



InspirationField Board of Directors Meeting Minutes
November 2, 2021 / 1:30 pm
612 Adams Avenue, La Junta, CO / Tiger Field Board Room

1. Call to Order

President McIntyre called the meeting to order at 1:34 pm.

2. Roll Call

There were sufficient members for a quorum.

A. Members Present

Elaine McIntyre, Nate Clem, Jenny Snyder, Steve Berg, Danny Yost, Pat Finkner, Margie Gardner

B. Members Absent

C. Staff Present

Johnnie DeLeon, Rosa Salo, Ryan Denahy, Kirsten Bonds, Caitlin Coffield, Nicole Baylor, Brittany Baylor, Julia Hoepfner, Brittany Leyba, Brian Gauna

3. Public Comment

Salo introduced the rest of the Finance Team: Tracey Ruby, Resource Specialist and Carla DeLeon, Bookkeeper, and thanked them for their dedicated service and high level of performance. She also introduced Cal Logan with the auditing firm, LTJ Accountants.

DeLeon reported that Salo, Tracey and Carla will each receive a \$350 bonus on their next paycheck for another successful Financial Audit.

4. Financials – Year-End Audit – Cal Logan

Cal Logan with Logan, Thomas and Johnson, LLC shared and reviewed the Fiscal year 2020-21 Financial Audit with the board. He thanked Salo and her staff for all their hard work and for being prepared for the auditors. No financial deficiencies, recommendations or adjustments were noted. The Auditor's Report is included with the meeting minutes.

Motioned by Finkner and seconded by Yost and carried unanimously to approve the Financial Audit for Fiscal Year 2020-21.

5. Approval of Minutes

It was reported that Salo was not included as being in attendance at October's meeting. Coffield stated she would add her to the minutes.

Motioned by Berg and seconded by Snyder and carried unanimously to approve the corrected Minutes of the Board of Directors Meetings held on, October 5, 2021.

6. Approval of Financials

Salo reviewed with the board the September 2021 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 MW Comp billable count was 65 out of 66 resources, 9 out of 16 in MW SLS and 1 out of 2 in CES. Salo indicated the revenue was \$53,557.64 below budget due to day program closures and due to 2 fewer MW Comp resources.

Salaries & PTO – Salo indicated there were 25 full time vacancies.

Payroll Taxes, W/C – Salo indicated \$5,087 work comp premium audit credit for FY'21 to offset the Sep'21 work comp premium.

Vehicle Fuel & Maintenance – Salo indicated expenses were under budget by \$2,120.11 partially due to \$907 insurance payment for vehicle repairs to be made at later date.

Rent/Utilities – Salo indicated expenses were under budget by \$3,761.21 and included \$7,130 quarterly housing reimbursement.

Building/Equipment Maintenance – Salo indicated expenses were \$3,782.28 under budget and included \$2,545 quarterly housing reimbursement.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$4,081.56 under budget and included \$3,234 quarterly housing reimbursement.

Food – Salo indicated expenses were \$6,423.21 under budget and included \$7,067 SNAP benefits used to offset residential food costs.

We ended September with a monthly net loss of (\$16,729.23) and a Year to Date loss of (\$34,591.65).

Salo reviewed the Balance Sheet as of 9/30/21. I.F. Cash Accounts were at \$595,981.14 and the Operating Account was at \$944,942.81. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,827.66, the Designated Funds for Vehicle Maintenance Facility was at \$7,796.86, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,215.57. Total Current Liabilities were at \$521,892.32. Long Term Liabilities were at \$1,488,964.01. Current Year Retained Earnings were at -\$34,591.65.

Salo reminded the Board that it was her final board meeting, due to retiring at the end of the month. She was thanked for her years of service. Motioned by Finkner and seconded by Yost and carried unanimously to approve the September 2021 financials.

7. Department Updates

Human Resources Director Report – Kirsten Bonds

- Bonds reported that we had one resignation in October.
- Bonds reported that the turnover rate for October was 1.2%. At the end of October there were 26 total vacancies. 14 DSP positions and 12 other positions. We had no new hires for November. Five contingent offers were withdrawn due to background checks and positive drug tests.
- Bonds reported that we are still working through calculations on the new minimum wage requirement which has put a hold on hosting a hiring event. Bonds is waiting until we have numbers.

