



## **InspirationField Board of Directors Meeting Minutes**

January 5, 2021 / 1:30 pm

612 Adams Avenue, La Junta, CO / Virtual GoTo Meeting

### **1. Call to Order**

President McIntyre called the meeting to order at 1:35 pm.

### **2. Roll Call**

There were sufficient members for a quorum.

#### **A. Members Present**

Elaine McIntyre, Pat Finkner, Steve Berg, Margie Gardner, Rob Oquist, Danny Yost, Nate Clem

#### **B. Members Absent**

Jenny Snyder

#### **C. Staff Present**

Johnnie DeLeon, Rosa Salo, Ryan Denahy, Candi Miell, Caitlin Coffield, Nicole Baylor, Kidron Backes, Brian Gauna, Joseph Archuleta

### **3. Approval of Minutes**

Motioned by Yost and seconded by Gardner and carried unanimously to approve the Minutes of the Board of Directors Meetings held on, November 3, 2020, November 17, 2020 and December 7, 2020.

### **4. Approval of Financials**

Salo congratulated the new slate of Officers and explained that a new Board Resolution was needed to update the signature cards at all of our banks. Salo reviewed the Resolution of the Board of Directors of **InspirationField** and reported the signing authority has changed to the following: Elaine McIntyre, Board President, Charles Yost, Board Vice President, Patricia Finkner, Board Treasurer, Margaret Gardner, Board Secretary, and Johnnie DeLeon, Chief Executive Officer.

Motioned by Berg and seconded by Yost and carried unanimously to approve the Resolution of the Board of Directors of **InspirationField** signing authority.

Salo reviewed with the board the October 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 \$3,192.38 under budget. The MW Comp billable count was 67 out of 67 resources, 9 out of 19 in MW SLS and 1 out of 3 in CES.

Public Support – Contributions/Fundraisers – Salo indicated the monthly revenue variance was \$2,651.34 under budget and included a (\$440.00) loss from the Monster Bash event.

Salaries & PTO – Salo indicated expenses were \$5,284.39 under budget and included 15 full time vacancies: Res 8, Day 3, Crew Leader 1, Admin. 3. There was an additional \$9,391 in PTO expenses for 3rd pay period in October.

Employer Contribution 401 (k) – Salo indicated expenses were \$1,814.99 over budget and included a \$2,531 ER 401 (k) contribution for the 3rd pay period in October.

Payroll Taxes W/C – Salo indicated expenses were \$9,446.04 over budget and included \$9,912 in payroll taxes for 3rd pay period in October.

Employee Benefits – Health/Life Ins – Salo indicated expenses were \$13,023.98 under budget and included a \$15,452 in health insurance surplus discount.

Dues/Publications/Subscriptions/Fees – Salo indicated expenses were \$1,792.55 over budget and included \$4,000 for CO Division of Fire Prevention certificates for 8 group homes at \$500 each.

Other Expenses – Salo indicated expenses were \$2,417.49 over budget and included \$2,606 for Jul-Sep'20 quarterly unemployment claims.

We ended October with a monthly net loss of (\$30,405.06) and a Year to Date loss of (\$165,438.93).

Salo reviewed the Balance Sheet as of 10/31/20. I.F. Cash Accounts were at \$564,087.89 and the Operating Account was at \$822,608.57 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,821.35, the Designated Funds for Vehicle Maintenance Facility was at \$7,644.11, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,155.83. Total Current Liabilities were at \$320,475.58. Long Term Liabilities were at \$2,548,374.38. Current Year Retained Earnings were at (\$165,438.93).

Salo reviewed with the board the November 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 \$54,654.98 under budget partly due to reduced day habilitation revenue, as we closed the Learning Centers again on 11/16/20 due to COVID. The MW Comp billable count was 67 out of 67 resources, 8 out of 19 in MW SLS and 1 out of 3 in CES.

Public Support – Contributions/Fundraisers – Salo indicated revenue was \$3,762.68 under budget and included a \$550 late invoice for the golf tournament.

Salaries & PTO – Salo indicated expenses were \$18,088.30 under budget and included 13 full time vacancies: Res 6, Day 5, Crew leader 1, Global 1.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$2,435.59 over budget and included \$5,876 for PPE supplies; and \$1,142 for Santa's Workshop supplies.

Computer Supplies – Salo indicated expenses were \$3,985.76 under budget and included \$8,228 in anti-virus software.

