



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

October 5, 2020 - 12:00 p.m. at  
Commons, 612 Adams Ave., La Junta, CO

#### **MEMBERS PRESENT**

Helen Hollar, President  
Steve Berg, Vice-President  
Elaine McIntyre  
Rob Oquist, Secretary  
Danny Yost  
Margie Gardner  
Nate Clem

#### **MEMBERS ABSENT**

Jenny Snyder  
Pat Finkner, Treasurer

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

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

#### **Call to Order**

President Hollar called the meeting to order at 12:05 p.m.

#### **Public Comment**

No public comment was given.

#### **Minutes.**

Hollar reported that it states that Denahy was present at the meeting when he was absent. Motioned by Yost and seconded by McIntyre and carried unanimously to approve the Minutes of the Board of Directors Meeting, September 14, 2020 with corrections made.

#### **Financials – August 2020**

Salo reviewed with the board the August 2020 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 \$21,824.05 under budget. The MW Comp billable count was 66 out of 66 resources, 6 out of 20 in MW SLS and 1 out of 3 in CES.  
date.

**Salaries & PTO** – Salo indicated expenses were \$44,038.07 under budget and included 13 FT vacancies: 1-Admin, 8-Residential, 3-Learning Center, 1-Crew Leader.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$414.48 over budget and included \$4,310 for 5 Star Auto equipment, ie: rolling bridge, scissor lift, topside creepers.

We ended August with a montly net income of \$7,275.59 and a Year to Date loss of (\$34,257.38).

Salo reviewed the Balance Sheet as of 8/31/20. I.F. Cash Accounts were at \$531,313.49 and the Operating Account was at \$1,095,790.96 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$ 68,820.22, the Designated Funds for Vehicle Maintenance Facility was at \$7,643.98, and the Designated Funds

for the Global Treasurz Building Expansion balance was at \$64,145.32. Total Current Liabilities were at \$344,533.14. Long Term Liabilities were at \$ \$2,569,815.47. Current Year Retained Earnings were at (\$34,257.38).

Motioned by Berg and seconded by Yost and carried unanimously to approve the August 2020 Financials

### **Financials – Year-End Audit – Cal Logan**

Cal Logan with Logan, Thomas and Johnson, LLC shared and reviewed the Fiscal year 2019-20 Financial Audit with the board. He thanked Salo and her staff for all their hard work and for being prepared for the auditors. No financial deficiencies, recommendations or adjustments were noted. The Auditor's Report is included with the meeting minutes.

Motioned by Berg and seconded by Yost and carried unanimously to approve the Financial Audit for Fiscal year 2019-20.

### **LJ Global Treasurz Expansion Fund – Johnnie DeLeon**

DeLeon reported that there is \$80,305.53 in the dormant Rocky Ford Global Treasurz bank account. DeLeon proposed closing the dormant account and transferring \$60,000 from the dormant RF GT bank account to the LJ GT Expansion Fund and transfer the remaining \$20,305.53 from dormant RF GT bank account to IF operating account.

Motioned by Yost and seconded by McIntyre and carried unanimously to approve closing the dormant RF GT bank account and transferring \$60,000 from the dormant RF GT bank account to the LJ GT Expansion Fund and transfer the remaining \$20,305.53 from dormant RF GT bank account to IF operating account. LJ Global Treasurz Expansion Fund.

### **Human Resources Director Report – Candi Miell**

- Miell reported that we had six resignations/separations in September. Turnover rate was 5.61%. Year to date turnover rate is 41.12%. At the end of September, we had 11 vacant full time positions including 1 in Admin, 4 in Day Program and 6 in Residential. One new hire started today in Residential. We had one part-time employee transfer to a full-time position. As of October 4, we have an additional vacant position at Global.
- Miell reported we had our drive through flu shot clinic on September 15. 20 employees received a flu shot; 16 picked up vouchers; one employee has received their flu shot at a different location and 31 employees declined a flu shot.
- Miell reported that Ruth Padilla, job coach, and herself are participating in the Supported Employment ACRE National Certificate Course through Virginia Commonwealth University's Rehabilitation Research and Training Center. The online course started September 21 and runs through December 14. ACRE stands for Association of Community Rehabilitation Educators.

### **Adult Services Director Report – Ryan Denahy**

- Denahy reported that revenue for 5 Star Auto for August was \$6,975.
- Denahy reported that we have had multiple appliances go out in multiple sites recently. We have replaced a washer and dryer, refrigerator and a stove.
- Denahy reported that the individuals living at the Riverside group home returned to the Enrich day program site in September. We have one SLS individual who attends Enrich that has elected to continue staying at home for now.
- Denahy reported that we received our Dodge wheelchair lift medical van from a CDOT grant last week. The total grant award purchase was \$49,735 with IF's contribution being \$9,947.

