



INSPIRATION F I E L D

Board of Directors Meeting Minutes

August 7, 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
Scott Monarco
Candi Hill
John Gallegos, Vice President

MEMBERS ABSENT

John Haberman
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
Brian Gauna, Program Supervisor
Ryan Denahy, Adult Services Director
Joseph Archuleta, Program Supervisor
Caitlin Coffield, Community Relations Director
Kidron Backes, Case Management Director
Paula McIntire, Case Manager
Brittany Baylor, Case Manager

Call to Order

President Clawson called the meeting to order at 11:41 a.m.

Public Comment

Backes introduced McIntire and Baylor who are new Case Managers. DeLeon stated that Matthews is celebrating his birthday today so the board sang him Happy Birthday.

Minutes

Hollar reported that Monarco was not on the Members Present list and needed to be added. Correction will be made on June 2017 minutes. Motioned by Hollar and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting June 5, 2017.

Financials – May 2017

Salo reviewed with the board the May 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 \$14,911.95 under budget. One individual in MW Comp moved away in May. The MW Comp billable count was 69 out of 69 resources, 28 out of 29 in MW SLS and 1 out of 1 in CES.

Public Support – Contributions/Fundraisers – Salo indicated revenue was \$15,041.63 over budget which included revenue from Cinco de Mayo and Golf Tournament.

Work Activities/Store Revenues – Salo indicated revenue was \$11,255.94 under budget due to closure of Global Treasurz Rocky Ford.

Salaries+PTO – Salo indicated expenses were \$31,777.23 under budget and included 15 full-time vacancies.

Employee Benefits – Health/Life Ins – Salo indicated expenses were \$685.33 under budget. The health insurance census dropped with the April health insurance renewal; however, a partial premium

to bind coverage was billed in April with the balance included with the May premium.

Building/Equipment Maintenance – Salo indicated expenses were \$6,398.54 over budget which included \$4,273 for sprinkler/alarm inspections; \$3,800 for tree removal at Colorado Group Home; \$1,250 for new water tap at Cottonwood Group Home.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$61,863.98 over budget which included \$7,342 in furniture and equipment for new Las Animas Day Site and \$50,000 in supplies and equipment for the vehicle maintenance facility that were not able to be capitalized.

Other Expenses – Salo indicated expenses were \$14.58 under budget which included \$5,850 in client recreation (Special Olympics & Camping/Rafting).

Salo indicated we ended May with a monthly net loss of \$27,211.73 and a Year to Date net income of \$115,113.40.

Salo reviewed the Balance Sheet as of 5/31/17. I.F. Cash Accounts were at \$501,790.56 and the Operating Account was at \$651,238.72. The Designated Funds for Building/Equipment/Maintenance balance was at \$46,242.63 and the Designated Funds for Vehicle Maintenance Facility was at \$62,800.70. Total Current Liabilities were at \$426,022.97. Long Term Liabilities were at \$2,281,332.16. Current Year Retained Earnings were at \$115,113.40.

Financials – Draft June 2017

Salo reviewed with the board the Draft June 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 \$17,463.93 under budget. The MW Comp billable count was 69 out of 69 resources, 28 out of 28 in MW SLS and 1 out of 1 in CES.

Salaries+PTO – Salo indicated expenses were \$7,778.55 over budget which included 21 full-time vacancies. One-time longevity bonuses were paid out in June.

Rent/Utilities – Salo indicated expenses were \$3,604.25 under budget which included \$5,489 for quarterly reimbursements from housing corporations.

Building/Equipment Maintenance – Salo indicated expenses were \$3,167.30 over budget due to year end needs which were offset by \$9,744 in quarterly reimbursements from housing corporations.

Salo indicated we ended June with a monthly net loss of \$30,154.56 and a Year to Date net income of \$84,958.84.

Salo reviewed the Balance Sheet as of 6/30/17. I.F. Cash Accounts were at \$515,482.92 and the Operating Account was at \$514,183.93. The Designated Funds for Building/Equipment/Maintenance balance was at \$46,246.43 and the Designated Funds for Vehicle Maintenance Facility was at \$62,905.86. Total Current Liabilities were at \$322,034.61. Long Term Liabilities were at \$2,269,879.75. Current Year Retained Earnings were at \$84,958.84.

