



## INSPIRATION

F I E L D

### Board of Directors Meeting Minutes

September 14, 2020 - 8:30 a.m. at  
Commons, 612 Adams Ave., La Junta, CO

#### **MEMBERS PRESENT**

Helen Hollar, President  
Steve Berg, Vice-President  
Elaine McIntyre  
Rob Oquist, Secretary  
Jenny Snyder

#### **MEMBERS ABSENT**

Margie Gardner  
Pat Finkner, Treasurer  
Nate Clem  
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 Miell, HR Director  
Barb Manchego, Director of Nursing

#### **Call to Order**

President Hollar called the meeting to order at 8:47 a.m.

#### **Public Comment**

Baylor thanked Erika R. and Lisa G. for helping out on the Cleaning crew while continuing their regular job duties. Baylor gave each of them a \$100 gift card and \$200 in spending money.

DeLeon asked the board to help him wish Coffield a Happy Birthday.

DeLeon reported that with the paycheck protection plan loan forgiveness, a one-time \$1,200 bonus will be paid to all staff this Friday and a smaller additional \$300 bonus will be paid in December.

DeLeon mentioned that we will be moving into a cloud based software which will be either Microsoft 365 or Google G suite.

#### **Minutes.**

Hollar reported that there was a mis-spelled word under DeLeon's report. It should have stated projecting instead of protecting.

Motioned by Oquist and seconded by McIntyre and carried unanimously to approve the Minutes of the Board of Directors Meeting, August 3, 2020 with corrections made.

#### **Financials – July 2020**

Salo reviewed with the board the July 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 \$18,244.64 under budget and included the targeted rate increase for group homes. 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.  
date.

**Salaries & PTO** – Salo indicated expenses were \$15,501.03 under budget and included 14 FT vacancies: 1-Admin, 9-Residential, 2-Learning Center, 2-Global.

**Payroll Taxes, W/C** – Salo indicated expenses were \$20,207.28 under budget and included \$15,547 work comp premium audit credit for FY'20 – offset July work comp premium and partial August.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$2,756.18 over budget and included \$5,250 for 5 Star auto shop equipment and \$3,995 for Clorox disinfecting machine.

**Computer Supplies** – Salo indicated expenses were \$6,303.08 under budget and included \$4,550 for annual Unitrends renewal fees.

**Insurance** – Salo indicated expenses were \$18,343.79 over budget and included \$13,166 for annual entertainment, D&O, Umbrella and Cyber liability policies.

We ended May with a monthly net loss of (\$41,532.97) and a Year to Date loss of (\$41,532.97).

Salo reviewed the Balance Sheet as of 7/31/20. I.F. Cash Accounts were at \$517,528.27 and the Operating Account was at \$1,067,336.56 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,819.64, the Designated Funds for Vehicle Maintenance Facility was at \$7,643.92, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,138.04. Total Current Liabilities were at \$340,068.99. Long Term Liabilities were at \$2,581,225.26. Current Year Retained Earnings were at (\$41,532.97).

### **Financials – 2020-2021 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 \$4,814,000 which includes 66 resources; day program/transp losses due to COVID; 2 new resources; add'l resources to offset losses.

**Hot Lunch** – Salo indicated the proposed budget is \$21,000 for a reduced CACFP hot lunch reimbursement due to reduced day programming.

**Cash Donations/Fundraisers** – Salo indicated the proposed budget is \$39,000 which includes \$10,000 donations; \$5,000 Mardi Gras; \$18,000 Golf; \$6,000 Monster Bash.

**Grants** – Salo indicated the proposed budget is \$49,788 which includes \$39,788 CDOT vehicle grants and \$10,000 in other grants.

**Gain/Loss of Asset** – Salo indicated the proposed budget is \$21,000 and includes the sale of 4 vehicles.

**Miscellaneous Income** – Salo indicated the proposed budget is \$820,662 and includes \$760,662 PPP loan forgiveness; \$10,000 rental of 612 Adams facilities and \$10,000 catering business and \$40,000 Belleview rental income.

**Salaries** – Salo indicated the proposed budget is \$3,714,449.66 and includes minimum wage increases, one-time bonuses.

**Contracted Services** – Salo indicated the proposed budget is \$101,200 and includes EI providers/offenders Beh specialist.

**Payroll Taxes/Work Comp** – Salo indicated the proposed budget is \$400,519.39 and includes work comp 1.50 experience mod and \$5,000 deductible.

**Supplies** – Salo indicated the proposed budget is \$226,894 and includes office, medical, household/cleaning, misc. supplies, and furniture and equipment and VMF supplies.

**Vehicle Expense** – Salo indicated the proposed budget is \$53,000 and includes \$38,000 in fuel and \$15,000 in maintenance and repairs.

**Misc. Expense** – Salo indicated the proposed budget is \$45,000 and includes \$20,000 for client recreation.

Motioned by Berg and seconded by Oquist and carried unanimously to approve the Financials for July 2020 and the 2020-2021 Proposed Budget.