Adult Services Director Report – Ryan Denahy

- Denahy reported the total revenue at 5 Star Auto for jobs completed in September was \$4,030. Denahy reported they continue to search for another Auto Technician and Automotive Detailer.
- Denahy reported that the REAC inspection was received for the Prairieview group home and we received a score of 90, which is excellent.

- Denahy reported that we will be moving an individual into the new host home in Las Animas on November 15th.
- Denahy reported that the Adult Halloween Party was last Tuesday. It was nice seeing everyone back at an in-person gathering and they were excited to be there. We had a great turnout and everyone had a wonderful time. Denahy thanked the planning committee for putting together a very nice event.
- Denahy invited the board to the Annual Thanksgiving Luncheon on Thursday, November 18, 2021 at 11:30am in the Commons.

Community Support Director Report – Nicole Baylor

- Baylor reported that Global Treasurz sales for September were \$10,319.25 which was a decrease of \$4,333.76 from last year.
- Baylor reported that the Adult Halloween Party was held on October 26th and the turnout was a success. Baylor thanked the kitchen crew and Julia, Julie, Krystal, Brian, Brittany and Regi for helping. They gave out five custom awards.
- Baylor reported that on October 27th we held a COVID vaccination clinic. This was for those needing to get their 2nd COVID shot and booster shot.
- Baylor reported that the annual Thanksgiving Luncheon will be held on November 18th.
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Case Management Director Report – Brittany Baylor

- Baylor reported that we held the annual Children’s Halloween Party and there were 40-45 in attendance which isn’t bad considering they had a mix up with the post office and invitations going out.
- Baylor reported that they helped gather the informed consents for the COVID Booster Clinic.
- Baylor reported that they had a temporary set-back in Case Management due to a COVID outbreak. Staff were out for two weeks.
- Baylor reported that they have an intern starting November 8th. She is currently attending OJC and is a staff member. She will be helping out in the department over the next couple of weeks.

Community Relations Director – Caitlin Coffield

- Coffield thanked the Monster Bash team and all the volunteers for their hard work in planning another successful event.
- Coffield reported that the annual Trunk or Treat event had another great turnout of families and thanked everyone who participated.
- Coffield invited the board to Santa’s Workshop on December 1st, the Volunteer and Donor Appreciation Party on December 3rd and the Annual Banquet and Dinner on December 6th.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon thanked Coffield for another successful Trunk or Treat event.
- DeLeon thanked Coffield and the Monster Bash team: Steve, Brittany B., Brittany L., Regina, and Nikki for a successful event and for all their hard work. DeLeon thanked Flood and Peterson Insurance for being the Title Sponsor.
- DeLeon thanked all the program and case management staff for their work on the Adult and Children’s Halloween parties.
- DeLeon thanked Cal for reporting the yearly financial audit and reported that Cal will look to see if they know anyone who can help us with financials once Salo leaves. DeLeon reported that he has talked with Ark Valley Bookkeeping to help as well.

- DeLeon reported that with ARPA funding they have a 2.11% retroactive rate increase from April 1, 2021-March 31, 2022. From April 1, 2021 – June 30, 2021 has a 2.11% increase applied. July 1, 2021 forward rates received a 2.5% across the board increase, then the 2.11% increase was applied. DeLeon reported that all Direct Care staff must receive a base wage of \$15/hr effective January 1, 2021 – March 31, 2024. DeLeon reported that they will develop a standardized baseline curriculum that is competency-based and person-centered for homemakers and personal care workers. This training would be transferable across employers. DeLeon also reported that a pool of funding will be made available to individuals, employers or training providers through an application process.
- DeLeon asked the board to discuss the Election of Officers for the Annual Banquet and Dinner on December 6th.
- DeLeon invited the board to the Annual Thanksgiving Luncheon on Nov. 18 at 11:30am; to Santa's Workshop on December 1st; to the Volunteer & Donor Appreciation Party on December 3rd; to the Annual Banquet and Dinner on December 6th.

8. Meeting Adjourned

The board adjourned the meeting at 3:14 pm.

The next scheduled meeting will be January 4, 2022 at 1:30 pm in Tiger Field.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Elaine McIntyre, President

Margie Gardner, Secretary