



InspirationField Board of Directors Meeting Minutes

February 2, 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 1:31 pm.

2. Roll Call

There were sufficient members for a quorum.

A. Members Present

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

B. Members Absent

Rob Oquist, Margie Gardner

C. Staff Present

Johnnie DeLeon, Rosa Salo, Ryan Denahy, Candi Miell, Caitlin Coffield, Nicole Baylor, Kidron Backes, Julia Hoeppner

3. Public Comment

DeLeon reported that the La Junta City Council meeting last night that was held virtually was hacked. DeLeon reported that if any of our future virtual meetings get hacked with any activity, that himself or Coffield will end the meeting immediately and send out a text with a new link.

4. Approval of Minutes

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

5. Approval of Financials

Salo reviewed with the board the December 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 \$48,306.16 under budget. The MW Comp billable count was 67 out of 67 resources, 1 out of 17 in MW SLS and 1 out of 2 in CES.

Work Activities/Store Revenues - Salo indicated the monthly revenue variance was \$10,947.05 under budget and only included \$6,464.75 in Global Treasurz sales.

Salaries & PTO - Salo indicated expenses were \$9,510.92 under budget and included 15 full time vacancies: Res 8, Day 4, Crew Leader 1, Global 2.

Rent/Utilities - Salo indicated expenses were \$3,619.09 under budget and included a \$5,010 in quarterly housing reimbursements.

Building/Equipment Maintenance - Salo indicated expenses were \$8,239.11 under budget and included \$847 in quarterly housing reimbursements.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$10,731.86 over budget and included a \$1,043 in quarterly housing reimbursements and \$20,248 for COVID cleaning and PPE supplies.

Computer Supplies – Salo indicated expenses were \$9,234.03 over budget and included \$10,374 for annual Therap software renewal and \$9,125 for six laptops.

Food – Salo indicated expenses were \$7,070.14 under budget and included \$6,397 in SNAP benefits to offset food costs for residential sites; no CACFP lunch program food costs.

Other Expenses – Salo indicated expenses were \$17,848.55 under budget and included \$16,011 in FFCRA COVID tax credits.

We ended December with a monthly net loss of (\$72,765.13) and a Year to Date loss of (\$298,457.74). Salo reminded the Board that once the PPP loan is fully forgiven, we can re-classify the \$760,662.00 as revenue.

Salo reviewed the Balance Sheet as of 12/31/20. I.F. Cash Accounts were at \$497,958.32 and the Operating Account was at \$975,859.06 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,822.52 the Designated Funds for Vehicle Maintenance Facility was at \$7,644.24, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,166.70. Total Current Liabilities were at \$488,342.12. Long Term Liabilities were at \$2,441,515.23. Current Year Retained Earnings were at (\$298,457.74).

Motioned by Yost and seconded by Berg and carried unanimously to approve the December 2020 Financials.

6. Department Updates

Human Resources Director Report – Candi Miell

- Miell reported that we had no terms or resignations in January. Turnover rate was 0%.
- Miell reported that at the end of January we had 15 vacancies: 2 at Global, 8 Residential, 1 Crew Leader, 4 Day program.
- Miell reported that four new hires started February 1 for the February class – 1 at Global, 2 residential and 1 Day program.
- Miell shared the 2020 calendar year turnover rates by supervisor/director. A copy is included with the minutes.
- Miell reported that we had to halt COVID testing of individuals and employees. The company and lab the state used, Curative, came under fire for having too many false negatives. We received our new testing kits which are shallow nasal testing swabs (we formerly completed oral swab testing). Samples will be sent to the state lab for testing. Testing will resume Monday, February 8.
- Miell reported that we held our first vaccination clinic with Walgreens on January 13. 69% of the individuals received the vaccine. 85% of our host home providers received the vaccine. 27% of the staff received the vaccine; 36% opted out and 36% did not return the form indicating whether or not they are opting out. The second clinic will be tomorrow, February 3. Those who received the first dose will receive the second dose tomorrow. It's also the final opportunity for staff, host home providers and individuals to receive the first dose.
- Miell reported that as we continue to honor our employees, our Superheroes, we put into place a temporary rate increase. All DSPs received a 5% temporary rate increase and non-DSPs/admin received a 3% rate increase. This is effective December 28 through March 28.

Adult Services Director Report – Ryan Denahy

- Denahy reported the total revenue at 5 Star Auto for jobs completed in December was \$7,067.

- Denahy reported that we have approved a new Host Home Provider. We hope to have an individual moved in by the end of March. We also have another Host Home Provider interview scheduled.
- Denahy reported that we enrolled a new individual in comprehensive services who will be moving into the Arrowhead GH later this week.
- Denahy thanked his program supervisors, Brian Gauna and Brittany Baylor for completing their annual performance evaluations. It is a very time consuming process and they met their deadline by having all of their evaluations administered to their direct reports by the end of January, great job!!