Motioned by Berg and seconded by Monarco and carried unanimously to approve the Financials from May and Draft June 2017.

Financials – 2017-18 Proposed Budget

Salo reviewed with the board the FY'2017-18 Proposed Budget and explained the items of interest, which are highlighted with corresponding footnote explanations.

Medicaid Comprehensive - Salo indicated the proposed budget is \$4,962,173.00 and includes a 1.402% rate increase, using 68 average billable resources, 2 new 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 \$35,000.00 which includes \$13,000 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 \$116,766.00 which includes \$106,766 from CDOT vehicle & equipment grants, and \$10,000 in other grants.

Gain/Loss on Asset – Salo indicated the budgeted revenue of \$14,720 includes selling 5 vehicles.

Miscellaneous Income – Salo indicated the proposed budget is \$50,000 and includes \$15,000 from the rental of 612 Adams facilities, \$10,000 catering business and \$20,000 rental income from the Belleview apartment complex.

Contracted Services – Salo indicated the proposed budget is \$185,500 and includes EI Providers, and Behavioral Specialists.

Purchased Services – Salo indicated the proposed budget is \$291,292.10 which includes two new host home providers.

Payroll Taxes/Work Comp – Salo indicated the proposed budget is \$458,183.98 which includes a work comp 1.37 experience mod & \$5,000 deductible.

Supplies – Salo indicated the proposed budget is \$210,343 which includes supplies for office, medical, household/cleaning, misc. supplies & furniture & equipment.

Utilities & Rent – Salo indicated the proposed budget is \$285,190 which includes the closure of Global Treasurz Rocky Ford, Cottonwood Group Home closure mid-year and larger day site in Las Animas.

Vehicle Expense – Salo indicated the proposed budget is \$74,750 which includes \$48,000 in fuel and \$35,000 in maintenance and repairs, including a cost-savings of \$8,250.00 once we begin doing our own repairs to our fleet.

Depreciation – Salo indicated the proposed budget is \$379,868.57 which includes 9 months for 1 new vehicle, 8 months for 1 vehicle, 6 months for 1 vehicle and capital purchases.

Food – Salo indicated the proposed budget is \$180,000 which includes \$30,000 for hot lunch program beginning Jan'18 and Cottonwood closure mid-year.

Miscellaneous Expense – Salo indicated the proposed budget is \$73,500 which includes \$30,000 for client recreation.

Motion was made by Berg and seconded by Matthews and carried unanimously to approve the Proposed Budget for FY 2017-18.

Salo also shared the breakdown from the FY'17 Fundraisers/Events. A copy is included with the meeting minutes.

Human Resources Manager Report – Rosa Salo Interim

- Salo reported that there were three resignations and no terminations in July.
- Salo reported that we will have a booth at the Arkansas Valley Fair next week.
- Salo reported that there are currently 18 full-time positions open.
- Salo reported that there will be an Open Interview Session in Rocky Ford this Thursday.

Adult Services & Community Supports Director Report – Joseph Archuleta

- Archuleta reported that June store sales in La Junta were \$15,582, which is \$5,853 less than June last year. Overall, both stores combine for annual store sales of \$265,246 which is \$51,346 less than last year.
- Archuleta reported that they are fully moved out of the Rocky Ford store. Denahy wanted to thank Gauna, the Proceed Crews, Archuleta, Mobile Crews, Medina and the Global Treasurz staff for working together to complete this very difficult task.
- Archuleta reported that they have approved two Host Home Providers who will begin services October 1st. One is in Las Animas and the other is in Rocky Ford.
- Archuleta reported that they have been working on the plan of corrections for the GRSS survey

which has been very time consuming. They have met all of the completion dates as set forth in the approved plan of corrections. They are working on a new monitoring plan in Blackhawk which they feel will be very effective in solving the majority of the issues from the survey and ensure they do not recur.