Other Expenses – Salo indicated expenses were \$14,256.96 under budget and included \$12,199 FFCRA COVID tax credits.

We ended November with a monthly net loss of (\$60,253.68) and a Year to Date loss of (\$225,692.61). Salo advised the Board that Great Western Bank finally had the PPP Loan Forgiveness application on their web portal in December. The application was submitted on 12/11/20 and is currently under review. Once approved, the \$760,662.000 PPP loan can be reclassified as revenue.

Salo reviewed the Balance Sheet as of 11/30/20. I.F. Cash Accounts were at \$491,694.84 and the Operating Account was at \$999,635.41 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,821.93, the Designated Funds for Vehicle Maintenance Facility was at \$7,644.17, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,161.27. Total Current Liabilities were at \$464,872.28. Long Term Liabilities were at \$2,455,132.77. Current Year Retained Earnings were at (\$225,692.61). Salo advised the Board that she applied for HHS CARES Provider Relief Funds and we were awarded \$110,228.80 on 11/22/20. The funds are temporarily booked as a liability until reporting requirements are submitted and the funds meet eligibility criteria. Once approved, the funds will be reclassified as revenue.

Motioned by Berg and seconded by Finkner and carried unanimously to approve the October and November 2020 Financials.

## **5. Department Updates**

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

- Miell reported that the turnover rate for December was 2.96%. The 2020 turnover rate was 40.39%. At the end of December we had 15 full-time vacancies. We have one new hire that started today at Global. We currently have 15 full-time vacancies: 8 in residential, 1 crew leader, 2 at Global and 4 in Day Program.
- Miell reported that effective December 28, new pay rates went into effect. Colorado's minimum wage is \$12.32 per hour. Direct Support Staff employees received a 2.67% rate increase or a new base rate, whichever was higher. All other staff received a 1% rate increase, with a few exceptions.
- Miell reported that our last positive COVID test was on December 21st. 22 employees have tested positive and 14 individuals have tested positive. Majority of these have been asymptomatic and only found out they were positive through our state-required testing procedure. We are continuing to test. Brittany Leyba, Program Aide, recently ordered and received 18,870 PPE items to add to our inventory. We currently have over 38,000 PPE items in inventory.
- Miell reported that we are partnering with Walgreens to provide a COVID vaccine clinic on January 13th. The second dose clinic will be February 3rd and the final catch up clinic will be February 24th. This is free for all individuals 16 years or older in our services and staff, including host home providers.

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

- Denahy reported that revenue at 5 Star Auto for October was \$8,351 and November \$6,909.
- Denahy reported that our Programs have been rather quiet again with current restrictions and our Day Programs not currently operating. We look forward to restrictions beginning to lift and hopefully we can get back to full services again sometime later this spring.
- Denahy reported that our Transportation Manager, Bruce Perkins, will be retiring in February, his last day will be the 11th. Bruce did a fantastic job and he will be greatly missed. Denahy wished Bruce nothing but happiness in his retirement.
- Denahy congratulated Steven Encinias for winning a National Award for DSPs. Steven was selected as 1 of 31 recipients out of 785 nominations nationwide and received a \$300 award. Great Job Steven on this well-deserved award!!

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

- Baylor reported that Global Treasurz sales for November were \$8,128.98 which was a decrease of \$6,303.55 from last year at this time.

- Baylor reported that at this time, we are still not receiving donations. Staff continues to work on the donations that are in the warehouse. Global is operating with only two staff. We have one new hire that started today. Baylor thanked Ruth for her help at the store.
- Baylor reported that the Mobile and Cleaning crews have been doing well. They are slow with community jobs during this time of the year. They continue to clean the agency and the Wal-Mart parking lot.
- Baylor reported that the Learning Center temporarily closed on November 5th. We tentatively have a date, March 15th, to reopen Day Hab. The reopening will be a 4-week phase rather than a 6-week phase like we did last fall. We will meet more to discuss and plan a return for Day Hab., Global Treasurz, SLS, etc. Once we have a more set date, we will send letters to individuals/staff/guardians at least 10 days before resuming in-person.
- Baylor reported that maintenance is continuing to complete all helpdesk tickets. Last month maintenance sprayed all group homes with the Clorox 360 due to homes, individuals and staff being infected with Covid. Since then, we have seen fewer Covid cases.
- Baylor reported that during November and December, we have been working on Performance Evaluations.

