



INSPIRATION

F I E L D

Board of Directors Meeting Minutes

June 1, 2020 - 12:00 p.m. at

Teleconference, 612 Adams Ave., La Junta, CO

MEMBERS PRESENT

Helen Hollar, President
Steve Berg, Vice-President
Nathan Clem
Danny Yost
Pat Finkner, Treasurer
Margie Gardner
Jenny Snyder

MEMBERS ABSENT

Rob Oquist, Secretary
Elaine McIntyre

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 12:02 p.m.

Public Comment

DeLeon reported that Hoepfner's husband Scott passed away unexpectedly and asked everyone to keep Julia, Wyatt and her family in their prayers.

Minutes.

Motioned by Berg and seconded by Yost and carried unanimously to approve the Minutes of the Board of Directors Meeting, May 4, 2020.

Financials – April 2020

Salo reviewed with the board the April 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 \$13,240.63 over budget and included a targeted rate increase for group homes. The MW Comp billable count was 64 out of 64 resources, 16 out of 20 in MW SLS and 2 out of 3 in CES.

Work Activities/Store Revenue – Salo indicated the monthly revenue variance was \$19,614.15 under budget due to Global Treasurz being closed during the month of April and no revenue generated.

Other Revenue – Salo indicated the monthly revenue variance was \$80,789.53 over budget and included two vehicle CDOT grants for \$104,622 and \$6,721 in 5 Star Auto sales.

Salaries & PTO – Salo indicated expenses were \$10,541.31 over budget – the April 1st targeted rate increase was passed on as an 8% salary increase to Direct Support Professionals and 6% for Administrative employees through end of June 2020. 16 full time vacancies as of the end of April: 1-Admin, 7-Residential, 5-Learning Center, 3-Global.

Payroll Taxes, W/C – Salo indicated expenses were \$14,241.14 under budget due to our Workers Compensation premium billed and paid July 2019 through March 2020 – only W/C deductible expenses will be incurred for April-June 2020.

Building/Equipment Maintenance – Salo indicated expenses were \$4,589.33 over budget and

included \$4,228 for sprinkler backflow testing and repairs.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$3,311.58 under budget and included \$3,484 in retail purchases for 5 Star Auto sales parts.

Food – Salo indicated expenses were \$14,750.84 under budget due to no lunch program for the month of April. In addition, increased SNAP (food stamp) benefits due to COVID-19 offset residential food costs.

We ended April with a monthly net income of \$117,271.97 and a Year to Date loss of (\$44,005.74).

Salo reviewed the Balance Sheet as of 4/30/20. I.F. Cash Accounts were at \$ \$479,401.94 and the Operating Account was at \$ 1,111,150.32 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$ 68,817.91, the Designated Funds for Vehicle Maintenance Facility was at \$7,643.73, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,063.88. Total Current Liabilities were at \$574,659.87. Long Term Liabilities were at \$ \$2,611,353.65. Current Year Retained Earnings were at (\$44,005.74).

Motioned by Berg and seconded by Yost and carried unanimously to approve the Financials for April 2020.

Human Resources Director Report – Candi Hill

- Hill reported that we had 3 resignations in May. Turnover rate was 2.78%. At the end of May, we had 15 vacant full time positions including 1 in Admin, 1 at Global, 5 in Day Program and 8 Direct Support Professionals. New Hire class started today with six new hires: two at Global, three DSP's in Day Program and two PT floats. There were two no shows.
- Hill reported that we held two outdoor hiring events and a virtual hiring event in the last month. There were about 17 people who attended the first outdoor event and 10 who attended the virtual hiring event. Three were hired from the events. We also held a second interview session and hired three from those appointments. Hill thanked Briana Huff and Brittany Leyba for calling applicants and reminding them about the event and setting up appointments.
- Hill reported that we have had five employees to date that have used either Paid Sick Leave or Paid Family Medical Leave through the Families First Coronavirus Response Act. We continue to have no positive cases.

Adult Services Director Report – Ryan Denahy

- Denahy reported that we received an onsite survey from CDPHE at all eight of our group homes for our COVID-19 Isolation Plans. They were here for three days and we received zero deficiencies. Denahy thanked the Supervisors (Gauna, Archuleta, Hoepfner and Baylor) for all their hard work.
- Denahy reported that one of the mobile crews returned to work in May. They mow and maintain our agency lawns and were very excited to get back to work and get out of their houses during the day.
- Denahy reported that the new sewage ejection pump was installed at Riverside on May 22nd.
- Denahy reported that Zeke Vigil replaced the wooden wheelchair ramp at the S. 6th group home with a concrete ramp this past week.

