



INSPIRATION FIELD

Board of Directors Meeting Minutes

November 11, 2019 - 11:30 a.m. at

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

MEMBERS PRESENT

John Gallegos
Steve Berg, Vice-President
Pat Finkner
Rob Oquist
Melvina Skinner, Secretary
Margie Gardner, Treasurer
Helen Hollar, President

MEMBERS ABSENT

Danny Yost

NON-MEMBERS PRESENT

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

Call to Order

Vice-President Berg called the meeting to order at 11:42 a.m.

Public Comment

- Backes recognized and thanked Gallegos, Berg and all Veteran's today for their service.
- DeLeon reported that Gabehart was a trainer at CASTA/CDOT conference in Keystone, CO and he received a \$25 gift card.
- Hill thanked Barb and Brittany Leyba for witnessing an individual who was involved in a car accident and stopping right away to get him help.
- Hill also thanked Ruth Padilla who helped place an individual at McDonald's and another at Pizza Hut to work.

Revised Articles of Incorporation & By-Laws – Johnnie Deleon

DeLeon shared with the board updated changes to the **Inspiration**Field Articles of Incorporation and By-Laws. (A copy is included with the meeting minutes.)

Motioned by Gardner and seconded by Hollar and carried unanimously to approve the Revised Articles of Incorporation and By-Laws.

Minutes

Motioned by Hollar and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting October 7, 2019.

Fiscal Year 2018-19 Financial Audit – Cal Logan

Cal Logan with Logan, Thomas and Johnson, LLC shared and reviewed the Fiscal Year 2018-19 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.

Financials – September 2019

Salo reviewed with the board the September 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 \$23,684.33 under budget. The MW Comp billable count was 63 out of 63 resources, 15 out of 15 in MW SLS and 2 out of 3 in CES.

Salaries & PTO – Salo indicated expenses were \$29,197.10 under budget and included 20 full-time vacancies.

Rent/Utilities – Salo indicated expenses were \$4,923.57 under budget and included \$7,070 from quarterly housing reimbursements.

Building/Equipment Maintenance – Salo indicated expenses were \$3,985.22 under budget and included \$2,296 from quarterly housing reimbursements.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$8,462.24 over budget and included \$4,292 in tools and equipment for VMF; \$8,894 furniture and equipment purchases for residential sites and \$1,703 from quarterly housing reimbursements.

Salo indicated we ended September with a monthly net loss of \$2,037.10 and a Year to Date net loss of \$32,521.19.

Salo reviewed the Balance Sheet as of 9/30/19. I.F. Cash Accounts were at \$623,433.28 and the Operating Account was at \$270,520.21. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,801.40, the Designated Funds for Vehicle Maintenance Facility was at \$7,543.28, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$54,085.36. Total Current Liabilities were at \$370,514.36. Long Term Liabilities were at \$1,937,596.38. Current Year Retained Earnings were at -\$32,521.19.

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

Human Resources Director Report – Candi Hill

- Hill reported that we had four resignations in the month of October.
- Hill reported that the turnover rate for October was 4.0%. At the end of September we had 20 full-time vacancies. A new hire class was held on November 4th and six new hires started.
- Hill reported that we currently are giving a \$400 sign on bonus for direct support professionals, so each new hire received \$250 of that bonus to start and they were all pretty excited.
- Hill reported that **InspirationField** will be hosting an exclusive hiring event tomorrow at the Workforce Center.
- Hill shared the new projected wage increases for FY'20 and longevity rate increases. (A copy is included in the meeting minutes).

Employee Handbook Policy Update – Candi Hill

- Hill reported an update to the Employee Handbook regarding conduct and dress. Hill added an update regarding the types of footwear that is prohibited to wear during working hours. (A copy is included with the meeting minutes).

Motion was made by Hollar and seconded by Finkner and carried unanimously to approve the Employee Handbook Policy Update of Conduct and Dress.

Community Supports Director Report – Ryan Denahy

- Denahy reported that the individuals selected to work at 5 Star Automotive will begin working at the shop on Monday, November 18th. They are looking forward to getting the shop up and running.
- Denahy reported that DeLeon and himself are finalizing a contract with the Senex Foundation to provide Registered Dietitian services to IF. Senex will review all of our specialized diets and menu

plans going forward.

