



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

October 7, 2019 - 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  
Rob Oquist  
Melvina Skinner, Secretary

#### **MEMBERS ABSENT**

John Gallegos  
Margie Gardner, Treasurer  
Danny Yost

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

Johnnie DeLeon, Chief Executive Officer  
Barb Manchego, Director of Nursing  
Brian Gauna, Program Supervisor  
Rosa Salo, Chief Financial Officer  
Candi Hill, Human Resources Director  
Joseph Archuleta, Program Supervisor  
Kidron Backes, Case Management Director  
Caitlin Coffield, Community Relations Director  
Ryan Denahy, Adult Services Director

#### **Call to Order**

President Hollar called the meeting to order at 11:44 a.m.

#### **Public Comment**

DeLeon wished Salo a Happy Birthday and presented the board with cupcakes to enjoy. DeLeon introduced Zeke V., David G. to the board and thanked them as well as Tony C., Steve J. and Denahy for all their hard work on the Vehicle Maintenance Facility. DeLeon gave Zeke, David, Tony and Steve a \$100 bonus on their next paycheck and Denahy a \$150 bonus on his next paycheck.

#### **Minutes**

Motioned by Finkner and seconded by Oquist and carried unanimously to approve the Minutes of the Board of Directors Meeting September 9, 2019.

#### **Financials – August 2019**

Salo reviewed with the board the August 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 \$12,146.03 under budget. The MW Comp billable count was 61 out of 62 resources, 13 out of 16 in MW SLS and 2 out of 3 in CES.

**Salaries & PTO** – Salo indicated expenses were \$13,008.91 under budget and included 20 full-time vacancies.

**Payroll Taxes, W/C** – Salo indicated expenses were \$19,979.35 under budget and included Aug'19 Work Comp premium offset by FY'19 premium audit credit of \$19,566 (net credit of \$7,131).

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$4,147.21 over budget and included \$4,995 for a VMF scanner; \$3,276 for staff appreciation gifts and annual dinner giveaways.

Salo indicated we ended August with a monthly net income of \$2,406.62 and a Year to Date net loss of \$30,484.09.

Salo reviewed the Balance Sheet as of 8/31/19. I.F. Cash Accounts were at \$608,057.53 and the Operating Account was at \$259,826.13. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,797.91, the Designated Funds for Vehicle Maintenance Facility was at \$7,543.22, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$54,009.24. Total Current Liabilities were at \$342,166.32. Long Term Liabilities were at \$1,950,098.69. Current Year Retained Earnings were at -\$30,484.09.

Motion was made by Berg and seconded by Skinner and carried unanimously to approve the Financials for August 2019.

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

- Hill reported that we had three terminations and resignations in the month of September.
- Hill reported that the turnover rate for September was 3.0%. At the end of September we had 20 full-time vacancies. A new hire class was held on September 30 and five new hires started.
- Hill reported that in September we were notified that the Division of Workers' Compensation Premium Cost Containment Program renewed our certificate in the Premium Cost Containment Program. The certificate provides eligibility for an additional 5% premium reduction through our insurance carrier and is good for three years.
- Hill reported that fingerprinting continues to increase. Year to date starting July 1, we have completed 92 fingerprinting sessions.
- In September, our nursing director, Barb Manchego, did move to part-time. We are currently advertising for a full-time nursing director, preferably with home health care experience, who can work with Barb as she transitions to retirement. Hill thanked Barb for her commitment to **InspirationField** as we make this transition.

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

- Denahy reported that we will be bringing a new individual into services at the end of the month who currently resides at CMHIP in Pueblo. The team has met with him several times over the past month and he will begin a transition plan to visit **InspirationField** day program a couple of times in the next couple of weeks.
- Denahy reported that we have purchased passes for the OJC Concert series. 10 individuals can attend each concert and the first one is tonight.
- Denahy reported that we received a surprise visit from CDPHE last week due to a complaint. The Health Compliance inspector was here Monday and Tuesday to investigate the complaint. There were 3 components to the complaint. Two were unsubstantiated with no findings towards the complaint and the 3<sup>rd</sup> was substantiated. We will receive a final report through the portal and will have 10 calendar days to create a plan of correction. Overall, the visit went well and the item that was substantiated was a minor infraction which will be easily corrected.
- Denahy reported that the Adult Halloween Party will be Tuesday, October 29<sup>th</sup> at 5:30pm. Denahy invited the board to join us for dinner and fun.

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

- Denahy reported that in September Global Treasurz sales were \$14,968.44 which was an increase of \$2,597.48 from last year.
- Denahy reported that Global had a card reader system put in at the entrance/exit gate. This reader matches the one installed at the main building and Vehicle Maintenance Facility.
- Denahy reported that Global is having a volunteer work day where they will be cleaning and organizing the warehouse. It be held on October 17<sup>th</sup> from 2 to 5:30pm.

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

- Backes reported that for Early Intervention for September, there were 47 active children.
- Backes reported that she has completed the presented FSSP Annual Report to the state but no

feedback has been given to this date. Backes hopes to use the same template each year to ensure compliance with all the requirements of the new Annual Report.

- Backes reported that the CM department is working on an influx of HCBS-SLS enrollments. There are five enrollments scheduled for the month of October. The department is currently working on several new CES applications as well.
- Backes reported that she will be hosting a Regional CHRP meeting. HCPF staff will be present along with other local agencies interested in becoming CHRP providers or who can benefit from an update to the Waiver/referral processes.
- Backes reported that she gave an update regarding the latest Bi-Monthly Conflict Free Case Management meeting with HCPF.
- Backes reported that rejected claims have been better maintained and thanked the case managers for their hard work towards that.

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

- Coffield asked the board and directors to turn in their Monster Bash tickets by October 17<sup>th</sup>.
- Coffield reminded the board that the Wake Up Breakfast will be October 15<sup>th</sup> and to wear their pink polos.
- Coffield invited the board to the Trunk or Treat event on Halloween afternoon from 3:30 to 5:15 pm.

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

- DeLeon reported that they are working on getting a tree cut down at the Prairieview Group Home with the city. The city is waiting on 10 approvals before they start the job.
- DeLeon reported that we will be saving \$15,741.58 on the protective window film for the building. The original quote was \$42,970 and the new price went down to \$27,228.50.
- DeLeon reported that Hollar and himself closed on the vacant old Tiger Field lot. It was \$7,059 purchase price and \$176.71 closing costs for a total of \$7,235.71.
- DeLeon reported that CCDD ceased contracting with the lobbying firm Squire, Patton and Boggs. The next CCDD meeting will discuss future of CCDD and shift to implementing CFCM, instead of lobbying against.
- DeLeon reported that HCPF billed us \$1,918.84 in claims billing. Salo appealed and HCPF settled at \$219.72. DeLeon thanked Salo and gave her a \$25 gift card.
- DeLeon reminded the board of the Wake Up Breakfast on Oct. 15<sup>th</sup> and Monster Bash on Oct. 26<sup>th</sup>.
- DeLeon reported that he had a meeting with Bonnie Silva regarding rural sustainability and invited her to tour **InspirationField** in November.
- DeLeon reported that will be having back surgery on Oct. 15<sup>th</sup> and will be out until Nov. 5<sup>th</sup>.
- DeLeon reported that we will change the November meeting from Nov. 4<sup>th</sup> to the 11<sup>th</sup> at 11:30am.

The board adjourned the meeting at 1:16 pm.

The next scheduled meeting will be November 11, 2019 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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Melvina Skinner, Secretary

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Helen Hollar, President