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

- Miell reported that we had 4 resignations/separations in August. Turnover rate was 3.65%. At the end of August, we had 13 vacant full time positions including 1 in Admin, 2 at Global, 3 in Day Program and 8 Direct Support Professionals. One new hire started today, she is the new Records Tech for Case Management.
- Miell reported we have eliminated two positions from the staffing model.
- Miell reported that halfway through September we have 107 employees. Vacant positions are 7 in Residential, 1 Crew Leader and 4 in Day Program.
- Miell reported that we are celebrating Staff Appreciation Week and will be holding a drive-up flu clinic for board and employees and on Wednesday will be holding our All Staff Training.

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

- Baylor reported that Global Treasurz sales August were \$13,493 which was a decrease of \$1,474 from last year.
- Baylor thanked Erika and Lisa again for helping out on the Cleaning crew. Baylor reported that we will look to fill the open cleaning crew position in January 2021.
- Baylor reported that we have opened up the Learning Center on August 17<sup>th</sup> with seven individuals, and then two more individuals in the following week. The third week we had our first group home come to Day Program. Baylor reported that everyone overall is doing well with wearing a mask and social distancing themselves.

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

- Backes reported that CMD gave an update about rejected claims. All claims from FY19/20 have been paid and resolved. Less issues with rejected claims starting FY20/21.
- Backes reported the new billing process that began 7/1/2020, for Per Member/Per Month TCM and other new billing processes for State funded programs have went well thus far—despite the more intense work effort that goes into the new processes now.
- Backes reported that IF is not receiving the Rural Add-on for billing at this time since all Case Management is done virtually or via phone.
- Backes reported that IF has received 4 referrals for EI in August-this number is still down. This is thought to be due to COVID-19 which seems to have interfered with referral processes throughout the State.
- Backes reported that the Case Management team is working on strategic planning to address the potential gap in children that may have been eligible in the past with a 25% delay/established condition, but who would not be ineligible due to budget cuts Statewide and change in rules that state a child has to have a 33% delay or have an established condition to be eligible for Early Intervention. We want to be effective in tackling that gap and making sure those families and children are tied in to other possible services.
- Backes reported that the Human Rights Committee will now meet bi-monthly as it was determined that the need for reviews have lessened once clarification was received that individuals with psychotropic medications only need to be reviewed annually versus the every 6 months that was occurring previously.
- Backes reported that the CMD gave an update about current comprehensive referrals that the program team is currently meeting with and Emergency Enrollment requests that are being submitted to HCPF.
- Backes reported that CMD gave an update to the BOD that herself, and CEO, Johnnie DeLeon have their scheduled meeting with HCPF regarding the Business Continuity Plan.

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

- Coffield reported that we are still waiting to hear back from the Otero County Health Dept. on being able to hold our annual Golf Banquet and Tournament and the Monster Bash event. The City Council did however approve the special permit for alcohol at the Golf Banquet.

## Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that with our group homes, we are now required to report PPE daily to CDPHE effective Aug. 19<sup>th</sup>.
- DeLeon reported that EVV has now been mandated and was effective Aug. 3<sup>rd</sup>. Employees who provide certain services like behavioral health must check in electronically.
- DeLeon reported that our group home surveys received zero deficiencies. We may be receiving IRSS surveys which are tech assistance calls.
- DeLeon reported that we have been slowly opening Day Program. DeLeon thanked everyone who has helped in the planning process. All Admin staff are now working at the building and no longer working from home. DeLeon reminded the board that both are subject to change within seconds.
- DeLeon reported that Steve J. will be retiring in the next 3-5 years and that will help move the agency into a new cloud-based software of Microsoft 365 or Google G suite to ease our IT requirements. DeLeon, Johnson and Miell met with IT staff at Imagine and DDRC for some direction on starting the move.
- DeLeon reported that our 35<sup>th</sup> Annual La Junta Trading Golf Classic will be held on September 25<sup>th</sup> and 26<sup>th</sup> at the LJ Golf Course. And the 9<sup>th</sup> Annual Monster Bash will be held on October 24<sup>th</sup>.
- DeLeon reported that we are having our annual Staff Appreciation Week and shared the flyer of festivities scheduled.
- DeLeon reported that with the paycheck protection plan loan forgiveness, a one-time \$1,200 bonus will be paid to all staff this Friday and a smaller additional \$300 bonus will be paid in December. DeLeon thanked the board for dressing in their sports gear today for Staff Appreciation Week. The staff see that and love it.
- DeLeon reminded the board of the Board Planning Session from October 11-13<sup>th</sup> in BlackHawk.

The board adjourned the meeting at 10:09 am.

The next scheduled meeting will be October 5, 2020 at 12:00 pm  
at Commons Area, **Inspiration**Field, La Junta, CO. Lunch will be served.

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