



INSPIRATION F I E L D

Board of Directors Meeting Minutes

August 5, 2019 - 11:30 a.m. at

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

MEMBERS PRESENT

John Gallegos
Danny Yost
Pat Finkner
Rob Oquist
Melvina Skinner, Secretary
Steve Berg, Vice-President

MEMBERS ABSENT

Helen Hollar, President
Margie Gardner, Treasurer

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer
Barb Manchego, Director of Nursing
Julia Hoepfner, Program Supervisor
Rosa Salo, Chief Financial Officer
Candi Hill, Human Resources Director
Joseph Archuleta, Program Supervisor
Kidron Backes, Case Management Director
Caitlin Coffield, Community Relations Director
Ryan Denahy, Adult Services Director
Brian Gauna, Program Supervisor
Nicole Baylor, Community Supports Director

Call to Order

Vice-President Berg called the meeting to order at 11:41 a.m.

Public Comment

No public comment.

Renewal of Board Member – Helen Hollar

Berg reported that it was time to renew Hollar's term on the board. Hollar previously agreed to serve another 3-year term on the board.

Motion was made by Gallegos and seconded by Skinner and carried unanimously to approve the renewal of the 3-year term for Hollar.

Minutes

Motioned by Yost and seconded by Finkner and carried unanimously to approve the Minutes of the Board of Directors Meeting June 4, 2019 following the corrections made.

Financials – May 2019

Salo reviewed with the board the May 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 \$6,991.26 over budget. The MW Comp billable count was 62 out of 63 resources, 15 out of 16 in MW SLS and 2 out of 3 in CES. The revenue includes a 6.5% base rate increase.

Salaries & PTO – Salo indicated expenses were \$16,895.30 over budget and included 14 full-time vacancies; 3 pay periods in May - \$8,383 additional PTO expense.

Employer Contribution 401 (k) – Salo indicated expenses were \$1,614.84 over budget and included 3 pay periods in May - \$2,423 additional ER 401k expense.

Payroll Taxes, W/C – Salo indicated expenses were \$2,791.41 under budget and included 3 pay periods in May - \$9,847 additional ER payroll tax expense. (No Workman’s Compensation expenses for Apr-Jun’19)

Building/Equipment Maintenance – Salo indicated expenses were \$1,992.59 over budget and included \$1,859 to install gate card reader at Global Treasurz.

Salo indicated we ended May with a monthly net loss of \$7,421.64 and a Year to Date net loss of \$98,266.88.

Salo reviewed the Balance Sheet as of 5/31/19. I.F. Cash Accounts were at \$564,003.87 and the Operating Account was at \$300,872.57. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,780.76, the Designated Funds for Vehicle Maintenance Facility was at \$2,543.11, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$53,645.92. Total Current Liabilities were at \$304,441.44. Long Term Liabilities were at \$1,987,592.49. Current Year Retained Earnings were at -\$98,266.88.

DRAFT Financials – June 2019

Salo reviewed with the board the DRAFT June 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 \$8,772.49 under budget. The MW Comp billable count was 62 out of 63 resources, 15 out of 15 in MW SLS and 2 out of 3 in CES.

Other Revenue – Salo indicated expenses were \$81,872.62 over budget and included \$107,561 from two CDOT vehicle grants.

Salaries & PTO – Salo indicated expenses were \$3,457.27 over budget and included 13 full-time vacancies.

Rent/Utilities – Salo indicated expenses were \$5,681.26 under budget and included \$5,456 in quarterly housing reimbursements.

Building/Equipment Maintenance – Salo indicated expenses were \$2,507.50 under budget and included \$1,674 in quarterly housing reimbursements.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$6,455.78 under budget which included \$1,287 in quarterly housing reimbursements.

Salo indicated we ended June with a monthly net income of \$112,908.14 and a Year to Date net income of \$14,641.26.