Community Support Director Report – Nicole Baylor

- Baylor reported that Global Treasurz sales for December were \$6,464.75 which was a decrease of \$9,521 from last year. We have started to accept donations on February 1st. Donations are accepted Monday through Saturday 10 am to 4 and on Sundays 12 to 4pm. Donations are no longer being dropped off in front of Global. Community members will go thru the gate, and staff will direct them to the dock. We are working on installing a doorbell. This will help inform staff that a community member is at the gate. We are also having a \$5 bag sale.
- Baylor reported that the Learning Center had a tentative date to reopen Day Hab on March 15th. We have moved that date to March 1st. The reopening will be a 2 week phase rather than the 4 week phase like we had planned in January.
- Baylor reported that Day Hab will continue in Group Homes with day staff providing Day Hab until March 1st. We have an individual at our North 13th group home moving into another group home. We are working on closing that house once the other individuals are placed in another group home or a host home within our agency.

Case Management Director Report – Kidron Backes

- Backes reported providing Case Management Services for all programs with the following number of participants in the month of January: HCBS-DD 67, HCBS-SLS 22, HCBS-CES 2, HCBS-CHRP 0, SLS-CDASS 1, State SLS 7, FSSP 15, EI 27. A total of 141 participants/families receiving Case Management Services.
- Backes reported an update on the Early Intervention program with respect to eligibility requirement changes. Since requiring a 33% or more development delay for children to be eligible, we have had a number of children not qualify for Early Intervention Services. However, many of these children do have delays between 25%-32%. We will be trying to track the number of children that fall in that percentage of delays and assist the families accessing other possible resources.
- Backes reported an update on the January 19th meeting between Case Management Agencies in Southeastern Colorado and HCPF. The meeting went well and another meeting will be held on February 10th to discuss suggestions for “Designated Areas” and “Only Willing and Qualified Provider” with HCPF’s contractor, HCBS Strategies. This work continues to be a pro-active and collaborative approach to implementing Case Management Redesign and Conflict Free Case Management in Southeastern Colorado for all participants receiving Case Management Services in the future.

Community Relations Director – Caitlin Coffield

- Coffield reported upcoming specials that Sweet Inspirations Catering will have for the Superbowl and Valentine’s Day. Coffield reported that she will send the flyers to the board.

- Coffield asked the board if they were ready to pick dates for the Board Planning Session this year. DeLeon asked Coffield to get rates from a couple of places and they'll pick dates at the March board meeting.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that the feds extended the Public Health Emergency Order that results in additional \$100 million per quarter to State of Colorado. HCPF data shows 23% dip in Residential, 44% decrease in Day Hab, 50% decrease in Transportation funding.
- DeLeon reported the state gave a temporary rate increase of 8% to residential and 10% to day and transportation, back dated to January 1, 2021.
- DeLeon reported that for Conflict-Free Case Management /Regional CMA, HCPF contracted with signed HCBS strategies to develop regional catchment areas to address only willing and qualified provider OCHDS and initial qualified provider framework.
- DeLeon reported that the initial vaccine acceptance rate for Colorado Healthcare workers is only 40%.
- DeLeon reported that he plans to tentatively reopen supported employment and Global Treasurz on March 1st. Day Hab will reopen over a course of 2 weeks on March 1st and 8th. This decision is based on individuals in service, staff, and Host Home Providers who elect to receive the COVID vaccinations will have received both doses as of February 24, 2021. In addition, all local health department and state guidelines will be followed in re-opening.
- DeLeon reported that we were given a temporary rate increase of 5% for DSP's and 3% for Admin due to IDD reversing that will extend until the end of March and possibly through June 30, 2021.
- DeLeon reported that JBC voted to give IDD providers \$14.5 million in sustainability payments via stand-alone supplemental bill for Residential, Day Hab, and Transportation reversions. The State wants a federal match in how they distribute these funds.
- DeLeon reported that the JBC has tentatively approved a 2.5% common policy provider rate increase. The State will wait until the March revenue forecast to see if this holds, but it is a very encouraging start. The tentative rate increase will have to make its way through the State's budgeting process.
- DeLeon thanked the Directors and Supervisors for completing all their performance evaluations on time.
- DeLeon reported that he will be sending the board his self-performance evaluation and a blank template for them to complete and email to Coffield to compile.
- DeLeon asked the board to have a working session at 12:45 in Tiger Field board room to review the compiled performance evaluations and the board meeting will follow at 1:30pm in the Commons with a possible Executive Session immediately following the board meeting.

6. Meeting Adjourned

The board adjourned the meeting at 2:40 pm.

The next scheduled meeting will be April 6, 2021 at 1:30 pm in the Commons with a virtual option for the public due to the COVID-19 pandemic.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Elaine McIntyre, President

Margie Gardner, Secretary