



INSPIRATION FIELD

Board of Directors Meeting Minutes

September 9, 2019 - 11:30 a.m. at

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

MEMBERS PRESENT

Margie Gardner, Treasurer
Danny Yost
Pat Finkner
Rob Oquist
Melvina Skinner, Secretary
Steve Berg, Vice-President
Helen Hollar, President

MEMBERS ABSENT

John Gallegos

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer
Barb Manchego, Director of Nursing
Nicole Baylor, Community Supports Director
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

Call to Order

President Hollar called the meeting to order at 11:34 a.m.

Public Comment

Hollar commented that she attended the Arkansas Valley Fair Parade and it was nice to see the Catering Van and Kitchen Crew participating in it.

Approval of Housing Board By-Laws Term Limits – Johnnie DeLeon

DeLeon reported that the housing board has elected to update the By-Laws for the Housing Board to do away with term limits. Currently the By-Laws state a 3-year limit consisting of 3 years per term and they have been updated to state there is no longer going to be term limits for a board member, similar to the By-Laws for **InspirationField**.

Motion was made by Berg and seconded by Yost and carried unanimously to approve the updated By-Laws for the Housing Board to state there is no longer going to be term limits for a board member.

Approval of Housing Board Members Renewal – Johnnie DeLeon

DeLeon reported that it was time to renew Lynn Horner, David Encinias, Michael Blair and Janette Bender's term on the Housing Board. Horner, Encinias, Blair and Bender all previously agreed to serve another 3-year term on the Housing Board.

Motion was made by Gardner and seconded by Finkner and carried unanimously to approve the renewal of the 3-year term on the Housing Board for Lynn Horner, David Encinias, Michael Blair and Janette Bender.

Minutes

Motioned by Yost and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting August 5, 2019.

Financials – June 2019

The June 2019 DRAFT Financials were previously reviewed. Salo reviewed with the board the FINAL 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 revenue was \$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 and included \$1,287 in quarterly housing reimbursements.

Salo indicated we ended June with a monthly net income of \$107,956.01 and a Year to Date net income of \$9,689.13.

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 \$318,268.08. Long Term Liabilities were at \$1,975,188.27. Current Year Retained Earnings were at \$9,689.13.

Motion was made by Oquist and seconded by Skinner and carried unanimously to approve the Financials for June 2019.

Financials – July 2019

Salo reviewed with the board the July 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 \$13,822.75 under budget. The MW Comp billable count was 61 out of 62 resources, 15 out of 15 in MW SLS and 2 out of 3 in CES.

Public Support – Contributions/Fundraisers – Salo indicated revenue was \$5,800.15 over budget and included \$5,190 net proceeds from the SECOM golf tournament.

Salaries & PTO – Salo indicated expenses were \$993.22 under budget and included 16 full-time vacancies. Salaries are high due to overtime, however, Program Directors & Supervisors are working on revising work schedules to reduce overtime expenses.

Staff Development/Staff Travel – Salo indicated expenses were \$2,002.96 over budget and included \$4,979 for the Board Planning/Director training in Cripple Creek.

Building/Equipment Maintenance – Salo indicated expenses were \$2,882.58 over budget and included \$1,248 for three new windows at Colorado Group Home; \$1,600 for new water heater and \$1,195 for new ramp at Arrowhead.

Dues/Publications/Subscriptions/Fees – Salo indicated expenses were \$5,125.91 over budget which included \$1,496 for catering van logo/lettering and \$4,201 for annual fleet license renewals.

Insurance – Salo indicated expenses were \$13,567.96 over budget and included annual insurance renewals: \$2,550 EE Dishonesty; \$3,763 D&O; \$3,600 Cyber liability; \$1,600 personal needs; \$2,196 wind/hail deductible buy down and \$2,000 commons rental liability insurance.

Salo indicated we ended July with a monthly net loss of \$32,890.71 and a Year to Date net loss of \$32,890.71

Salo reviewed the Balance Sheet as of 7/31/19. I.F. Cash Accounts were at \$593,326.75 and the Operating Account was at \$299,728.11. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,792.26, the Designated Funds for Vehicle Maintenance Facility was at \$7,543.16, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$53,931.76. Total Current Liabilities were at \$369,382.47. Long Term Liabilities were at \$1,962,561.97. Current Year Retained Earnings were at -\$32,890.71.

