



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

April 6, 2020 - 12:00 p.m. at  
Teleconference, 612 Adams Ave., La Junta, CO

#### **MEMBERS PRESENT**

Helen Hollar, President  
Steve Berg, Vice-President  
Nathan Clem  
Rob Oquist, Secretary  
Pat Finkner, Treasurer  
Margie Gardner  
Elaine McIntyre  
Jenny Snyder

#### **MEMBERS ABSENT**

Danny Yost

#### **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 Hill, HR Director  
Barb Manchego, Director of Nursing

#### **Call to Order**

President Hollar called the meeting to order at 12:03 p.m.

#### **Public Comment**

- Hollar stated that she hopes everyone is staying safe during the COVID-19 pandemic.

#### **Minutes.**

Motioned by McIntyre and seconded by Oquist and carried unanimously to approve the Minutes of the Board of Directors Meeting, March 2, 2020.

#### **Financials – February 2020**

Salo reviewed with the board the February 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 \$35,412.22 under budget, mostly due to a short month. The MW Comp billable count was 66 out of 66 resources, 16 out of 20 in MW SLS and 2 out of 3 in CES.

**Public Support – Contributions/Fundraisers** – Salo indicated revenue was \$1,931.65 under budget which included a final net loss of (\$3,284) for the Mardi Gras event.

**Salaries & PTO** – Salo indicated expenses were \$7,246.82 under budget and included 15 full time vacancies.

Salo indicated we ended February with a monthly net loss of (\$24,202.01) and a Year to Date loss of (\$166,271.80). She stated the two vehicles from the CDOT grants are ready and in Colorado, however, the delivery has been delayed due to the COVID crisis. Once the vehicles are delivered and we take possession, we can record the grant revenue of approximately \$104,000.00.

Salo reviewed the Balance Sheet as of 2/29/20. I.F. Cash Accounts were at \$520,165.64 and the Operating Account was at \$205,980.75. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,815.62, the Designated Funds for Vehicle Maintenance Facility was at \$7,643.60,

and the Designated Funds for the Global Treasurz Building Expansion balance was at \$63,970.86. Total Current Liabilities were at \$380,625.82. Long Term Liabilities were at \$1,874,612.96. Current Year Retained Earnings were at (\$166,271.80).

Motioned by Berg and seconded by Gardner and carried unanimously to approve the Financials for February 2020.

Salo updated the board on the Paycheck Protection Program (PPP). The PPP is a loan to small businesses from the Federal government via the Small Business Administration in order to maintain payroll during the COVID crisis. The loan may be forgivable if used to cover payroll costs over the 8 week period after the loan is made and if employee and compensation levels are maintained. The application was made available on April 3, 2020 and Salo submitted the application that same date. The total amount requested was \$760,662.00.

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

- Hill reported that we had 4 resignations and terminations in the month of March.
- Hill reported that the turnover rate for March was 3.81%. At the end of March we had 19 vacancies. We have a total of 8 new hires.
- Hill reported that managing employees and maintaining paychecks during COVID-19 has been a top priority. We have implemented a telecommuting procedure and are allowing some staff to work from a remote location. Other staff have been reassigned to different areas. Hill thanked our staff for being understanding and stepping up where needed.

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

- Denahy reported that we postponed the Grand Opening event at 5 Star Automotive and will reschedule for another date. Although we did not have the formal event, we still opened the shop to the public. Denahy reminded everyone that all staff and Board Members will receive a 10% discount on their vehicles.
- Denahy reported that the replacement of sewage ejection pump and system at Riverside was approved by HUD and we are on the schedule to have the job completed by Valley Pipeline. This will be completed in the next couple of weeks.
- Denahy thanked all the staff at IF, although services have definitely been interrupted during this pandemic, we are still providing 24/7 care and our staff have been awesome! Many staff have had their schedules or job duties modified and have stepped up to the plate without complaint. I appreciate their hard work and dedication to the individuals and this agency!!

