



INSPIRATION FIELD

Board of Directors Meeting Minutes

August 29, 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
Scott Monarco
Michael Matthews
Melvina Skinner, Secretary
Steve Berg
Helen Hollar
John Haberman
Margie Gardner, Treasurer

MEMBERS ABSENT

Candi Hill

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer
Julia Hoepfner, 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 11:37 a.m.

Public Comment

Gallegos shared with the board that he very thankful for all the staff who continue to work with son. He is very proud of the positive changes that have shown in him.

Board of Directors 3-Year Term Renewal

DeLeon reported that Helen Hollar and Michael Matthews are up for another 3-year term renewal. Hollar and Matthews have both agreed to another 3-year term renewal.

Motion was made by Gallegos and seconded by Gardner and carried unanimously to approve the 3-year term renewal for Hollar and Matthews on the Board of Directors.

Minutes

Motioned by Monarco and seconded by Hollar and carried unanimously to approve the Minutes of the Board of Directors Meeting June 5, 2016.

Financials – May 2016

Salo reviewed with the board the May 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 \$177.36 over budget. One MW SLS resource was termed in May. The MW Comp billable count was 73 out of 73 resources, 27 out of 28 in MW SLS and 1 out of 1 in CES.

Public Support – Contributions/Fundraisers – Salo indicated revenue was \$9,008.52 over budget

which included final net proceeds of Cinco de Mayo of \$2,325 and Golf Tournament of \$8,496.

Other Revenue – Salo indicated revenue was \$10,230.90 under budget in May and \$135,460.68 under budget YTD due to \$151,200 in CDOT vehicle and equipment grants that will not be received in FY'16, but rather FY'17.

Salaries+PTO – Salo indicated expenses were \$9,195.52 over budget and included 13 full-time vacancies.

Payroll Taxes, W/C – Salo indicated expenses were \$12,831.49 under budget, as the annual work comp premium is billed in 9 months, Jul'15 – Mar'16. Apr-Jun'16 will only include work comp deductible claims. Work Comp is over budget YTD, as we budgeted \$10,000 for work comp deductible claims, and have already paid \$24,510 through April 2016.

Building/Equipment Maintenance – Salo indicated expenses were \$8,192.38 over budget which included \$2,465 for gutters at the Belleview apartments, \$1,254 for carpet and a bathroom remodel at Cottonwood group home, and \$3,110 for March, April, and May pest control.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$11,444.57 over budget which included \$4,773 for 50th Anniversary T-Shirts, \$4,216 for 50th Anniversary Artwork, \$4,029 for a new trailer, and \$3,180 for shelving racks at Global Treasurz La Junta and Rocky Ford.

Computer Supplies – Salo indicated expenses were \$20,496.06 over budget which included \$7,680 for 14 laptops, \$10,269 for new printers, software and server supplies, and \$7,289 for Dynamics GP Implementation.

Dues/Publications/Subscriptions/Fees – Salo indicated expenses were \$3,508.99 over budget which included \$2,502 for 50th Anniversary advertising.

Food – Salo indicated expenses were \$4,398.86 over budget which included \$10,234 for Sodexo lunches and \$9,300 for residential groceries.

Salo indicated we ended May with a monthly net loss of \$41,614.73 and a Year to Date net income of \$92,132.39.

Salo reviewed the Balance Sheet as of 5/31/16. I.F. Cash Accounts were at \$633,905.88 and our Operating Account was at \$589,687.45. Restricted Funds – Building Fund Money Market was at \$49,331.24, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$251,709.89. Total Current Liabilities were at \$469,272.90. Long Term Liabilities were at \$2,419,263.57. Current Year Retained Earnings were at \$92,132.39.

Financials – June 2016

Salo reviewed with the board the June 2016 Income Statement and Balance Sheet and explained the items of interest, which are highlighted with corresponding footnote explanations.

Fees for State Funded Services – Salo indicated the monthly revenue variance was \$14,683.02 under budget which included \$15,141 in FSSP Reversions.

Fees for Medicaid Funded Services - Salo indicated the monthly revenue variance was \$14,476.45 over budget. The MW Comp billable count was 73 out of 73 resources, 28 out of 26 in MW SLS and 1 out of 1 in CES.

Public Support – Contributions/Fundraisers – Salo indicated revenue was \$5,168.76 under budget. FY'16 final net fundraising proceeds were as follows: Cinco de Mayo, \$2,325; Golf Tournament, \$8,496; and Monster Bash, \$1,750. Building Rental net proceeds were \$10,880.39 and Catering event proceeds were \$2,886.08.

