



INSPIRATION FIELD

Board of Directors Meeting Minutes November 3, 2020 - 1:30 p.m. at Commons, 612 Adams Ave., La Junta, CO

MEMBERS PRESENT

Helen Hollar, President
Steve Berg, Vice-President
Elaine McIntyre
Nate Clem
Danny Yost
Jenny Snyder

MEMBERS ABSENT

Rob Oquist
Margie Gardner

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 1:41 p.m.

Public Comment

Hollar stated that she thought the Board Planning Session in BlackHawk, CO went very well.

Minutes.

Motioned by Finkner and seconded by McIntyre and carried unanimously to approve the Minutes of the Board of Directors Meeting, October 5, 2020.

Financials – September 2020

Salo reviewed with the board the September 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 \$14,963.50 under budget. The MW Comp billable count was 67 out of 67 resources, 8 out of 19 in MW SLS and 1 out of 3 in CES.

Other Revenue – Salo indicated revenue included \$39,788 from CDOT Grant for new 2019 van. Revenue was still \$32,465.94 under budget as we wait for PPP loan forgiveness application and loan forbearance.

Salaries & PTO – Salo indicated expenses were \$103,355.86 over budget and included budgeted bonuses to staff totaling \$97,300. There were 11 FT vacancies as of 9/30/20.

Rent/Utilities – Salo indicated expenses were \$4,881.50 under budget and included \$6,912 in quarterly reimbursements from housing corporations.

Building/Equipment Maintenance – Salo indicated expenses were \$3,783.20 under budget and included \$1,354 in quarterly reimbursements from housing corporations.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$481.80 under budget and included \$1,712 in quarterly reimbursements from housing corporations.

Other Expenses – Salo indicated expenses were \$10,454.86 under budget and included \$4,425 from individual client purchases paid in Sept '20 that will show up on Oct '20 credit card.

We ended September with a monthly net loss of (\$100,776.49) and a Year to Date loss of (\$135,033.87).

Salo reviewed the Balance Sheet as of 9/30/20. I.F. Cash Accounts were at \$551,380.65 and the Operating Account was at \$1,031,931.32 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,820.79, the Designated Funds for Vehicle Maintenance Facility was at \$7,644.05, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,150.57. Total Current Liabilities were at \$465,201.76. Long Term Liabilities were at \$2,559,065.84. Current Year Retained Earnings were at (\$135,033.87).

Motioned by Snyder and seconded by Finkner and carried unanimously to approve the September 2020 Financials.

Human Resources Director Report – Candi Miell

- Miell reported that we had three resignations/separations in October including the store manager position at Global. We will not fill that position. Turnover rate for October was 2.86%. Year to date turnover rate is 40.52%. At the end of October, we had 11 vacant full time positions including four in day program, one crew leader, five in residential and one at Global. We have no new hires this month.
- Miell reported that PTO sell back will be paid out on November 27. The second part of the Superhero bonus will be paid out on December 11.
- Miell reported that one employee did test positive for COVID-19 and has completed quarantine. To date, a total of 26 employees have used paid sick leave related to COVID-19. Employees can use it when they are being tested, when they are required to self-isolate or quarantine due to possible exposure, to care for a dependent or because of school or day care closure.
- Miell reported that we continue to have a large number of PPE supplies on hand and distribute as needed.

Adult Services Director Report – Ryan Denahy

- Denahy reported that revenue for 5 Star Auto for September was \$4,850.
- Denahy reported that another item that we were required to come into compliance with is the HCBS Final Settings Rule to provide the individuals with a house key and personal room key at our group homes. We implemented a procedure and started the process.
- Denahy reported that we also needed to provide proof that 100% of our staff have been trained on Person Centered Thinking (PCT). We have met this requirement and have implemented a monthly intro to PCT course for new hires to remain in compliance going forward.
- Denahy reported that we needed to adjust our Title VI Plan for CDOT to meet their requirements. Specifically, we updated the wording in the complaint procedure to include contact information and where the information will be displayed. The plan includes a policy and procedures stating that IF does not discriminate on the basis of disability, race, color, nation of origin, or gender for anyone participating in program or activity receiving federal assistance. The plan has been updated and approved by CDOT. Denahy thanked Bruce Perkins for completing this requirement.

