



InspirationField Board of Directors Meeting Minutes

March 2, 2021 / 1:30 pm

612 Adams Avenue, La Junta, CO / Commons 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, Pat Finkner, Steve Berg, Danny Yost, Nate Clem, Jenny Snyder, Margie Gardner

B. Members Absent

C. Staff Present

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

3. Public Comment

DeLeon reported that Rob Oquist submitted a letter of resignation from the Board of Directors. Motioned by Berg and seconded by Yost and carried unanimously to approve the resignation of Rob Oquist from the Board of Directors.

4. Approval of Minutes

Motioned by Yost and seconded by Finkner and carried unanimously to approve the Minutes of the Board of Directors Meetings held on, February 2, 2021.

5. Approval of Financials

Salo reviewed with the board the January 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 monthly revenue variance was \$20,066.43 under budget. Even though the Learning Centers remained closed, the loss of revenue was offset by a temporary rate increase of 8% for day program and 10% for group homes. 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 \$11,559.21 under budget and only included \$6,371 in Global Treasurz sales.

Salaries & PTO - Salo indicated expenses were \$8,750.29 under budget and included 15 full time vacancies: Res 8, Day 4, Crew Leader 1, and Global 2.

Computer Supplies - Salo indicated expenses were \$3,144.53 under budget and included a \$3,600 down payment for new website design and \$5,300 for encryption software renewal.

Food - Salo indicated expenses were \$10,939.94 under budget and included \$8,849 in SNAP benefits to offset food costs for residential sites; no CACFP lunch program food costs.

Other Expenses – Salo indicated expenses were \$9,919.06 under budget and included \$1,614 from individuals for items purchased in late Jan'21 to show up in Feb'21 credit card stmt.

We ended January with a monthly net loss of (\$27,127.55) and a Year to Date loss of (\$325,585.29). Salo shared good news with the Board: the PPP loan was fully forgiven on 2/5/21 and the \$760,662.00 will be re-classified as revenue on the February 2021 financials.

Salo reviewed the Balance Sheet as of 1/31/21. I.F. Cash Accounts were at \$504,167.74 and the Operating Account was at \$936,243.38 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,823.06, the Designated Funds for Vehicle Maintenance Facility was at \$7,796.34, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,171.80. Total Current Liabilities were at \$494,060.90. Long Term Liabilities were at \$2,422,599.64. Current Year Retained Earnings were at (\$325,585.29).

Motioned by Berg and seconded by Yost and carried unanimously to approve the January 2021 Financials.

6. Department Updates

Human Resources Director Report – Candi Miell

- Miell reported that we had three resignations in the month of February. Turnover rate was 2.86%.
- Miell reported that at the end of February we had 12 vacancies including 1 crew leader, 1 at Global, 7 residential and 3 in day program. We have two new hires who started March 1.
- Miell reported that two additional COVID vaccine clinics were held in February. A total of 221 vaccines were offered and 142 people received vaccines (64.3%); 77 of 95 individuals (81%); 42 of 103 staff (41%); 14 of 16 host home providers (87.5%); 8 of 8 others (100%).
- Miell reported that we have successfully transitioned to the state's COVID testing lab and continue to test. We have had two positive tests (staff) since we started testing February 8.
- Miell reported that we continue to receive fraudulent unemployment claims. We have received 16 unemployment claims in the past few months. Of those, 13 are fraudulent with employees verifying they are fraudulent. We continue to monitor.

Adult Services Director Report – Ryan Denahy

- Denahy reported the total revenue at 5 Star Auto for jobs completed in January was \$10,099. This was the second month breaking the \$10,000 mark.
- Denahy reported that we will begin offering auto detailing services soon at 5 Star Auto, we are finalizing the job description and will hire a detailer soon. We are averaging 10-15 calls per week asking if we detail so we are hoping to stay busy.
- Denahy reported that we are working with LifeSafer Interlock to finalize an agreement to be an area installer of their products. This entails installing and programming a blood alcohol interlock system on vehicles. We would receive a flat rate for installation and then a monthly calibration fee for the life of the unit in each vehicle. They will supply the units and calibration equipment so we will not have any costs associated with parts.
- Denahy reported that we are busy with purchasing for our program areas now that the PPP loan has been forgiven. We have several items to purchase for our facilities and program sites such as new flooring, fencing, appliances, furniture, etc.
- Denahy reported that we reopened the Enrich Day Program site yesterday which has been closed for several months due to the pandemic. The individuals were excited to return to the day program site.