Other Revenue – Salo indicated revenue was \$10,859.58 under budget and included \$6,167 in insurance proceeds for a totaled vehicle.

Salaries+PTO – Salo indicated expenses were \$24,603.84 over budget and included 13 full-time vacancies and \$8,580 in additional PTO for a 3rd payroll in June.

Payroll Taxes, W/C – Salo indicated expenses were \$351.33 over budget and included \$9,849 in additional payroll taxes for a 3rd payroll in June.

Rent/Utilities – Salo indicated expenses were \$2,570.27 under budget and included \$5,896 in quarterly utilities reimbursement from the 3 housing corporations.

Building/Equipment Maintenance – Salo indicated expenses were \$3,308.62 under budget and included \$3,357 in quarterly building maintenance reimbursement from the 3 housing corporations.

Dues/Publications/Subscriptions/Fees – Salo indicated expenses were \$6,517.72 under budget and included \$9,136 in audit fees reimbursement from the 3 housing corporations.

Food – Salo indicated expenses were \$5,866.25 over budget and included \$10,234 for Sodexo lunches, \$9,328 for residential groceries, and \$2,595 for 50th Anniversary.

Salo indicated we ended June with a monthly net loss of \$37,395.87 and a Year to Date net income of \$54,736.52.

Salo reviewed the Balance Sheet as of 6/30/16. I.F. Cash Accounts were at \$661,552.10 and our Operating Account was at \$366,368.16. Restricted Funds – Building Fund Money Market was at \$49,338.17, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$251,890.76. Total Current Liabilities were at \$335,519.29. Long Term Liabilities were at \$2,408,271.84. Current Year Retained Earnings were at \$54,736.52.

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

Financials – 2016-17 Proposed Budget

Salo reviewed with the board the FY'2016-17 Proposed Budget and explained the items of interest, which are highlighted with corresponding footnote explanations.

Medicaid Comprehensive - Salo indicated the proposed budget is \$5,023,700.00 and includes using 72 average billable resources, 3 new mid-year, 3 terms mid-year, and vacancies.

Hot Lunch – Salo indicated the budgeted revenue is \$2,250.00 which included \$2.50 per lunch for employees once a new cook is hired within 6 months.

Cash Donations/Fundraisers – Salo indicated the proposed budget is \$37,000.00 which includes \$15,000 from donations, \$6,000 from Cinco de Mayo, \$10,000 from the Golf Tourney, and \$6,000 from Monster Bash.

Grants – Salo indicated the proposed budget is \$251,210.00 which includes \$241,210 from CDOT vehicle & equipment grants, and \$10,000 in other grants.

Gain/Loss on Asset – Salo indicated the budgeted revenue of \$7,500 includes selling 2 buses.

Miscellaneous Income – Salo indicated the proposed budget is \$60,000 and includes \$25,000 from the rental of 612 Adams facilities, \$10,000 catering business and \$20,000 rental income from the Belleview apartment complex.

Salaries – Salo indicated the increase of the DOL exempt ruling effective 12/1/16, the potential increase to the minimum wage effective 1/1/17 and additional positions is being offset by reduced overtime, the closure of one PCA and no bonus pool for FY'17.

Contracted Services – Salo indicated the proposed budget is \$314,460 and includes EI Providers, IT Consulting and Behavioral Services.

Purchased Services – Salo indicated the proposed budget is \$299,607 which includes a rate increase for Host Home Providers and new providers.

Payroll Taxes/Work Comp – Salo indicated the proposed budget is \$471,150.55 which includes an increase due to increased salaries as well as a work comp 1.42 experience mod & \$5,000 deductible.

Staff Insurance – Salo indicated the proposed budget is \$488,660.29 which is based on an average employee census + a 10% renewal increase effective 4/1/16.

Supplies – Salo indicated the proposed budget is \$202,290 which includes supplies for office, medical, household/cleaning, misc. supplies & furniture & equipment.

Utilities & Rent – Salo indicated the proposed budget is \$308,794 which includes a \$11/mo. sewer increase, 2 fewer rentals (North Elm and Carson), S. 7th closure, and larger day site in Las Animas.

Depreciation – Salo indicated the proposed budget is \$343,875.15 which includes 6 months for 4 new vehicles, 3 months for 3 vehicles, a GPS system, and capital purchases.