- Archuleta reported they continue to wait patiently for an occupancy date at Enrich in Las Animas. The County still has not received the go ahead to occupy the building because the contractor has not completed their final punch list. At this time, they do not have a tentative date for move in.
- Archuleta reported that Proceed went on their annual camping trip in July. There are two individuals currently on a trip to Hawaii through Trips Inc. and 40 individuals and staff enjoyed two Sky Sox games in June.

Case Management Director Report – Kidron Backes

- Backes reported that they are currently working on eligibility determinations. One individual transferred out of Comp services and one left SLS services.
- Backes reported that there are no new Comp or SLS enrollments and one new CES enrollment.
- Backes reported that they have received 11 referrals from Early Intervention, 3 from CAPTA, 7 from medical providers, and 1 transfer from Colorado Blue Sky.
- Backes thanked the Case Management team for planning and holding the annual swimming parties. Backes reported there were about 40 people in attendance at the children's swim party.
- Backes reported that the maintenance department remodeled the large bathroom at the Lincoln Group Home to turn it into two separate bathrooms. They also are doing a large remodel at the Colorado Group Home including a full remodel in back bathroom, partial remodel in front bathroom, full kitchen remodel, re-pouring outside concrete, and changing the sliding back door to a window.
- Backes reported that Manchego and Martha have completed the requirements and application to become a Q-Map training site. Changes to the State Rules (CDPHE) now requires all Q-Map training to be done through this process requiring **InspirationField** to become a training site.
- Backes reported that they have contracted with a dietician to help create new menus in the group homes and assist in the Kitchen once a Head Cook is hired.

Community Relations Director – Caitlin Coffield

- Coffield reported that planning has started for the upcoming Monster Bash. The theme this year will be Pirates and we have The Martini Shot band returning to play.
- Coffield thanked everyone who attended the board planning session in Blackhawk.
- Coffield reported that the last Wake Up Breakfast will be held here on October 17th and asked everyone to save the date to volunteer and help this year.
- Coffield reported that we signed **InspirationField** on Amazon Smile. So whenever purchases are made on smile/amazon.com 0.05% from the purchase will be given back to **InspirationField**.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that we got a lot accomplished at the board planning session. DeLeon reported that Backes and Stacy Dickerson will be attending a PCT training in September and would like the board members who didn't attend the board planning session to complete their personal profiles for PCT.
- DeLeon reported that we discussed moving the location of the board planning session. DeLeon reported that we will look at the Cheyenne Mountain Resort and other places in Colorado Springs for next year's session.
- DeLeon reported that we had good supervising training at the planning session which included creating a new monitoring plan for the agency and we hope it solves a majority of the issues within the agency.
- DeLeon reported that the CCB Coalition has been lobbying at the Federal and State level. Several CCB's could leave Alliance due to the lack of lobbying efforts on their part and the amount that is paid for dues. These issues need to be resolved by Alliance members.

- DeLeon reported that we have filed for a Rural Exemption in regards towards Conflict-Free Case Management.
- DeLeon reported that we received the Supreme Court's decision with Employee vs. Independent Contractors and they denied our appeal to the case which means we lost. DeLeon reported we will have to make changes to EI contractors.
- DeLeon reported that Medina and himself will be meeting after the board meeting regarding Global Treasurz Rocky Ford to go over any final matters that need to be handled and a notice will be sent to landlord John West to vacate the building.
- DeLeon reported that we are two a half years ahead of the game in regards to opening the new Vehicle Maintenance Facility. DeLeon would like to contract with Matt Schindler for minor renovations to the facility at 1601 Adams. Schindler was also the architect for the building at 612 Adams.
- DeLeon thanked Case Management for their work on the Children's and Adult Swim parties.
- DeLeon reported that we will be posting the volunteer signup sheet for the Wake Up Breakfast as it gets closer for help in the Kitchen, serving, etc.
- DeLeon reported that the next board meeting will be held at the new Enrich Day Site in Las Animas on Sept. 11th.

The board adjourned the meeting at 12:58pm.

The next scheduled meeting will be, **September 11, 2017 at 11:30 a.m.**
To be tentatively 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