- Denahy reported that we had an individual move out of the Prairieview GH and into the Quintana Host Home. She is enjoying her new host home and roommates.
- Denahy reported that we submitted our initial POC for the CDPHE visit at the Riverside GH. They requested a few minor changes and they are awaiting final approval.
- Denahy invited the board to our Annual Thanksgiving Luncheon on Thursday, November 21st at 11:30 am.

Community Support Director Report – Nicole Baylor

- Baylor reported that Global Treasurz sales were \$16,470 and that was an increase of \$2,087 from last year.
- Baylor reported that they held a Volunteer Work Day on October 17th to clean and organize the warehouse at Global Treasurz. Baylor thanked all the staff who helped. Baylor also shared pictures of the warehouse after the cleaning.
- Baylor reported that three new individuals came into the Day Hab program.

Case Management Director Report – Kidron Backes

- Backes reported that for Early Intervention for October, there were 50 active children. Backes reported that there are 15 families receiving Family Support.
- Backes reported that she has been busy spreading the word in the community about our services for families and children and has received several phone calls requesting more information.
- Backes reported that with the CHRP waiver, **Inspiration**Field has been managing that waiver in our area and they have been working to find more providers for children.
- Backes reported that we received a few new individuals into our services and they have been working to get them fully transitioned.
- Backes reported that the state is looking to update the reimbursement rates with Targeting Case Management. Backes shared the rates and a copy is included with the meeting minutes.)
- 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 reported that the Monster Bash was another huge success and thanked the Monster Bash Team for all their hard work. Coffield also thanked the volunteers who helped out that night.
- Coffield reported that the Trunk or Treat was another successful event this year. We did hold the event in the Commons due to the weather and there was a line out to the parking lot to get inside. This year we served hot chocolate as well as hand out candy.
- Coffield shared invitations with the board to the Annual Dinner and Banquet on Dec. 2nd, Santa's Workshop on Dec. 4th, and the Volunteer and Donor Appreciation Party on Dec. 6th.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon asked the board if they were still interested in retaining their current titles on the board as President, Vice-President, Secretary and Treasurer. Finkner said she would take on the role of Treasurer and Oquist to take on the role of Secretary. Action will be taken at the Annual Dinner and Banquet on Dec. 2nd.
- DeLeon thanked Salo and her staff for another clean audit. DeLeon reported he will announce a bonus for them at the January board meeting.
- DeLeon thanked Coffield, the Monster Bash Team and all of the staff for their hard work on the Monster Bash event.
- DeLeon reported that discussion needed to be done on new Friends of IF inductees to honor at the Annual Dinner and Banquet. DeLeon reported that he wanted to nominate Mike Nicklos but Nicklos said no to the recognition. It was decided to nominate: Sharon Church and Bob Fowler from the HRC committee.

Motion was made by Gardner and seconded by Gallegos and carried unanimously to approve Sharon Church and Bob Fowler to be inducted to the 2019 Friends of IF.

- DeLeon reported he is working with Denahy and Senex Foundation to sign a contract for Dietary needs at a rate of \$49 and hour.
- DeLeon reported that in regards to the Alliance Legislative Priority, staff at Alliance have created an End the Waitlist Campaign to get 3,000 people off the waitlist and into services for DIDD. Alliance has asked all CCB's in Colorado to help spread the word especially to legislators. Also, Alliance will be asking for IDD to be tied to Denver/Boulder/Greeley CPI for future Cola increases.
- DeLeon reported that the new security film has been installed on several windows around the entire building at 612 Adams Ave. DeLeon thanked Hill and Johnson for their work in getting it ordered and installed. DeLeon shared a video showing what the new protective film will withstand in case of an active shooter emergency.
- DeLeon invited the board to the Thanksgiving Luncheon on Nov. 21st, the Annual Dinner and Banquet on Dec. 2nd, Santa's Workshop on Dec. 4th, and the Volunteer and Donor Appreciation Party on Dec. 6th.

Approval of New Auto Shop Logo – Johnnie DeLeon

- DeLeon shared the new logo for 5 Star Automotive Services. DeLeon reported that Coffield designed it. DeLeon reported that Coffield will receive a \$150 bonus on her next paycheck.

Motion was made by Finkner and seconded by Hollar and carried unanimously to approve the new logo for 5 Star Automotive Services.

The board adjourned the meeting at 1:49 pm.

The next scheduled meeting will be January 6, 2020 at 11:30 am
at Tiger Field Board Room, **InspirationField**, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Melvina Skinner, Secretary

Helen Hollar, President