Miscellaneous Expense – Salo indicated the proposed budget is \$80,000 which includes \$40,000 for client recreation.

Motion was made by Hollar and seconded by Berg and carried unanimously to approve the Proposed Budget for FY'2016-17.

Human Resources Report – Carl Mossman

- Mossman reported that there were four resignations and three terminations in June and three resignations and three terminations in July.
- Mossman reported that we hired nine people in June, eight of which are direct support. Five people were hired in July which are direct support.
- Mossman reported that the new hire orientation for June was held June 27th with eight new hires participating. New hire orientation for July was July 18th with four new hires participating.
- Mossman reported that there are currently thirteen full-time positions open, six of which are direct support, and a new part-time cook position opened. Currently there are 116 employees.
- Mossman reported that an Open Interview session was held on June 7th at **InspirationField** with zero applicants participating.
- Mossman reported that Open Interview session was held on June 9th in Rocky Ford with five applicants participating, two hired.
- Mossman reported that an Open Interview session was held on July 12th at **InspirationField** with five applicants participating, two hired.
- Mossman reported that Open Interview session was held on July 14th in Rocky Ford with four applicants participating, one 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 September 26, 2016.
- Mossman reported that the direct support turnover rate for FY' 2016 at 78.31%. (A copy is included with the meeting minutes.)

Adult Services Director Report – Ryan Denahy

- Denahy reported that a new Host Home was opened in Rocky Ford in the beginning of August, and an individual from the Proceed program moved in.
- Denahy reported that an individual moved into the Maestas Host Home last Thursday. She was very excited for this new move.
- Denahy reported that another individual is scheduled to be moving in late September or early October.
- Denahy reported that a potential Host Home Provider was interviewed in Rocky Ford last week which will most likely be approved and we have another interview this afternoon who is looking to provide respite care.
- Denahy reported that currently there are 13 individuals living in host homes with a potential count of 15 by October.
- Denahy reported that a new individual was enrolled into comprehensive services in August. He is in the Proceed program and will reside at the Arrowhead group home.
- Denahy reported that staff and individuals attended the Broncos Training Camp on August 9th and everyone had a great time. They also went to Elitch's the day before and stayed the night in Denver.
- Denahy reported that the firetruck was driven in the Arkansas Valley Fair parade and the individuals

really enjoyed riding it. Individuals also attended the fair, rode rides, and went to the ATV Challenge and rodeo.

- Denahy reported that a group went to the Travis Tritt concert at the state fair this past Friday.
- Denahy reported that a bowling league started yesterday. Bowling will take place every other Sunday through April.

Director of Community Supports Report – Kidron Backes

- Backes shared pictures of the fire truck with the board and introduced Bruce Perkins, Transportation Specialist who made improvements to the truck. Backes thanked Perkins for all his work in getting the fire truck ready for future parades and events.
- 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 a new campaign has started for vehicle donations. Backes asked the board to spread the word.
- Backes reported that moving into the new Las Animas day site is getting closer. Backes will schedule a tour of the new building and host an open house.
- Backes reported that another individual moved out of a group home to independent living.
- Backes reported that several individuals received used computers that were refurbished from the agency.
- Backes reported that along with all the recreation events that Denahy mentioned, the individuals also attended the annual Adult Swim Party and BBQ, and three individuals with SLS attended Lions Camp.
- Backes reported that the Job Coach received certification for a SPARK program which is geared to teach individuals more employment skills/entrepreneurship skills.
- Backes reported that we currently have individuals working on their GED's and Drivers tests.
- Backes reported that we will be changing pharmacies. The new pharmacy will offer dispill packaging so that medications can be provided in a single-pouch.

