



## INSPIRATION

F I E L D

### Board of Directors Meeting Minutes

January 6, 2020 - 11:30 a.m. at

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

#### **MEMBERS PRESENT**

Helen Hollar, President  
Steve Berg, Vice-President  
Pat Finkner, Treasurer  
Rob Oquist, Secretary  
Danny Yost

#### **MEMBERS ABSENT**

Margie Gardner, Treasurer

#### **NON-MEMBERS PRESENT**

Johnnie DeLeon, Chief Executive Officer  
Barb Manchego, Director of Nursing  
Ryan Denahy, Adult Services Director  
Rosa Salo, Chief Financial Officer  
Caitlin Coffield, Community Relations Director  
Kidron Backes, Case Management Director

#### **Call to Order**

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

#### **Public Comment**

- Backes invited the board to the Open House at the newly renovated La Junta Primary School tonight from 4:30 to 6:30 pm.

#### **Minutes**

Hollar mentioned on the November 11, 2019 minutes she was present but it was not stated.

Motioned by Finkner and seconded by Yost and carried unanimously to approve the Minutes of the Board of Directors Meetings November 11, 2019, November 26, 2019 and December 2, 2019 with corrections made from the November 11<sup>th</sup> meeting.

#### **Financials – October 2019**

Salo reviewed with the board the October 2019 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 \$9,198.02 under budget. The MW Comp billable count was 64 out of 64 resources, 15 out of 15 in MW SLS and 2 out of 3 in CES.

**Salaries & PTO** – Salo indicated expenses were \$25,050.72 under budget and included 20 full-time vacancies.

**Building/Equipment Maintenance** – Salo indicated expenses were \$7,541.92 over budget and included \$1,777 to repair auto entrance gate; \$2,610 for electrical work in lobby/server room/coffee area; \$1,929 for thermostats in residential sites; \$1,429 to replace door closure in day program.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$6,561.46 over budget and included \$2,777 for lift; \$1,430 for day program learning supplies; \$1,531 for new coffee machine; \$1,556 box truck/bags and labels for Global; \$1,194 beds and dryer for residential sites.

**Computer Supplies** – Salo indicated expenses were \$11,764.95 over budget and included \$18,671 for 23 new computers.

Salo indicated we ended October with a monthly net loss of -\$8,955.60 and a Year to Date net loss of -\$41,476.79.

Salo reviewed the Balance Sheet as of 10/31/19. I.F. Cash Accounts were at \$640,350.69 and the Operating Account was at \$287,957.64. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,804.32, the Designated Funds for Vehicle Maintenance Facility was at \$7,543.35, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$54,146.02. Total Current Liabilities were at \$457,582.64. Long Term Liabilities were at \$1,924,914.05. Current Year Retained Earnings were at -\$41,476.79.

### **Financials – November 2019**

Salo reviewed with the board the November 2019 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 \$46,156.27 under budget. The MW Comp billable count was 63 out of 63 resources, 17 out of 19 in MW SLS and 2 out of 3 in CES.

**Other Revenue** – Salo indicated revenue included \$10,970 in insurance proceeds for totaled vehicle.

**Salaries & PTO** – Salo indicated expenses were \$19,229.12 under budget and included 17 full-time vacancies.

**Employer Contribution 401(k) & Payroll Taxes** – Salo indicated expenses included \$2,978 401k and \$10,565 payroll taxes for 3<sup>rd</sup> pay period in Nov'19.

**Food** – Salo indicated expenses were \$4,888.89 over budget and included \$1,776 for Thanksgiving luncheon and \$2,482 for annual dinner and EE appreciation dinners.

Salo indicated we ended November with a monthly net loss of -\$31,186.57 and a Year to Date net loss of -\$72,663.36. Salo reported that several budgeted revenue items should hit the second half of the fiscal year; one of three CDOT vehicle grants arrived in December, with the total CDOT budgeted revenue being \$144,320.00. In addition, we will receive targeted rate increases for Medicaid Waiver Group Home services effective January 1, 2020. Salo stated that even with the anticipated additional revenue, it was going to be a challenging year to break even.

Salo reviewed the Balance Sheet as of 11/30/19. I.F. Cash Accounts were at \$654,532.27 and the Operating Account was at \$137,088.88. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,807.05, the Designated Funds for Vehicle Maintenance Facility was at \$7,543.41, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$54,289.10. Total Current Liabilities were at \$292,181.58. Long Term Liabilities were at \$1,912,271.26. Current Year Retained Earnings were at -\$72,663.36.

Motion was made by Berg and seconded by Finkner and carried unanimously to approve the Financials for October and November 2019.

### **Human Resources Director Report – Rosa Salo for Candi Hill**

- Salo reported that we had one resignation in the month of December. Turnover rate was 0.95%. We had 16 FT vacancies at the end of December. New hire class started today with seven people which includes a case manager and house manager at Riverside group home. All group homes now have House Managers.
- Salo reported that minimum wage, base rate or 1.5% rate increases went into effect December 23, 2019. Longevity was also recognized for 22 DSPs and one non-DSP. An additional \$16.89 per hour has been spread out between 23 employees, with their specific amounts based on longevity ranging from 3 years to 20 years. Long-term DSPs now make between \$12.60 and \$15.42 per hour.
- Salo reported that the new minimum wage is \$12.00 per hour. The board had previously approved a 2.0% rate increase for those who are above minimum wage or the base rate increase. However, due to budget constraints, the percentage was lowered to 1.5%. We also increased CNA differential

to \$0.80 per hour, up from \$0.60 per hour.