Salo reviewed the Balance Sheet as of 6/30/19. I.F. Cash Accounts were at \$578,424.52 and the Operating Account was at \$171,428.59. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,786.04, the Designated Funds for Vehicle Maintenance Facility was at \$2,543.13, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$53,835.38. Total Current Liabilities were at \$313,315.95. Long Term Liabilities were at \$1,975,188.27. Current Year Retained Earnings were at \$14,641.26.

Motion was made by Finkner and seconded by Yost and carried unanimously to approve the Financials for May and June 2019.

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Motion was made by Finkner and seconded by Yost and carried unanimously to approve the Financials for May and June 2019.

Financials – 2019-20 Proposed Budget

Salo reviewed with the board the FY'2019-20 Proposed Budget and explained the items of interest, which are highlighted with corresponding footnote explanations.

Medicaid Comprehensive - Salo indicated the proposed budget is \$4,865,720.00 and includes 61 resources; 1 to return 8/15/19; 1% rate increase 7/1/19; GH targeted rate increases 10/1/19; new resources to offset losses.

Hot Lunch – Salo indicated the budgeted revenue is \$50,200.00 which includes \$2.50 per lunch for admin employees and CACFP hot lunch reimbursement.

Cash Donations/Fundraisers – Salo indicated the proposed budget is \$31,000.00 which includes \$10,000 from donations, \$5,000 from Mardi Gras, \$10,000 from the Golf Tourney, and \$6,000 from Monster Bash.

Grants – Salo indicated the proposed budget is \$154,320.00 which includes \$144,320 from CDOT vehicle grants, and \$10,000 in other grants.

Vehicle Maintenance Facility – Salo indicated the budgeted revenue of \$70,000 includes opening to the public in Sept. '19.

Interest Income – Salo indicated the budgeted revenue of \$1,300 includes a look at Treasury bonds.

Gain/Loss on Asset – Salo indicated the the proposed budget is \$53,000.00 which includes the sale of a bus \$5,000 / sale of South 7th \$75,000 (\$27,000 left to depreciate 1/1/20).

Miscellaneous Income – Salo indicated the proposed budget is \$73,000.00 and includes \$23,000 from the rental of 612 Adams facilities, \$10,000 catering business and \$40,000 rental income from the Belleview apartment complex.

Salaries – Salo indicated the proposed budget is \$3,595,736.68 which includes minimum wage increases.

Contracted Services – Salo indicated the proposed budget is \$154,300.00 and includes EI Providers, and Offender Behavioral Specialist.

Payroll Taxes/Work Comp – Salo indicated the proposed budget is \$398,749.69 which includes a work comp 1.34 experience mod & \$5,000 deductible.

Supplies – Salo indicated the proposed budget is \$186,500.00 which includes office, medical, household/cleaning, misc supplies and furniture, equipment and VMF supplies.

Utilities & Rent – Salo indicated the proposed budget is \$270,200.00 which includes LJHS to pay utilities at 1500 San Juan, LJ for 6 months.

Vehicle Expense – Salo indicated the proposed budget is \$70,400.00 which includes \$46,000 in fuel and \$14,400 in maintenance and repairs, including a cost-savings of \$9,600.00 once we begin doing our own repairs to our fleet.

Depreciation – Salo indicated the proposed budget is \$408,694.50 which includes 3 months for 3 new vehicles, capital purchases.

Miscellaneous Expense – Salo indicated the proposed budget is \$60,000.00 which includes \$25,000 for client recreation.

Motion was made by Yost and seconded by Skinner and carried unanimously to approve the Proposed Budget for FY 2019-20.

Human Resources Director Report – Candi Hill

- Hill reported that we had three terminations and resignations in the month of July.
- Hill reported that the turnover rate for June was 0.97% and for July was 5.56%. At the end of July, we had 16 full-time vacancies. A new hire class started today with 4 new hires.
- Hill reported that the move from ADP's 401k services to TransAmerica is still underway. The blackout period begins August 26th. All services will begin going through TransAmerica on that date.
- Hill reported that we have a new IT tech starting today. We also have an individual-in-service working with the IT department.
- Hill reported that our Job Coach is working with DVR to set up appointments (or they already have appointments set) to update and renew service plans for those 8 individuals who are already working with DVR. One individual is now working at Pizza Hut. Once the updates are complete, she gets to start assisting individuals, which includes billing for the services, and start looking for community job placements. Ruth has also signed up seven other individuals – four have set initial appointments with DVR in the next week.