Case Management Director Report – Sharon Church

- Church reported that there were no new enrollments into the SLS Waiver during the months of July and August. There was one termination from this waiver, and one referral for placement in process.
- Church reported that they received approval for an emergency enrollment in July for the DD Waiver. This enrollment was completed in August. There was one termination from the waiver in July when an individual returned to his family home in Arizona. There are no pending enrollments into the waiver. Three individuals in the waiver have requested referrals for placement and these referrals are currently in process.
- Church reported that there were nine referrals for the Early Intervention Program during the months of June, July and August. There were four referrals from service agencies, two CAPTA referrals, two referrals from primary care providers and one referral from a parent. There are currently four children in the intake/evaluation process and twenty-one children actively enrolled in the program.
- Church reported that the determination committee met and reviewed funding requests during the month of July. A total of twenty-two families were approved for different levels of funding based on the needs of their family for a total of \$33,700. The Family Support Council has designated \$2,500 of the fund for life/limb threatening emergencies. There will be approximately \$3,800 left in funding to help support new families throughout the year.
- Church reported that the Case Management department will be attending training in Fort Collins at Foothills Gateway for a two-day Person Centered Thinking course.
- Church reported that the Self-Advocacy group, People for Independence, will be running a booth at Early Settler's Day on September 10, 2016. This is one of their major fundraisers for the year. This group will also set up a table in Ordway on September 16th from 9 am to 2 pm for the Pedal of the Plains event and will be selling fruit bowls.

Community Relations Director – Caitlin Coffield

- Coffield reported that planning has started for the Monster Bash and “The Martini Shot” band from Pueblo, CO will be performing. Coffield asked the board, directors and supervisors for help in selling tickets to the dance.
- Coffield thanked the board for attending the Board Planning Session in Black Hawk and hope they all enjoyed it.
- Coffield reported that the final Wake Up Breakfast in October will be held on October 18th and let the board know that she will sending a volunteer sign-up sheet for help that morning. Coffield asked the board to wear their gray 50th polo shirts.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that we need to hold a special board meeting to approve new CDOT Title VI Requirements to continue to apply and receive funding. A board meeting date was set for September 7th at 1:30 pm.
- DeLeon reported the board should review our current procedures regarding public comment.
- DeLeon reported that Salo, Denahy, Backes, Mossman, Coffield and himself attended the annual Alliance Summit in Breckenridge in June and were a part of the 1st Alliance A-team Talent Show and won 1st Place and brought home a trophy. DeLeon shared a video of the skit performed.
- DeLeon reported that in regards to purchasing the SECOM building on 3rd street, Rick Klein informed him that the city has decided to lease the building to another Tri-County dealership.
- DeLeon reported that in June \$30,000 in bonuses was paid to 69 employees. Administrative employees had to complete a 35 wpm or more typing test and a conflict-resolution training in order to qualify for the bonus. To qualify, direct support staff needed zero medication administration errors and complete a conflict-resolution training. Medication errors were also cut by 50% during this bonus period.
- DeLeon reported that the metal sculptures were painted by Ruby’s Auto. Bo Ruby only charged for materials and donated his time to complete them. DeLeon gave Ruby’s Auto a table to the Monster Bash as a thank you.
- DeLeon reported that the appeal to Industrial Court of Appeals Office regarding the Colorado DOL Employee vs. Contractor, **InspirationField** won one case out of three. DeLeon will now appeal the case to the Colorado Court of Appeals.
- DeLeon reported that the Obama Executive Order is raising the salary for exempt staff to \$47,476 a year, employees have been identified who will receive that increase and all other employees will be paid overtime.
- DeLeon reported that the state’s new minimum wage ballot initiative wage will raise minimum wage to \$12.00/hour. Currently, minimum wage is \$8.31. If passed, minimum wage will be raised to \$9.30 on January 1, 2017. It will then be raised in \$0.90 increments every year after, hitting \$12.00 in 2020. This increase will cause us to lose our competitive advantage in the valley because currently, we are at \$10.00/hour, \$1.69 above minimum wage. If this initiative passes, all employers, including **InspirationField**, will be at \$12.00/hour.
- DeLeon thanked Backes, her husband Michael, Steve Johnson, Coffield, Christina Sanchez, Scooter J., Jan DeLeon, Denahy, and Erika Rodriguez for their help in hosting the Star Wars Free Movie Night for the community on August 26th. 125 people attended the event and had a great time.
- DeLeon reported that computers have been donated to six individuals, four to Bent County Senior Center, and eight will be sold at a discount to employees. DeLeon thanked Johnson for his help in getting the computers ready.
- DeLeon reminded the board of the upcoming Wake Up Breakfast on October 18th at 6:47am and we need volunteers the morning of.
- DeLeon thanked Salo for her hard work on the budget for the new fiscal year and presented her with a \$50 gift card. It was very challenging this year arriving at a balanced budget.
- DeLeon reported that the new generator has been installed and a training is scheduled for select

employees on Thursday.

The board adjourned the meeting at 1:41 p.m.

The next scheduled meeting will be, **October 3, 2016 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