Community Support Director Report – Nicole Baylor

- Baylor reported that Global Treasurz sales for January were \$6,371.31 which was a decrease of \$7,720.39 from last year. The transition of donation drop-offs from the front of the store to behind the gated fence is going great! There have been no drop-offs left at the front of the store at any time. We have an individual who is working Thursday – Saturday for four hours helping with donations only.
- Baylor reported that after 50 weeks of the day program being in the group homes, we are now in the operation of being back at the center. The transition is going well.

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 February: HCBS-DD 66, HCBS-SLS 22, HCBS-CES 5, HCBS-CHRP 0, SLS-CDASS 1, State SLS 7, FSSP 13, and EI 30. A total of 157 participants/families receiving Case Management Services.
- Backes reported an update on Case Management Redesign and Conflict Free Case management efforts throughout the State.
- Backes reported that the Human Rights Committee process, forms, and packets have been revamped. New process will be effective for HRC scheduled on March 11.
- Backes reported that we received Annual QIS Results for our CMA. Out of 42 different measured criteria, our CM team was successful in meeting State expectations of performance measures in all but 7 areas. While there are still 7 areas in which CMD will have to write a corrective action plan, all 7 areas were already identified as possible areas for improvement with the team from internal audits. Additionally several of the areas requiring a corrective action plan had performance measures in the 67%-83% range while only two were below 50% (this means that while there is room for improvement as a whole, our Case Management team knows how to meet those performance measures, but best practices were implemented in the middle of the review period. The current QIS Review period was July 1, 2019-June 30, 2020. When best practices were reviewed from the previous year, our team implemented those changes in the middle of this QIS review period. This is reflective in the data that was presented in this QIS review. In summary, while having seven areas that need improvement, since we are essentially working with a 18 month lag in knowing what to implement, our team has done a great job immediately implementing best practices and has continued to show improvement. Backes congratulated her team on their improvement in providing quality and timely case management services! Great work Case Management team!

Community Relations Director – Caitlin Coffield

- Coffield reported that she is working on booking the hotel for the Board Planning Session to be held from June 13th to 15th. Coffield reported that she is looking at hotels in Colorado Springs and Black Hawk, CO.
- Coffield asked the board and directors to help sell Golf Ball Drop tickets for the upcoming Golf Tournament being held May 7 and 8, 2021.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that the legislative session started February 16th with the hearing for the subminimum wage bill tomorrow. The PUC Medicaid transportation bill would move from PUC to HCPF with vehicle inspections and physicals for all staff, etc. DeLeon reported that the supplemental

bill for reversions passed and now must clear the House and Senate. DeLeon reported it would be a 27.4% rate increase retro to July 18, 2020 to June 30, 2021.

- DeLeon reported that the COVID vaccinations have been completed for all individuals, staff and Host Home Providers at 64.3% who accepted the vaccine.
- DeLeon reported that some IDD providers have been denied vaccinations under 1B. Alliance has requested IDD specific letter from CDPHE. 1B3 starts March 5th for 60+ year old and two risk factors. 1B4 starts March 25 for 50+ year old and only one risk factor.
- DeLeon reported that we re-opened Day Hab and Supplemental Employment and returned to in-person working with COVID safeguards yesterday, March 1.
- DeLeon reported that the US House passed initial COVID relief package which includes 7.35% FMAP effective April 1 for year on top of current 6.2% FMAP. DeLeon reported that for now, the proposed bill to increase the Federal minimum wage to \$15 over five years is off the table because it violates the fast-tracked budget reconciliation process.
- DeLeon reported that we have two teams working on the Google workspace transition and Coffield is working on the new mobile-friendly website.
- DeLeon reported that we received the PPP loan and will begin purchasing equipment and supplies for the next two years.
- DeLeon reported that the individuals were very excited to return in-person to the Learning Center and Global Treasurz.
- DeLeon reported that we are tentatively planning to hold the Board Planning Session from June 13th to 15th.

6. Meeting Adjourned

The board adjourned the meeting at 2:53 pm.

The next scheduled meeting will be May 4, 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