- Salo reported that at the end of November, behavioral billing revenue generated by our in-house behavioral specialist was over budget by about \$3,000.
- Salo shared a safety tip and encouraged everyone to not abbreviate 2020 when writing dates. By abbreviating the date to just /20, people can easily add on two additional numbers and create a different date.

### **Community Supports Director Report – Ryan Denahy**

- Denahy reported that we received one of the three CDOT grant vehicles. It is a mini-van with a handicap accessible wheelchair ramp. This vehicle has been assigned to the Colorado group home.
- Denahy reported that the contract with Senex Foundation for dietary reviews has been completed. They are now reviewing all of our specialized diets and menu plans going forward.
- Denahy reported that we have an individual currently residing at the Prairieview group home who will be moving into the Del Duca host home later this month.
- Denahy reported that we have been busy writing annual performance evaluations. All of the evaluations for our department were completed on time and are ready to be administered to the employees this month.

### **Community Support Director Report – Nicole Baylor**

- Baylor reported that Global Treasurz sales were \$14,432.53 for December which was a decrease from last year of \$1,762.46.
- Baylor reported that Global Treasurz held a clothing drive for those in need on December 18<sup>th</sup>.
- Baylor reported that Prairieview had a Fire Inspection with the City of La Junta. They had two follow-ups: Give City card swipe badge to be placed in box (to be used when there is no emergency) and label backflow.

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

- Backes reported that we hired a new Case Manager, Allye Batterton starting on 1/13/20 to replace Paula McIntire. Allye will be primarily responsible for the EI and Children's case load. We are pleased to have her on our team.
- Backes reported that the Case Management Department is going to The Resource Exchange (CCB in Colorado Springs) to complete additional training to help our EI program improve quality of Service Coordinator services.
- Backes reported that HCPF held another webinar outlining changes to the FSSP services. CMD is working through possible changes that may need to be implemented and any changes to Policies and Procedures that need to be updated. If any changes require a change to a Board Approved Policy the Board will be notified and it will be presented in a Board meeting for discussion/approval.
- Backes reported that Brittani Trujillo has resigned from her management position at HCPF. This makes two vacant high-level positions at HCPF. No update from HCPF about how this might impact the work of the Business Continuity Plans and CFCM. A regularly scheduled meeting is set for January—we are hoping to have an update from HCPF at that time.
- Backes reported that CMD has started the process to become a Support Intensity Scale interviewer. The process to be certified and trained should take several months. However, this will be very beneficial to **Inspiration**Field as we haven't had a trained interviewer for three years and have had to contract with other CCB's for this work.
- Backes reported that CMD is participating in work with the Waiver Redesign workgroup to complete Case Studies of people to get an idea if the proposed Washington Algorithm is appropriate to more clearly define "Needs Based Criteria (NBC)" for individuals to access Residential Services in the future. CMD gave a brief update of why this needs to be assessed, the concern from Stakeholder have about this new process, and what can be expected from the work of the Case Studies.
- Backes reported that CMD held another successful Children's Christmas Party.

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

- Coffield thanked everyone who helped out with Santa's Workshop and volunteered as an Elf. Coffield reported attendance was lower this year with 678 attendees but we'll continue to hold the event for the children.
- Coffield thanked for everyone who helped or attended the Annual Dinner and Volunteer Appreciation Party.
- Coffield reported we received \$1,861 on Colorado Gives Day and that money will be added to the Global Treasurz Expansion Fund.
- Coffield reported we received \$5,000 from the Colorado Trust and that money will also be added to the Global Treasurz Expansion Fund.
- Coffield reported that the Mardi Gras Party will be held on February 22<sup>nd</sup> and asked the board to save the date.
- Coffield reported that we held a Christmas Clothing Drive at Global Treasurz on December 18<sup>th</sup> and helped out several families with clothing and blankets.
- Coffield shared the Conflict of Interest Statements with the board to sign.

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

- DeLeon wished the board a Happy New Year.
- DeLeon thanked Rafael, Caitlin and all the staff who helped prepare, cook, setup, serve and clean for the annual Thanksgiving Luncheon.
- DeLeon thanked all the Elves who helped with Santa's Workshop. We had a total of 678 people visit that night.
- DeLeon reported that we have finalized the contract with Senex Foundation for Dietary needs and will be reviewing to gain compliance.
- DeLeon reported that we have put in for a fixed shelter at 612 Adams through CDOT SETPR (Southeast Transportation Planning Region) since the City of La Junta bus stops at **InspirationField**.
- DeLeon reported that the Leadership Team will be focusing on communication, customer service, person-centered training and follow-up in 2020.
- DeLeon reported that for the Annual Christmas Giving Back, Directors and Supervisors handed out 10 \$100 gift cards and a loaf of bread to people in need this holiday season. DeLeon reported that we held a Christmas Clothing Drive at Global Treasurz and gave several families \$100 in free clothing and blankets. DeLeon reported that we hid Icy the Elf again and gave \$500 in cash to Junior and Katie Morales who found him. Icy was found after Clue #8.
- DeLeon invited the board to our 1<sup>st</sup> Annual Mardi Gras Party on February 22<sup>nd</sup>.

The board adjourned the meeting at 12:50 pm.

The next scheduled meeting will be February 3, 2020 at 11:30 am  
at Tiger Field Board Room, **InspirationField**, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

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Caitlin Coffield, Community Relations Director

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Rob Oquist, Secretary

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Helen Hollar, President