year to Date net income of \$142,325.13.

Salo reviewed the Balance Sheet as of 4/30/17. I.F. Cash Accounts were at \$488,214.78 and the

Operating Account was at \$562,039.90. The Designated Funds for Building/Equipment/Maintenance balance was at \$46,238.45 and the Designated Funds for Vehicle Maintenance Facility was at \$299,408.52. Total Current Liabilities were at \$384,332.87. Long Term Liabilities were at \$2,292,783.45. Current Year Retained Earnings were at \$142,325.13.

Motioned by Berg and seconded by Gardner and carried unanimously to approve the Financials from April 2017.

Human Resources Manager Report – Carrie Brown

- Brown reported that there was one resignations and two terminations in May.
- Brown reported that one person transferred into a new position.
- Brown reported that two people were hired in May and they attended New Hire Orientation on April 17th.
- Brown reported that there are currently 14 full-time positions open. Currently there are 114 employees.
- Brown reported that Open Interviews were held in La Junta on May 17th with zero applicants hired. The next Open Interview Session will be held in Rocky Ford on June 15th.
- Brown reported that we will be holding a Job Fair with the Colorado Workforce in July.
- Brown reported that New Hire Orientation is today.

Adult Services & Community Supports Director Report – Ryan Denahy

- Denahy reported that April store sales in Rocky Ford were \$6,663 and La Junta were \$14,309, which is \$4,862 less than April last year and \$25,834 less year to date than last year which also included a bulk thrift sale.
- Denahy reported that they decided to close the store in Rocky Ford. Shortly after the board meeting in May, the smoke alarm went off in the store. The Fire department found no fire but did find some deficiencies which included a kiddie swimming pool in the ceiling that had been collecting water for a long time. The fire department reported that we would need to do an electrical inspection and electrical repairs, do an appliance inspection and replace a majority of the ceiling tiles. The landlord has been difficult to work with and get repairs done so the decision has been made to close the store permanently.
- Denahy reported that the Enrich Day Site in Las Animas should be ready to move into by the end of June.
- Denahy reported that two groups of staff and individuals will be attending Sky Sox Games on June 11th and June 18th.
- Denahy reported they are completing all the end of year purchases for the upcoming fiscal year.
- Denahy reported that the State GRSS Program just finished a two week visit doing a survey on the agency. The state employees reported that we need to work on documentation, revise and add a few policies and we had some environmental issues at a couple of our group homes. They also reported that medication administration has been handled very well as well as our investigation documentation. Denahy reported that we will get a final report in 10 days and we will have 10 days to complete the Plan of Correction.

Case Management Director Report – Kidron Backes

- Backes reported that one individual requested to leaved services in May so we drove him to Denver to start services in the Metro area.
- Backes reported that Salo and herself attended a state-wide meeting in Pueblo where they discussed how the waitlist is managed through rural areas. Backes and Salo made some requests for consideration to be able to offer services in La Junta and bring in people to our agency.
- Backes reported that there are no new enrollments in SLS.
- Backes reported that they are receiving several requests for enrollments in EI. There are currently 30 children enrolled in EI.

- Backes reported that there has been an increase in applications in eligibility determinations for the CES program.
- Backes reported that not many families responded to the extra funding from the Family Most in Need Program. Backes reported that it is a reimbursement program so that may be a reason why families are not responding to the additional funding.
- Backes reported that maintenance has been very busy working on renovating the Lincoln Group Home bathroom, and the Colorado Group Home repairs.
- Backes reported that in Transportation we have been awarded a new bus and two other vehicles. The bus has been ordered and hoping it will be delivered in the next couple of months. Backes also reported that they have put in two more bids for two other vehicles as well.

Community Relations Director – Caitlin Coffield

- Coffield reported that Cinco de Mayo and the Golf Tournament were both successful. Proceeds from Cinco \$3,500 and Golf was \$10,500. Coffield thanked the planning teams for both events and all the volunteers for their hard work.
- Coffield reminded the board that the board planning session is July 16th to 18th and asked if any board members need a ride up to Black Hawk. Coffield asked the board if they had any ideas on training topics for the session.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that Haberman has retired from East Otero School District and doesn't think he'll have the time to give to the **Inspiration**Field board in the capacity that he needs to give and has been thinking about resigning from the board. DeLeon reported that they talked and Haberman will review in three to six months to see if anything has changed with Haberman.
- DeLeon reported that the bill for Conflict-Free Case Management has passed. We have until June 30th to request the rural exemption with the State of Colorado.
- DeLeon reported that background checks, and MANE information can now be shared between CCB's regarding providers via the soon-to-be developed state database.
- DeLeon reported that the state budget has passed a 1.4% provider rate increase.
- DeLeon reported that Barb Ramsey is retiring with her last day in September. Jenn Martinez will be replacing her.
- DeLeon reported that we received a letter from Colorado BlueSky in Pueblo, CO and Terri Martinez has recognized us for Provider of the Year. DeLeon shared the letter with the board.
- DeLeon reported that we closed on Del Rio's Auto Shop on May 30th. Matt Schindler has already agreed to renovate the building and we hope to move in the fall.
- DeLeon reported that they went on the annual camping trip and thanked Hoepfner and staff for their help in planning the trip. DeLeon reported they took the staff and individuals rafting which they all loved.
- DeLeon reported that hopefully the August board meeting will be held at the Enrich day site in Las Animas, if it is open.

The board adjourned the meeting at 12:38pm and went into Executive Session.

Motion was made by Berg and seconded by Gardner to approve a one-time bonus based on years of service for all employees as of June 30, 2017 up to \$40,000 to all full-time and part-time employees who have been employed at least a year. The CEO won't be included in this bonus distribution this time.

Motion was made by Monarco and seconded by Hollar to adjourn Executive Session at 1:02 pm.

The next scheduled meeting will be, **August 7, 2017 at 11:30 a.m.**
Tentatively to be held at Enrich Day Site, Las Animas, CO

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Melvina Skinner, Secretary

Jim Clawson, President