



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

May 4, 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  
Danny Yost

#### **MEMBERS ABSENT**

#### **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 virtual GoTo meeting to order at 12:07 p.m.

#### **Public Comment**

- DeLeon introduced the four recipients of the InspirationField Education Scholarship and the M. Toddy McIntyre Education Scholarship: Hannah Smith, LJHS (M. Toddy McIntyre Scholarship recipient), Abbygail Snyder, MHS, Bryson Carroll, SHS and Samantha Graham, FHS. Each of them received \$500.
- DeLeon congratulated Gardner on her retirement.

#### **Minutes.**

Hollar stated that Denahy's job title under his report was the wrong title.

Motioned by Yost and seconded by Finkner and carried unanimously to approve the Minutes of the Board of Directors Meeting, April 6, 2020 with corrections of Denahy's title made.

#### **Financials – March 2020**

Salo reviewed with the board the March 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 \$11,335.61 over budget and included a targeted rate increase for group homes. The MW Comp billable count was 65 out of 65 resources, 16 out of 19 in MW SLS and 2 out of 3 in CES.

**Salaries & PTO** – Salo indicated expenses were \$6,485.73 under budget and included 19 full time vacancies: 2-Admin, 8-Residential, 1-CrewLeader, 6-Learning Center, 2-Global.

**Rent/Utilities** – Salo indicated expenses were \$4,237.32 under budget and included \$4,975 from quarterly housing reimbursements.

**Building/Equipment Maintenance** – Salo indicated expenses were \$2,239.63 under budget and included \$3,045 from quarterly housing reimbursements.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$3,940.02 over budget and included \$4,385 in PPE and COVID-19 cleaning supplies and \$1,142 in quarterly housing

reimbursements.

**Computer Supplies** – Salo indicated expenses were \$1,663.59 over budget and included \$5,984 in SharePoint software renewal.

**Dues/Publications/Subscriptions/Fees** – Salo indicated expenses were \$2,159.72 over budget and included \$2,629 for annual ANCOR membership renewal and \$1,084 for annual property tax exemption filings.

Salo indicated the two (2) CDOT vans were received in April and the grant revenue of approximately \$104,000.00 will show up on next month's financials. We ended March with a monthly net income of \$4,994.09 and a Year to Date loss of (\$161,277.71).

Salo reviewed the Balance Sheet as of 3/31/20. I.F. Cash Accounts were at \$479,527.66 and the Operating Account was at \$289,652.01. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,817.16, the Designated Funds for Vehicle Maintenance Facility was at \$7,643.66, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,050.75. Total Current Liabilities were at \$422,077.80. Long Term Liabilities were at \$1,861,130.91. Current Year Retained Earnings were at (\$161,277.71).

Motioned by Berg and seconded by Oquist and carried unanimously to approve the Financials for March 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, approved and received on 4/16/20 was \$760,662.00.

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

- Hill reported that we had 5 resignations in April. Turnover rate was 4.76%. At the end of April, we had 16 vacant full time positions including 1 in Admin, 3 at Global, 5 in Day Program and 7 Direct Support Professionals. New Hire class started today with three new hires: one at Global, one DSP and one PT float.
- Hill reported that we are again offering a \$400 sign-on bonus, with \$250 payable the first week and \$150 after 60 days.
- Hill reported that in an effort to retain employees and recognize those employees who are showing commitment to **InspirationField** during the COVID-19 time, we put into place temporary rate increases effective April 1 through June 21. Direct support staff received an 8% increase and admin staff received a 6% increase. This was funded through 8% rate increases from the state and the full amount of the increase was passed along to DSP's.
- Hill reported that last week we had our annual PTO sell back. This time, again because of COVID-19, we allowed employees to sell back up to 16 days/152 hours of PTO. Usually, it's 8 days/76 hours. For those employees who still have excess PTO over what they can carry over annually, we are allowing a roughly two-month extension of PTO carryover of up to 38 hours. We understand that some employees might be concerned about the unknowns related to COVID-19.

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

- Denahy reported that we have slowly been receiving work at 5 Star Auto and had \$5,903 in sales for April. Considering we opened during the stay at home order I am pleased with the amount of business we have received so far.
- Denahy reported that the lighted sign for 5 Star Auto should be installed by the end of May. Zeke Vigil and his team are completing the foundation and masonry work and Signs by Scott are

- completing the cabinet, graphics and installation. It will be just like our sign at 612 Adams.
- Denahy reported that we have received our two transit vans from our CDOT grant awards last week.
- Denahy reported that we had to complete a detailed Facility Isolation Plan for CDPHE for all eight of our group homes. It was a detailed and time consuming process and we submitted our plans last week by the May 1<sup>st</sup> deadline. We are providing all staff training on the plans today. We had a virtual training call this morning and another this afternoon so our staff have an understanding of the plan and what is required of them to follow it.