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

- Backes reported that participation in the Early Intervention program continues to be low due to the need to have services delivered via Telehealth modality. Many families are electing to pause services until they can be provided in person. The IF EI team is developing a Strategic plan to stay in contact with these families and also families that have elected to wait for an eligibility evaluation until those can be done in person. There is concern of an overwhelming number of evaluations and meeting that would need to occur if all of those families decide to move forward at the same time. Additionally, the team does not want any family to fall off the radar if they've been referred for an evaluation and elected to wait until the pandemic allows for in-person evaluations.
- Backes reported that regarding Family Support, funding is being spent abnormally well. In years past, families do not start utilizing funding until it is closer to the end of the fiscal year and with multiple reminders. However, many are already utilizing funding.
- Backes reported proposed changes for tiered Specialized Hab. At this time no individuals are utilizing the one-to-one option for specialized hab services. Case Managers have been instructed to discuss needs with individuals and if they want the one-to-one service for Specialized Hab to facilitate that change in their Service Plan.
- Backes reported an update regarding the new Care and Case Management System and some of the positive ways it will impact CM work. CMD explained the changes that will occur with the Support Intensity Scale assessment and Long Term Care Assessment that will be changing at the same time the CCMS system is rolled out July 1, 2021.
- Backes reported an update on local meetings and collaboration between **InspirationField**, Southeastern Developmental Services, and County Single Entry Point agencies in SE Colorado. All agencies discussed proposing what Regional Catchment Areas and Case Management Agencies might look like in the future. A meeting has been scheduled for January 19th, 2020 with all community partners and representatives from HCPF working on Case Management Redesign and Conflict Free Case Management.

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

- Coffield thanked the volunteers who helped with the Santa’s Drive-Thru Workshop. Coffield reported the event was well attended by the community and the volunteers stayed an hour and a half later than scheduled in the freezing cold to make sure all children received a chance to see Santa.
- Coffield reported that we received a total of \$2,800 on Colorado Gives Day which will go towards the Investing in our Future Campaign.
- Coffield reported that we have decided not to hold the Mardi Gras event this year due to COVID restrictions more than likely still in place and we were unable to secure a Title Sponsor which is a huge part of the revenue.

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

- DeLeon wished the board a Happy New Year.
- DeLeon congratulated Miell for completing the Supplemental Employment ACRE National Certification Course.
- DeLeon congratulated Denahy for receiving his Bachelor’s Degree.
- DeLeon reported that the Legislative session won’t begin on Jan. 13<sup>th</sup>. They are watching the number of ICU beds to open up due to COVID and plan to begin on Feb. 16<sup>th</sup>.
- DeLeon reported that regarding the Public Utilities Committee (PUC) isn’t willing to negotiate with HCPF. Alliance will work with legislators to run the bill to get at least one year delay and explore options with HCPF. There is a requirement to be in compliance by June 30<sup>th</sup> or when we re-validate, whichever is sooner.
- DeLeon reported that regarding the Subminimum Wage Certificate, the feds still allow it, however, research by CDLE shows the State allows subminimum wage certificates; The State erred in not having actually issued them even though they have allowed this subminimum wage practice for decades. Alliance is still working on a bill draft.
- DeLeon reported that Alliance is asking HCPF to keep Day Hab reversions for loss of revenue in Day, Residential, Transportation, etc.
- DeLeon reported that Santa’s Drive-Thru Workshop was a success and thanked Coffield and all the elves for standing in frigid weather for four hours.
- DeLeon thanked Head Cook Rafael and all the volunteers for helping with the Thanksgiving Dinner which was delivered to each of the group homes, individuals living on their own and host homes.
- DeLeon reported that we have been conducting COVID testing for all staff twice a week and thanked Coffield, Salo, Denahy, Backes, N. Baylor, Archuleta, Gauna, Hoeppner, B. Baylor, B. Leyba and Sprosty for helping with testing.
- DeLeon thanked Miell for working with Walgreen’s and scheduling the upcoming Vaccine Clinics.
- DeLeon reported that we plan to return to work from working at home on March 1<sup>st</sup>. Day Hab will start a 2-3 week transition of tentatively opening up on March 15<sup>th</sup>.
- DeLeon reported that the February board meeting will be held virtually and the March meeting will be held in person.

## **6. Meeting Adjourned**

The board adjourned the meeting at 2:53 pm.

The next scheduled meeting will be February 2, 2021 at 1:30 pm in a Virtual GoTo Meeting.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

---

Caitlin Coffield, Community Relations Director

---

Elaine McIntyre, President

---

Margie Gardner, Secretary