Community Support Director Report – Nicole Baylor

- Baylor reported that Global Treasurz sales for May were \$14,396.40 which was a decrease of \$335.52 from last year.
- Baylor reported that Robyn will be accepting donations by appointment only starting today June 1, 2020 until further notice.
- 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.
- Baylor reported that the Learning Center continues to stay home during COVID-19. Staff is

continuing to work with individuals and their plans. HCPF sent out information on opening the Day Program. We will review and discuss as a group tomorrow on how we will serve the individuals. Some of the things they are asking; operate as separate settings, which include separate entrances, restrooms, staff, etc. and keep the groups from interacting, then each setting can hold up to the maximum of 10 people (staff and members). All staff and individuals will have to wear a cloth face covering or mask.

- Baylor reported that Maintenance is continuing to work on repairs and/or small projects. Zeke ordered a machine that will disinfect all the homes. This will help staff and cut down the time to disinfect homes.

Case Management Director Report – Kidron Backes

- Backes reported that the CCB Contract Deliverables will have several changes in the upcoming fiscal year.
- Backes reported that HCPF will begin itemized payment for CCB deliverable requirements. This will create additional reporting and work to be completed to capture billing for those activities. There is an upcoming TA call with HCPF to go over deliverables and new requirements.
- Backes reported that starting July 1, 2020, the State will be changing to Per Member/Per Month Targeted Case Management billing. We anticipate this to be a positive thing for **InspirationField** versus the current 15 minute unit billing TCM requirement in place now.
- Backes reported that HCPF reported that Colorado has received an extension to implement Conflict Free Case Management (CFCM) until July 1, 2024. **Inspiration** Field is not certain what this would mean given the current Rural Exception at this time. We will continue to work with HCPF to review information given regarding CFCM and participate in bi-monthly meetings scheduled with HCPF.
- Backes reported that **InspirationField** received a request from the State Early Intervention (EI) team to review our current and upcoming fiscal budget and come up with ways that we might decrease our overall budget monies to operate the program in our three county area. **InspirationField** submitted a response to that request within the deadline.
- Backes reported that we received a notice from our State EI team that the expectation was that all Service Coordination and Early Interventions services were to continue to be conducted by telehealth and virtual modality through the end of June.
- Backes reported that **InspirationField** has received several requests for CES/SLS transfers from people that have moved into our counties. Additionally, the CM team continues to work on transition for several potential HCBS-DD Waiver enrollments for people wanting services from Inspiration Field. The majority of these are people from institutional settings.

Community Relations Director – Caitlin Coffield

- Coffield reported that DeLeon and herself held a Children's Coloring Contest for the children of the community to participate in something fun. Coffield reported she received nine entries and the winners will be announced via a Facebook video at 4pm today. The Top Five winners will receive a Gift Bag of tickets to the Fox Theater, a family movie, popcorn, candy, a family card game and IF stickers and tattoos.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that we have postponed the Board Planning Session to later in the year because it is a training that really needs to be held in person.
- DeLeon reported that we were found ineligible for the Belleview Apartment Complex grant for \$1,377,505 due to the fact that a minimum of five units needed to be for people with disabilities. DeLeon reported they will be looking for property to build 8-10 units in the future.
- DeLeon reported that the state budget is approximately a \$3.3 million shortfall and there will be a 1% provider rate cut across the state. Other departments took a 5% cut or more on the 2nd reading. DeLeon reported a 1% rate cut will amount to an approximately \$50,000 decrease.
- DeLeon reported that in FY'20-21, Case Management will be moving from fee for service to per

member per month resulting in an approximately \$100,000 increase. Conflict-Free Case Management has been extended to July 1, 2024.

- DeLeon reported that he worked with Southeast Transportation Coordinating Council and a new city bus shelter will be placed at 612 Adams. DeLeon shared a picture which is included with the minutes.
- DeLeon thanked Hill for holding two virtual All Staff trainings.
- DeLeon reported that the Girl Scouts donated 1,500 cookies to InspirationField. Individuals received 8 boxes each and staff received 7 boxes each.
- DeLeon thanked the Program Supervisors and Directors for their work on the CDPHE surveys and for receiving zero deficiencies. DeLeon reported that they all will receive a \$25 gift card.
- DeLeon reported that CDPHE will begin testing 18,000 people a week and hope to eventually include all group homes.
- DeLeon reported that the majority of Admin staff will continue telecommuting through June and possibly July and Day Program will remain home until that time as well.

The board adjourned the meeting at 1:00 pm.

The next scheduled meeting will be August 3, 2020 at 12:00 pm
at Tiger Field or GoTo Meeting, **InspirationField**, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Rob Oquist, Secretary

Helen Hollar, President