



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

April 6, 2021 / 1:30 pm

612 Adams Avenue, La Junta, CO / Commons Room

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

President McIntyre called the meeting to order at 1:38 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**

Margie Gardner

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

Johnnie DeLeon, Rosa Salo, Ryan Denahy, Candi Miell, Caitlin Coffield, Nicole Baylor, Brittany Baylor, Julia Hoeppner, Joseph Archuleta, Brian Gauna

### **3. Public Comment**

Salo congratulated Clem on his upcoming graduation from Otero Junior College. DeLeon announced that Backes has resigned her position and Brittany Baylor has been promoted to Case Management Director. Finkner asked the Board to submit their annual \$50 golf donation to Coffield as soon as possible.

### **4. Approval of Minutes**

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

### **5. Approval of Financials**

Salo reviewed with the board the February 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 \$47,480.54 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 68 out of 68 resources, 1 out of 17 in MW SLS and 1 out of 5 in CES.

**Other Revenue** – Salo indicated the monthly revenue variance was \$689,940.01 over budget and included \$760,662.00 PPP loan forgiveness recognized as revenue.

**Salaries & PTO** – Salo indicated expenses were \$21,588.36 under budget and included 12 full time vacancies: Res 7, Day 3, Crew Leader 1, and Global 1.

**Food** – Salo indicated expenses were \$9,163.09 under budget and included \$8,329 in SNAP benefits to offset food costs for residential sites; no CACFP lunch program food costs.

We ended February with a monthly net income of \$707,844.38 and a Year to Date income of \$382,259.09.

Salo reviewed the Balance Sheet as of 2/28/21. I.F. Cash Accounts were at \$513,025.00 and the Operating Account was at \$983,900.80 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,823.59, the Designated Funds for Vehicle Maintenance Facility was at \$7,796.40, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,176.72. Total Current Liabilities were at \$525,668.97. Long Term Liabilities were at \$1,648,666.80. Current Year Retained Earnings were at \$382,259.09.

Motioned by Berg and seconded by Finkner and carried unanimously to approve the February 2021 Financials.

## 6. Department Updates

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

- Miell reported that the turnover rate for March was 12.12%. We had 12 separations of employment; 10 resignations and two terminations. At the end of March, we had 22 vacancies. Three of these are positions that are new. Global-3, Day Program-4, Cleaning Crew Leader-1, Residential-9, Nursing Director-1, Program Supervisor-1, Auto Tech-1, Auto Detailer-1, Transportation Specialist-1.
- Miell reported that as of today, we have had one part-time temporary employee transfer to a full-time position at Global. We had one new hire start and one new hire from March has returned. He became sick after his first day and was quarantined so we pushed his new hire training to April. One DSP was promoted to House Manager; one DSP transferred to a different house due to the closing of North 13<sup>th</sup>.
- Miell reported that we have had 20 unemployment claims filed with 17 of them fraudulent. Three individuals have been impacted. Some of the things we've noticed are use of maiden names; addresses not in this area.
- Miell reported that we extended the temporary rate increase through June 20, 2021. Some companies have called this hazard pay. We had put it into place in January effective December 28, 2020 through March. We have now extended the 5% for DSPs and 3% for non-DSPs/admin staff. This is another way of showing our appreciation to our staff, who we call Superheroes, for their continued dedication to **Inspiration**Field and the individuals we support.

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

- Denahy reported the total revenue at 5 Star Auto for jobs completed in February was \$7,573.
- Denahy reported that the Auto Detailer position has been posted and we are gathering applications so a detailer will be hired soon. Denahy reported that they have developed detailing packages and look forward to getting started.
- Denahy reported that we have posted the position for a new Transportation Specialist/Manager to replace Bruce Perkins who retired in February. Depending on the candidate, this could be a part or full-time role.
- Denahy reported that CDPHE started our Triennial Survey on March 15<sup>th</sup> for our group homes. Four surveyors were here for two weeks and completed the exit on March 25<sup>th</sup>. Overall, the survey went very well and the following are some of the positive comments made: Nursing protocols are really great, some of the best that we have seen; we are providing great programming for the individuals; we have great ISSPs, IBSSPs and follow up; service delivery in general is really good; good Infection Control Processes; great documentation; and that we are doing really great things. Denahy reported we received our formal survey documents this past Friday and now have 10 calendar days to

respond with the submission of our plan of correction (POC) on Monday, April 12<sup>th</sup>. Once the POC is approved, then we will need to provide documentation to CDPHE to show proof of the corrections we made. Denahy thanked the Program Supervisors, Team Leaders, Program Aides, Nursing Dept., and HR for being so responsive and getting the surveyors what they needed to complete the survey. In addition to the Triennial re-licensure survey for each group home we also had three surveys due to a complaint: North 13<sup>th</sup> due to COVID-19 outbreak and it was unsubstantiated. South 2<sup>nd</sup> due to COVID-19 outbreak and it was substantiated without citations. South 6<sup>th</sup> due to COVID-19 outbreak and it was unsubstantiated.