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

- Baylor reported that Global Treasurz sales for April were \$0 due to the closing of the store during the COVID-19 pandemic.
- Baylor reported that Robyn and staff continued to sort thrift during the month of April. On May 1<sup>st</sup> we did have an “Employee First Choice” shopping event where all IF employees and board members were able to shop prior to opening the store to the public. A total of 18 staff and a guest shopped and \$549.88 was made in sales. Reopening the store to the public happened today with hours of operation slightly changed.
- Baylor reported that the Mobile and Cleaning crews are still down to a 3-man crew. 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 staff and individuals continue to stay home during COVID-19. Staff are continuing to work with individuals and their plans and hold GoTo meetings so individuals can see family.
- Baylor reported that maintenance is continuing to work on repairs and/or small projects. They are working on the Auto Shop sign that is going to be like the one located at 612 Adams. Zeke has ordered a machine that will disinfect all the homes and it will help staff to cut down the time to disinfect.

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

- Backes reported that in Early Intervention all evaluations and services are still being facilitated through virtual or teleconference.
- Backes reported that some families referred for EI evaluations are electing to postpone evaluations until they can be completed in-person.
- Backes reported that some families are also electing to hold off on receiving EI services until in-person services can be delivered.
- 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 visits, etc. are able to be done.
- Backes reported that in Family Support, HCPF released guidance to expand services and support to better meet the needs of families enrolled in this program. The Case Management Team is meeting with families to identify unmet needs and to ensure that their Service Plans accommodate their current needs/approved support as necessary based on expanded support and services from HCPF. All reimbursements and payment for services need to be completed before the end of the fiscal year.
- Backes reported that Waiver Case Management continues to be facilitated through virtual or teleconference meetings. At this time Case Management support completed by these modalities are meeting the needs of individuals in services.
- Backes reported that additional support and care coordination for individuals who test positive or presumptive positive is also possible through our partnership with our Regional Accountable Entity (RAE). Our CMA has been in contact with the RAE as requested by HCPF to partner additional care coordination if it becomes necessary.

- Backes reported that HCPF released guidance that if a person is financially and functionally eligible for Waiver services as of March 16, 2020, they cannot be terminated from Waiver Services other than a death, moving out of the State, or at the decision of the person receiving services. **InspirationField** CMA will operate under those instructions until notified otherwise.
- **InspirationField** is putting a hold on all incoming transitions/incoming moves to lessen the chance of cross-county exposure of COVID-19.

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

- Coffield reported that businesses around the world are participating in Giving Tuesday where people will be able to donate to non-profits and assist them with supplies during COVID-19. Coffield reported that she has posted numerous times regarding Giving Tuesday in order to get people to give.

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

- DeLeon reported that on April 3<sup>rd</sup>, Salo applied for the Paycheck Protection Program for \$760,662. We funded and received the money on April 16<sup>th</sup>. Salo, Hill and DeLeon met to ensure we met criteria regarding payroll and benefits, mortgage insurance, rent and utilities.
- DeLeon reported that we will be hosting an Outdoor and Virtual Job Fair in May in hopes to recruit more employees.
- DeLeon reported that we applied for a grant for the Belleview Apartment Complex for \$1,377,505. It will have seven units, staff office and a community room.
- DeLeon reported that the CDPHE Residential Strike Force is now reporting outbreaks by agency and name. They require a Facility Isolation Plan and will be conducting infection control. Surveys were mandated by the Governor and will take 1 ½ to 3 hours to complete at each group home.
- DeLeon reported that the Governor has ordered that all essential employees wear masks at all times for 30 days.
- DeLeon reported that the JBC has a \$3.2 billion deficit for fiscal year '20-'21. The End the Waitlist Campaign is dead due to the large fiscal impact.
- DeLeon reported an 8% targeted rate increase for GH's, PCA's and HHP's. InspirationField passed on the 8% for all DSP's from April 1<sup>st</sup> to June 21<sup>st</sup>, a 6% increase for all Admin staff, and an increase for all HHP's.
- DeLeon reported that Global Treasurz opened today to the public with the requirement that all staff and customers wear masks at all times. Staff will continue to sanitize counters, carts, doors, etc.
- DeLeon thanked all the aides for their assistance in purchasing all the PPE for the agency. DeLeon thanked Hoepfner for making some masks. DeLeon also thanked Robert Arguello for making and donating over 500 masks for the agency. DeLeon gave Arguello a \$200 check to say thank you.
- DeLeon reported that Hoepfner purchased six mannequins for Safety Care Training for social distancing purposes and to remain in compliance with staff certifications, which were not waived by the vendor.
- DeLeon thanked Hill for finding online training for First Aid and CPR renewal classes.
- DeLeon reported that the new health insurance premium raised to an 11% increase.
- DeLeon thanked ClearSpring Pharmacy for donating a case of 24 bottles of hand sanitizer to the agency as we were about to run out.
- DeLeon thanked Jenni, Denahy and Bruce for their work on the CDOT grant who awarded us with two transit vans.

The board adjourned the meeting at 1:08 pm.

The next scheduled meeting will be June 1, 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