



## INSPIRATION F I E L D

### Board of Directors Meeting Minutes

February 3, 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  
Margie Gardner  
Elaine McIntyre  
Jenny Snyder  
Nathan Clem

#### **MEMBERS ABSENT**

#### **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  
Candi Hill, HR Director  
Nicole Baylor, Community Supports Director

#### **Call to Order**

President Hollar called the meeting to order at 11:42 a.m.

#### **Public Comment**

- DeLeon welcomed the new board members to the meeting: Elaine McIntyre, Nathan Clem and Jennifer Snyder.
- Backes recognized Kristel V. who helps with the Family Support Program. An audit was recently completed and only one deficiency was received. DeLeon shared the audit survey and thanked Backes and Kristel for their hard work and gave both a \$150 bonus on their next paycheck.
- DeLeon shared that he has spoken to John Gallegos and Gallegos has cancer on his kidney that he will have removed. DeLeon asked the board to keep him in their prayers.

#### **Minutes.**

Motioned by Yost and seconded by Finkner and carried unanimously to approve the Minutes of the Board of Directors Meeting, January 6, 2020.

#### **Financials – December 2019**

Salo reviewed with the board the December 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 \$51,748.56 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.

**Work Activities/Store Revenues** – Salo indicated revenue was \$2,668.93 under budget.

**Other Revenue** – Salo indicated revenue was \$13,188.93 over budget and included \$39,707 for a CDOT grant for a new van.

**Salaries & PTO** – Salo indicated expenses were \$6,576.62 under budget and included 11 full-time vacancies.

**Rent/Utilities** – Salo indicated expenses were \$5,501.32 under budget and included \$5,269 from quarterly housing reimbursements.

**Building/Equipment Maintenance** – Salo indicated expenses were \$2,025.35 under budget and included \$1,943 from quarterly housing reimbursements.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$1,517.63 under budget and included \$1,571 from quarterly housing reimbursements.

**Computer Supplies** – Salo indicated expenses were \$13,709.11 over budget and included \$9,075 for annual Therap software renewal; \$5,299 for Cisco Ironport renewal; and \$4,550 for Unitrends backup software renewal.

**Food** – Salo indicated expenses were \$2,018.27 over budget and included \$3,188 for annual dinner and Santa's Workshop.

Salo indicated we ended December with a monthly net loss of -\$21,967.94 and a Year to Date net loss of -\$94,631.30.

Salo reviewed the Balance Sheet as of 12/31/19. I.F. Cash Accounts were at \$670,270.74 and the Operating Account was at \$65,407.74. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,810.07, the Designated Funds for Vehicle Maintenance Facility was at \$7,543.48, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$61,575.36. Total Current Liabilities were at \$335,870.68. Long Term Liabilities were at \$1,899,628.72. Current Year Retained Earnings were at -\$94,631.30.

Motioned by Yost and seconded by Gardner and carried unanimously to approve the Minutes of the Board of Directors Meeting, February 3, 2020.

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

- Hill reported that we had six resignations or terminations in the month of January. Turnover rate for January was 5.58%. We had 16 vacancies at the end of January. New hire class started today and we have two new hires. This includes a Service Advisor for 5 Star Automotive.
- Hill shared a breakdown of the 2019 Turnover Rate for Supervisors. (a copy is included with the minutes.)
- Hill reported that we are hosting an exclusive hiring event at Colorado Workforce Center later in February.

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

- Denahy reported that we hired Seth Roman as our Services Advisor for 5 Star Auto. We hope to open to the public in mid-March.
- Denahy reported that we hosted a potential new enrollment last week. The visit went well and we informed his current team that we can provide services to him. Now we wait to see if he selects us for services.
- Denahy reported that Backes, Baylor and himself went to CMHIP last Thursday for a potential new enrollment. We felt currently that we could not serve this individual but will continue to monitor his progress at CMHIP and revisit the possibility of bringing him into services in the future.

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

- Baylor reported that Global Treasurz sales were \$14,091.70 for January which was a decrease from last year of \$2,823.75.
- Baylor reported that Fire Prevention was done a week and a half ago. Maintenance is waiting for the final notes of any deficiencies.
- Baylor reported that the City of La Junta is offering a 50/50 sidewalk application. Baylor reported that one residential home may be in need of it.
- Baylor reported that one new individual was enrolled in Day Program on January 24<sup>th</sup>.
- Baylor reported that on January 22<sup>nd</sup>, seven individuals and three staff went to the Capital. We were supporting the End the Waitlist hearing for individuals with IDD. Nearly 400 people attended the IDD

Waitlist hearing. Six families and two volunteers gave testimonials. Everyone who attended was asked to wear blue.

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

- Backes reported that we received the annual QIS Audit from HCPF. CMD will be working on completing a corrective action plan and implementing training/changes required for improvement in areas identified as needing to be improved.
- Backes reported that her three new hires have finished their new hire training.
- Backes reported that review of new individuals and transitions are being completed for enrollments in HCBS Waivers.

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

- Coffield asked the board to help sell tickets to the 6035 Mardi Gras Dance on February 22<sup>nd</sup>.
- Coffield asked the board to pick dates to book the annual board planning session. Everyone agreed on July 12-14<sup>th</sup>.
- Coffield shared the Conflict of Interest Statements with the new board members to sign.

### **HUD Grant Resolutions – Johnnie DeLeon**

DeLeon shared two HUD grant resolutions that specified that there was no conflict of interest between board members and for the board members to support the project with the required share amount from the agency.

Motioned by Finkner and seconded by Yost and carried unanimously to approve the two HUD grant resolutions that specified that there was no conflict of interest between board members and for the board members to support the project with the required share amount from the agency.

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

- DeLeon thanked Baylor and Hoepfner for attending the End the Waitlist campaign in Denver. DeLeon reported that there are 22 co-sponsors on the bill and it hasn't even been introduced.
- DeLeon reported that HCPF opposes any rate increase tied to CPI. They are trying to remove nursing home provision tied to CPI. DeLeon shared a memo regarding targeted case management. (a copy is included with the minutes).
- DeLeon reported that CDLE comps order #36 is effective March 16, 2020 which will be higher overtime on exempt salaries. This will cover all industries with IDD. No longer exempt with breaks overnight. DeLeon shared a wage increase. (a copy is included with the meeting minutes).
- DeLeon reported that new board member training will be held on February 13<sup>th</sup> starting at 11:30am with lunch provided.
- DeLeon shared a thank you letter from a community member who was thankful for all the work that went into Santa's Workshop.

The board adjourned the meeting at 1:05 pm.

The next scheduled meeting will be March 2, 2020 at 11:30 am  
at Tiger Field Board Room, **Inspiration**Field, 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