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

- Baylor reported that Global Treasurz sales for September were \$14,653.01 which was a decrease of \$1,650.61 from last year.
- Baylor reported that we are continuing to bring in Host Homes, individuals who live on their own, and Lincoln group home into the Learning Center. Our plan of bringing everyone back to the day program in 6 weeks did not happen. We had some guardians and individuals who wanted to wait before coming back due to COVID.
- Baylor reported that we had an individual move out of Prairieview and moved to another group home. We had an individual who transferred from the SLS program to COMP and moved into our Prairieview group home on October 1. The move went well, and he is going great.
- Baylor asked the board to complete a questionnair for the board planning session and email it to her no later than tomorrow.

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

- Backes stated that IF had an EI Financial Audit. No findings on the audit.
- Backes thanked Salo, the Finance department and Case Management EI staff for their hard work on the audit and making sure the program is financially sound.
- Backes gave an update about the September meeting between HCPF, Executive Director and her staff, Johnnie DeLeon, and CMD, Kidron Backes.
- Backes reported that Case Management was successful in completing 100% of Targeted Case Management per member per month and monitoring activities for all individuals receiving Case Management services in August.
- Backes gave an update about new hire in the Case Management department. Rebecca Pena is a new FT Temporary Records Technician that will be working with the team for the fiscal year until June 30, 2021.
- Backes reviewed the Annual Family Support Services report with the board and all in attendance at the board meeting.

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

- Coffield thanked the Golf Team and all the volunteers for helping out at our Annual Golf Banquet and Tournament. Coffield stated the event went very smooth and reported we had 76 golfers this year and last year we had 74.
- Coffield reminded the board of Monster Bash being held on Saturday, October 24<sup>th</sup>.
- Coffield reported that our Annual Trunk or Treat event will be held Friday, October 30<sup>th</sup> from 3:30 to 5:15pm.
- Coffield asked the board if anyone will need a ride to the Board Planning Session in Blackhawk, CO next week.

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

- DeLeon reported that Kidron and himself met with HCPF staff. HCPF wants Conflict of Interest forms signed by for CM's stating they want provide CM and services to the same person. The CM redesign is set for July 1, 2024. Define geographic areas March 2021. Draft CM RFP 2022 / Post RFP 2023. No process for CMA qualifications has been created yet.
- DeLeon reported that there are 1,052 long-term facilities in Colorado. As of 9/15/20, 95% of nursing homes have reported their PPE supplies. 49% of Assisted Living were 80% and Group Homes/ICF's. **Inspiration**Field has plenty of PPE on hand. DeLeon thanked Miell for taking on the role of COVID officer.
- DeLeon reported that HCPF has a new LTSS Assessment and Person-Centered plan being created to replace SIS and that will be implemented July 1, 2021. They are looking to modify Day Program services across all HCBS waivers. DeLeon reported that the Sept. revenue forecast for FY'22 is projecting a \$1.6B deficit and FY'23 is projecting a \$2.2B deficit. When the public health order ends, the State will lose 6.2% FMAP-\$400 million/year.
- DeLeon reported that we received a new CDOT medical van for \$49,735 and our portion of payment

was \$9,947 approximately for a total of \$59,682. DeLeon thanked Denahy, Jenni and Bruce for their hard work on the CDOT grant.

- DeLeon reported that Alliance reported that with COVID-19, 14,279 people served in IDD waivers, only 95 positive cases and 8 deaths due to COVID.
- DeLeon reported that the new Denver minimum wage now states that any work performed in the city of Denver that is more than four hours, must be paid at \$15 an hour.
- DeLeon reported that our Staff Appreciation Week was a success.
- DeLeon reported that our 9<sup>th</sup> Annual Monster Bash is October 24<sup>th</sup>, Trunk or Treat is October 30<sup>th</sup>. Our Thanksgiving Luncheon will be delivering meals to all sites for staff and individuals. Santa's Workshop will have to change due to COVID and will just be Pictures with Santa on December 2<sup>nd</sup> and each child will receive a goodie bag for Christmas. DeLeon reported that we will submit a plan to the Health Dept. for the Volunteer and Donor Appreciation Party on Dec. 4<sup>th</sup> since we have Casino games; we may have to postpone till March 2021. DeLeon reported that the Annual Dinner will be Virtual and a steak dinner will follow for Board, Directors and Supervisors.
- DeLeon thanked Elaine for her Title Sponsorship of the 35<sup>th</sup> Annual LJ Trading Company Golf Classic. DeLeon thanked Coffield for putting it together and Matthew McIntyre and Pat Finkner also on the Golf Team. DeLeon also thanked all the volunteers for helping out.

The board adjourned the meeting at 1:56 pm.

The next scheduled meeting will be November 3, 2020 at 1:30 pm  
at Commons Area, **Inspiration**Field, La Junta, CO. Snack will be served.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

---

Caitlin Coffield, Community Relations Director

---

Rob Oquist, Secretary

---

Steve Berg, Vice-President