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

Human Resources Director Report – Candi Hill

- Hill reported that we had seven terminations and resignations in the month of August.
- Hill reported that we had 18 full-time vacancies at the end of August.
- Hill reported that the turnover rate for August was 6.8%. A new hire class was held last week with 3 new hires.
- Hill reported that an All Staff Training will be held on Thursday and we will be holding our annual Flu Shot Clinic for staff and board members to get a free flu shot.

Adult Services Director Report – Ryan Denahy

- Denahy reported that our auto mechanic, Gabehart will be a presenter at the upcoming CASTA/CDOT fall transportation conference in Breckenridge later this month. He will be conducting a training session on general maintenance of vehicles.
- Denahy reported that the Enrich day site was experiencing difficulty pulling our new van into the drive at Memorial School due to the rear step sitting low on the van. Bent County added a new concrete gutter and entrance into the drive to correct the issue. Denahy thanked Calvin Feik and Bent County for helping with the issue.
- Denahy reported that we have an existing Host Home Provider who would like to bring in a 2nd individual. They have been doing a great job and will begin the process of finding a good placement. Denahy reported a new host home was opened on Sept. 1st. This individual has been receiving supported employment services through **InspirationField**, but his residential services were through another service provider and he transferred his Host Home into **InspirationField** residential services.
- Denahy reported that we have been focusing on overtime reduction in our programs while we are short staffed. Denahy thanked the Program Supervisors and Team Leaders who have put a significant amount of time and effort into making this happen. They have created revised schedules, cross trained employees at other locations and are using employees across programs to spread out hours and reduce overtime.

Community Supports Director Report – Nicole Baylor

- Baylor reported that in July Global Treasurz sales were \$15,088.00 which was an increase of \$3,711.00 from last year.
- Baylor reported that a little girl from CES received a bathroom remodel in her family's home.

Case Management Director Report – Kidron Backes

- Backes reported that for Fiscal Year 18'-19' the case management department processed 150

- referrals for early intervention and provided services to 79 children who were found eligible.
- Backes thanked VonWeller, McIntyre, Aragon and Baker for all their help in assisting with early intervention and being cross-trained in all areas.
 - Backes reported that 48 children are currently active in Early Intervention as of August.
 - Backes reported that the Family Support target for allocated funding is 100%. This past fiscal year the target was hit within \$10.00 and that amount was waived by state from reimbursement.
 - Backes reported that we had our first SLS/CDAS and CHRP enrollments.
 - Backes reported that she is currently working with the State to have **InspirationField** become a CHRP provider.
 - Backes reported that rejected claims have been better maintained and thanked the case managers for their hard work towards that.

Community Relations Director – Caitlin Coffield

- Coffield asked the board and directors to help sell Monster Bash tickets for this years dance.
- Coffield asked the board and directors to sign up for a Volunteer spot for the Wake Up Breakfast.
- Coffield reported that we are celebrating Staff Appreciation Month and shared the flyer with the list of events and fun we are having for staff.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon shared an Operational Memo with the board regarding Conflict-Free Case Management – Rural Exception Implementation. A copy is included with the minutes.
- DeLeon thanked Backes for her work in regards to Conflict-Free Case Management.
- DeLeon reported that he will be out of the office from October 15th to November 5th due to having back surgery. DeLeon reported he will be missing the Wake Up Breakfast on the 15th.
- DeLeon reported that the Health Department visited the kitchen again for a 6-month follow-up inspection and they reported zero deficiencies. DeLeon thanked Coffield and Robles and reported they both will receive a \$100 bonus on their next paycheck and the Kitchen Crew will each receive a \$25 gift card.
- DeLeon reported that the kitchen floor is badly stained and will need to be redone. DeLeon reported we will get that scheduled to be completed.
- DeLeon reported that Hill and himself met with attorneys to revise the Articles of Incorporation and By-Laws for the Vehicle Maintenance Facility and extend our umbrella to cover all our businesses. DeLeon reported that three individuals, one mechanic, one staff to supervise individuals and one service writer will be employed at the Vehicle Maintenance Facility.
- DeLeon received approval from the board to open the Vehicle Maintenance Facility to the board and employees on Sept. 23rd while we continue to get ready to open to the public.
- DeLeon invited the board to the Flu Shot Clinic on Thursday and the Fox Theater event on the 22nd for Staff Appreciation Month.

The board adjourned the meeting at 12:32 pm.

The next scheduled meeting will be October 7, 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