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

- Baylor reported that Global Treasurz sales for March were \$9,554.86 and was a decrease \$9,261.96 from last year.
- Baylor reported that on March 16<sup>th</sup>, Global sent all individuals who live in a group home, home due to the COVID-19. This was a decision so those individuals would not risk bringing the illness into the group homes. We also reduced store hours. Later, on March 23<sup>rd</sup> Global sent all individuals home and closed the store until further notice. Robyn and staff are continuing to sort thrift and are cleaning the store as they go. We do have two admin staff helping Robyn, Ruth, and Debbie. We have also stopped all donations as the COVID-19 can live on surfaces.
- Baylor reported that our Mobile and Cleaning crews have dropped down to a 3-man crew to limit the number of people out in public. They are continuing with jobs in the community and keeping their 6ft social distancing. Any downtime they may have, they are helping maintenance or cleaning the agency.
- Baylor reported that the Learning Center was closed on March 16<sup>th</sup> and individuals were sent home and have continued to stay home during COVID-19. Staff are continuing to work with individuals and their plans. The staff has also taken individuals for car rides and fishing.

- Baylor reported that maintenance is continuing to work on repairs and/or small projects. The maintenance crew has done some cleaning (shampooing carpets and buffing floors). Zeke has looked into different cleaning materials i.e. machines and/or chemicals to reduce COVID-19 or illnesses.

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

- Backes reported that in Early Intervention there have been no in-person meetings which brings a lot of challenges for evaluations. (Evaluating whether a child is delayed by virtual meeting or telephone). The IF team is working with our BOCES partners to make sure all effort is put into continuing process of referral and services for eligible children.
- Backes reported that in Case Management there have been no in person meetings or contact with individuals. Web Cameras have been installed in the Group Homes—this will accommodate the majority of meetings. For individuals that live on their own or are in SLS we will use a case by case determination on whether or not we will do virtual meetings or telephone meetings.
- Backes reported that all case managers are working from home. Thank you to our IT Department for working quickly to make these changes.
- Backes reported that we have been very busy with notifying individuals/guardians of changes and completing documentation necessary due to service changes.
- Backes reported that we had two individuals that should have been enrolled from institutional settings moved in at the end of March, they will be able to move in as soon as possible once visits, etc. are able to be done.

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

- Coffield reported that we have decided to postpone the Golf Tournament due to COVID-19 to be held on September 24<sup>th</sup> and 25<sup>th</sup>, 2020.
- Coffield reported that on March 5, 2020, we received our 6-month visit from the Health Department for another review of the kitchen. We successfully passed with zero deficiencies.

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

- DeLeon reported that amounts of PPE that have been ordered for 612 Adams and all of the group homes so we can stay supplied during COVID-19.
- DeLeon thanked Salo for the \$760,000 loan that she applied for through the Paycheck Protection Program.
- DeLeon reported that Jenni Sprosty has applied for a \$25,000 grant and that eligibility to apply renews every two weeks.
- DeLeon reported that the Golf Tournament has been postponed until September 24<sup>th</sup> and 25<sup>th</sup>, 2020.
- DeLeon reported that Alliance wrote a letter to Governor Polis asking if IDD staff are exempt from the FFCRA provisions.
- DeLeon reported that the annual camping trip has been postponed until August 3<sup>rd</sup>. The group plans to leave that day after the board meeting.
- DeLeon reported that COVID-19 will have a significant impact on the agency's budget over the next two years and reminded everyone to keep a close eye on all expenses.
- DeLeon reported that we are cancelling this years Board Planning Session in BlackHawk and will plan to do something here in town with the group. He advised the group to save the same dates.
- DeLeon reported that we have put a few positions for hiring in the agency on hold until the stay at home order is lifted with the state.
- DeLeon reported that most directors and supervisors are working at home for the majority of the time to limit number of staff in the building at the same home and to promote 6 foot social distancing.
- DeLeon reported that cameras will be installed in each group home so individuals can communicate with friends and family via video conferencing and we can host individual plans virtually.
- DeLeon reported that we have secured 10 separate webinar lines to use for GoTo Meetings

throughout the agency.

- DeLeon thanked Zeke and David for deep cleaning and sanitizing the Learning Center. DeLeon thanked all the aides, Rafael and Caitlin for ordering all the PPE supplies needed for the agency.
- DeLeon reported that Salo, Hill, himself and Flood and Peterson Insurance met to discuss this years insurance premiums. Statewide the premiums increased 20-30. Flood and Peterson is thinking that our renewal rates will be in the upper teens.
- DeLeon advised the board that as various positions become vacant, he is looking at not filling the position. For example, the Professional Development Coordinator position was not filled and those duties were assigned to various staff.

The board adjourned the meeting at 12:57 pm.

The next scheduled meeting will be May 4, 2020 at 12:05 pm  
at GoTo Meeting, **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