Community Support Director Report – Nicole Baylor

- Baylor reported that Global Treasurz sales for October were \$13,061.38 which was a decrease of \$4,351 from this same month last year.
- Baylor reported that due to the rise of COVID cases in the area, we will be closing the Day Program at the end of this week. It will be closed until further notice. Notice was given verbally on Thursday and written information to Host Homes providers and guardians given this week.
- Baylor reported that Archuleta and Team Lead Julie coordinated a day for each group home to get pumpkins at Hanagan's Farm. Archuleta and Julie delivered pumpkins for those who did not get to

go or could not get out of the house. Baylor thanked Archuleta and Julie for handling that.

Case Management Director Report – Kidron Backes

- Backes reported that the Case Management team is developing a Satisfaction Survey specific to **InspirationField** Case Management Services. In the past Satisfaction Surveys have been mostly focused on service provision, so this will give a better idea of satisfaction specifically related to Case Management services.
- Backes gave an update on the current Program Approved Service Agency (PASA) list for the CCB catchment area. Currently there are 36 PASAs that are approved to provide Waiver services in Bent, Crowley, and Otero Counties. Despite there being 36 PASAs on the list, **InspirationField** remains the only active Service Provider in the three county region.
- Backes gave an update on the meeting held between HCPF regarding **InspirationField's** Business Continuity Plan/Conflict Free Case Management/Case Management Redesign. Both CMD and CEO, Johnnie DeLeon, met with HCPF personnel to discuss upcoming legislative work and plans for Case Management Redesign.
- Backes gave an update on the workgroup for the Person Centered Budget Algorithm. CMD is a part of the workgroup and is happy to pass on any information to the Board should they be interested to know how that work is moving forward.

Community Relations Director – Caitlin Coffield.

- Coffield thanked the Monster Bash team and all the volunteers for helping out at our 9th Annual Monster Bash Costume Party. Coffield stated the event went very well and everyone who attended had a great time.
- Coffield reported that the Trunk or Treat event also went very well and over 1,000 people attended which is the highest we have ever had.
- Coffield reminded the Board that the Annual Banquet and Dinner is December 7th at 4:30pm.
- Coffield reported that we will be submitting a plan to the Otero County Health Department (OCHD) for the annual Santa's Workshop that is set to be held on Wednesday, December 2nd.
- Coffield reported that we have decided to postpone the Volunteer and Donor Appreciation Party until the Spring due to COVID-19 restrictions.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that for Conflict Free Case Management and Redesign HCPF staff plan to open a 350 page statute. They don't plan to open it a second time. In the statute, they plan to remove 3rd party broker language; change Conflict-Free Case Management deadline from 2022 to 2024; also plan to review current SEP and CCB regions and come up with 3-5 options. They don't plan to replicate RAE's and will keep some local presense.
- DeLeon reported that CDPHE is resuming group home surveys. 323 tests of CDPHE surveyors had zero COVID-19 cases. CDPHE completed 1,336 Infection Control surveys.
- DeLeon reported that Aurora requested minimum wage to raise to \$12.60 in 2021 and to \$17.00 in 2025. It failed by one vote.
- DeLeon reported that the Governor asked for 10% cuts from all departments due Nov. 1st. Alliance will try to preserve rates and a bill to eliminate subminimum wage (which is the same bill as last legislative session) will be introduced.
- DeLeon reported that the Governor was to release budget recommendations yesterday projected \$1.2B-\$1.5B deficit for FY'2021-22 – JBC has used all of it's budget magic.
- DeLeon reported that the OCHD moved to Safer at Home Level 2 from Level 1. DeLeon reported we will be closing the Learning Center and Enrich effective Thursday, November 5th. We will have a tentative reopening on Dec. 7th. DeLeon reported we are not scheduling staff at more than two group homes.
- DeLeon reported that ValleyWide Centers have reported positive COVID-19 cases: LJ – 3, Rocky Ford – 6 and Las Animas – 1.

- DeLeon reported that we postponed our Volunteer and Donor Appreciation Party and hope to hold it in the Spring.
- DeLeon thanked Coffield and the Monster Bash team and all the volunteers for another successful event.
- DeLeon thanked Coffield for the Trunk or Treat event and reported that we had over 1,000 visit us for candy.
- DeLeon reported that Santa's Workshop is set for December 2nd.
- DeLeon reported that we need to discuss Election of Officers. A special board meeting is scheduled for November 17th at 1:30pm for discussion.
- DeLeon reminded the board that the Annual Banquet and Dinner will be held Dec. 7th at 4:30pm with dinner at 5:30pm. It will be Virtual with all the group homes and host homes.

The board adjourned the meeting at 2:59 pm.

The Annual Banquet and Dinner will be held December 7, 2020 at 4:30 pm
The next scheduled meeting will be January 5, 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