- Denahy reported that we also received four deficiencies that were agency-wide and various other deficiencies at each house.

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

- Baylor reported that Global Treasurz sales for February were \$8,993.34 which was a decrease of \$3,046.88 from last year. The transition of donation drop-offs from the front of the store to behind the gated fence is still going great. Unfortunately, we did have a community member who pushed the gate with their car and caused some damage to the gate. Global is still receiving donations of thrift.
- Baylor reported that the opening of the Learning Center is still going great and individuals are doing Meals on Wheels as their community access.
- Baylor reported that CDPHE visited and surveyed our group homes. Baylor reported that the supervisors did a great job and the most deficiencies we received were seven at one of our group homes. Program will be working on those and submitting a plan of action. Baylor thanked everyone involved in the surveys.

#### **Case Management Director Report – Brittany Baylor**

- Baylor reported that her official start date is April 12<sup>th</sup> and over the past week has been meeting with the CM team to help them during the transition.
- Baylor reported she will be attending a few trainings and webinars to get up to speed in the department. Baylor stated that she is excited for this new role and will continue to keep CM going in the right direction.

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

- Coffield reported that the Volunteer sign-up sheet will be posted soon if anyone is interested in helping out. Coffield reported that we have installed new software to run the auction from a phone app so people can bid from home if they'd like.
- Coffield reminded the board that the Volunteer and Donor Appreciation Party will be held on April 30, 2021 in the Commons.
- Coffield reported that we will be installing a new kitchen floor in the month of May and will have to temporarily stop serving lunches and catering jobs until it's completed.
- Coffield reported that she has received rates from Holiday Inn Express in Colorado Springs for the Board Planning Session that are pretty reasonable. The board stated that they are fine with traveling to the Springs this year.

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

- DeLeon reported that the kitchen floor will be replaced due to the horrible staining that has occurred on the existing floor.
- DeLeon reported that JBC granted authority to CDHS to draft JBC bill to move Early Intervention from Colorado Department of Education (CDE) to CDHS.

- DeLeon reported that the Case Management Redesign bill was introduced, and is 73 more pages. Alliance supports the bill with some amendments. Key dates: RFP ready 12/31/22, RFP filled by 12-31-23, and CFCM implemented state wide 7/1/24.
- DeLeon reported that the JBC introduced and supported 520 new IDD resources at approximately \$20.8 million. It was then revised to 677 new resources by HCPF. Each rural CCB is tentatively scheduled to receive at least three new resources.
- DeLeon reported that the Long bill introduced in the Colorado Senate has this year's state budget nearly back to pre-pandemic levels.
- DeLeon reported that Biden's stimulus package did include monies for HCBS this time. 10% increase in FMAP (Federal Medicaid Assistance Plan) funding. ANCOR sent a letter to HHS (Health & Human Services) and CMS urging them to swiftly issue guidance to use the FMAP for HCBS program.
- DeLeon thanked Denahy and his program crew for their great work on the CDPHE survey.
- DeLeon reported that we have been in the building for 8 years now and we have started replacing items, such as the kitchen floor, etc.
- DeLeon reported that the Volunteer and Donor Appreciation Party will be held April 30<sup>th</sup> and invited the board to join us.
- DeLeon reported that we are currently checking on the mask mandate with the local health department and if Admin still needs to continue to wear them. DeLeon reported that we also checked with the local health department regarding the Golf Banquet and having to follow COVID safeguards.
- DeLeon thanked McIntyre and La Junta Trading Company for their 3<sup>rd</sup> year as Title Sponsor of the Golf Tournament.
- DeLeon asked the board to start thinking of ideas of any training they would like to have at the Board Planning Session.

## 6. Meeting Adjourned

The board adjourned the meeting at 2:44 pm.

The next scheduled meeting will be May 4, 2021 at 1:30 pm in the Commons.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

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Caitlin Coffield, Community Relations Director

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Elaine McIntyre, President

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Margie Gardner, Secretary