Adult Services Director Report – Ryan Denahy

- Denahy reported that a local fire inspection was completed in the Vehicle Maintenance Facility and we had to make three corrections. We replaced an emergency light in the front office, added a MSDS station in the shop and put our address on the outside of the building facing the street.
- Denahy reported that we received our Fire Prevention and Control inspections on Wednesday, July 31. This inspection occurs every three years. All eight group homes were inspected. Overall, the inspections went very well. Five group homes had zero deficiencies and three of the group homes had one deficiency each for a door that did not latch properly in each of those homes. The inspector stated that "we have a great team and you guys are doing an excellent job."
- Denahy reported that we are opening a new Host Home today in La Junta. We will also be opening another new Host Home later this month.
- Denahy reported that we are sending a group of 10 individuals and five staff to Denver today for our annual Broncos Training Camp Trip. They will go to the Denver Zoo this afternoon and training camp tomorrow.

Community Supports Director Report – Nicole Baylor

- Baylor reported that in May Global Treasurz sales were \$14,731.92 which was a decrease of \$345.84 from last year. Baylor reported that in June sales were \$14,673.25 which was an increase of \$3,419.79 from last year. Baylor reported that overall the yearly sales increased by \$10,178.85.
- Baylor reported that on August 15th both Julia and herself will be hosting a Scavenger Hunt for the

individuals. They will be going into the community to gather items or do certain things such as: getting a local newspaper, shake hands with a person wearing a sports team shirt, and dancing to Footloose.

- Baylor reported that on July 23rd we had an individual in service, Audrey E., pass away.

Community Relations Director – Caitlin Coffield

- Coffield thanked everyone who attended the Board Planning Session in Cripple Creek.
- Coffield reported that we started planning for the Monster Bash which will be the Castle of Horror theme this year. The Martini Shot band will also be returning to perform again.
- Coffield reported that the Wake Up Breakfast at **InspirationField** will be held October 15th and asked the Board to save the date. Coffield will have a Volunteer Sign Up list ready at the next board meeting.
- Coffield reminded the board that the volunteer and board appreciation pool party will be held tomorrow night, Aug. 6th at the La Junta Wipeout Pool.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon thanked the board for approving the name of the Vehicle Maintenance Facility of 5-Star Automotive Services. DeLeon also thanked the naming team of: Denahy, Coffield, Hoepfner, Gauna, Lovato, Gabehart and himself and each member received a \$50 bonus on their paycheck.
- DeLeon thanked Robles, Case Management and everyone who helped with the Children's and Adult Swim Parties.
- DeLeon reported that we submitted a bid to purchase the empty lot on Harriet and won; we purchased the lot 0.95 acre (approx.. 276' x 150' = 41,400 sf) for \$7,059.00.
- DeLeon reported that himself, Hill and Salo met with our lawyer to go over our By-Laws and Articles of Incorporation regarding the Vehicle Maintenance Facility. We need to finalize if the Vehicle Maintenance Facility can be legally operated under the **InspirationField** umbrella and the tax consequences and how we treat them. DeLeon, Hill and Salo will be meeting with a tax attorney in the next couple weeks. DeLeon reported that once everything is finalized we will be having a Grand Opening event.
- DeLeon reported that the Fire Prevention and Control Inspection went great and the three deficiencies really made his day. He was very happy to hear the progress that has been made with the eight group homes, including 5 group homes with zero deficiencies. DeLeon congratulated Denahy and the entire team for the work they did to have successful inspections.
- DeLeon reported that Nancy is doing a great job in healing from her sister passing away.
- DeLeon reminded the board to join us at the annual volunteer and board appreciation pool party tomorrow night.

The board adjourned the meeting at 12:26 pm.

The next scheduled meeting will be September 9, 2019 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