



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

May 4, 2021 / 1:30 pm

612 Adams Avenue, La Junta, CO / Commons Room

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

President McIntyre called the meeting to order at 1:37 pm.

### **2. Roll Call**

There were sufficient members for a quorum.

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

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

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

Steve Berg

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

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

### **3. Public Comment**

DeLeon presented and congratulated four of the five scholarship winners with a Certificate of Scholarship, Winners were: Ryanna Pruet of Fowler High School, Azalea Gamez of La Junta High School, Jachai Eddy of La Junta High School, Jacob Groves of Cheraw High School and Heaven-Lee Marquez of Cheraw High School.

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

Motioned by Finkner and seconded by Snyder and carried unanimously to approve the Minutes of the Board of Directors Meetings held on, April 6, 2021.

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

Salo reviewed with the board the March 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 \$77,447.99 over budget. Increased revenue from 3/1/21 day program re-opening; Jan'21 temporary rate increases: 10% for day program and 8% for group homes; Mar'21 add'l temp rate increases: 37.5% day program/supported employment/transportation (Jan-Mar'21). Latest rate increase was retro'd back to 7/18/20 - 12/31/20 at 27.5% increase - will rebill adjustments in April. The MW Comp billable count was 67 out of 67 resources, 10 out of 17 in MW SLS and 1 out of 5 in CES.

**Salaries & PTO** - Salo indicated expenses were \$15,382.74 under budget and included 22 full time vacancies: Res 9, Day 4, Crew Leader 1, Global 3, 5 Star 2, Transportation 1, Nursing 1, PS 1.

**Rent/Utilities** - Salo indicated expenses were \$4,803.50 under budget and included \$4,979 in quarterly housing reimbursements.

**Building/Equipment Maintenance** – Salo indicated expenses were \$7,243.42 under budget and included \$6,586 in quarterly housing reimbursements.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$375.09 under budget and included \$1,313.96 in quarterly housing reimbursements.

**Computer Supplies** – Salo indicated expenses were \$7,883.73 over budget and included \$8,870 for new laptops; \$4,156 for new server rack battery; \$3,600 partial payment for new website design.

We ended March with a monthly net income of \$58,473.27 and a Year to Date income of \$440,732.36.

Salo reviewed the Balance Sheet as of 3/31/21. I.F. Cash Accounts were at \$530,593.15 and the Operating Account was at \$923,691.11 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,824.21, the Designated Funds for Vehicle Maintenance Facility was at \$7,796.47, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,182.52. Total Current Liabilities were at \$564,481.84. Long Term Liabilities were at \$1,634,533.12. Current Year Retained Earnings were at \$440,732.36.

Motioned by Finkner and seconded by Gardner and carried unanimously to approve the March 2021 Financials.

## **6. Department Updates**

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

- Miell reported that the turnover rate for April was 2.84%. We had 2 resignations. At the end of March, we had 21 vacancies. Three of these are positions that are new. Global-2, Day Program-4, Cleaning Crew Leader-1, Residential-9, Nursing Director-1, Program Aide-1, Auto Tech-1, Auto Detailer-1, Transportation Specialist-1.
- Miell reported that we have three new hires that started yesterday. We hired a new Nursing Director who will be working with Manchego to learn her role.
- Miell reported that we have continued to test for COVID, in the past two weeks we had two staff test positive in Day Program and will take necessary measures for quarantine.
- Miell reported that we are currently working with Flood and Peterson for new health insurance rates. We will be moving to a new carrier this year with Anthem. Currently we offer two plans to choose from.

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

- Denahy reported the total revenue at 5 Star Auto for jobs completed in March was \$6,749.
- Denahy reported that the Auto Detailer position has been hired and he begins on Monday, May 10<sup>th</sup>. He is currently a House Manager and took an internal transfer. We will spend a few weeks purchasing chemicals and supplies and working out the details of the detailing packages that we will be offering by doing time studies on our internal fleet, then we will begin offering detailing services to the public.
- Denahy reported that the Plans of Correction have been approved for our Triennial Survey from CDPHE. We are completing the plan and must provide supporting documentation to CDPHE by May 17<sup>th</sup>. Once completed, we will receive certification.
- Denahy reported that Brittany Leyba has been promoted to Program Supervisor filling the vacancy left by Brittany Baylor when she was promoted to the Case Management Director. Brittany has worked at **Inspiration**Field for six years where she started as a DSP. She was promoted to Program Aide in August 2019. Brittany has excelled in her roles where she worked closely with the Program

Supervisors to support the program areas and developed a strong understanding of how **Inspiration**Field provides and manages services.

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

- Baylor reported that Global Treasurz sales for March were \$16,925.63 which was an increase of \$7,103.04 from last year. Last year on March 23<sup>rd</sup>, we closed Global due to COVID-19. Global remained closed until May 1<sup>st</sup>. All individuals were sent home until August.
- Baylor reported that we have submitted our annual bid for the Walmart clean-up of the parking lot. One of the requirements they are making this year is to check in/out via GPS on every Work Order while being on Walmart property.
- Baylor reported that on April 23<sup>rd</sup>, we were notified that a staff member tested positive for COVID. Due to the new rule setting, we have to close the day program until there are no positive COVID cases. Unfortunately, on April 29<sup>th</sup>, we were notified that another staff member tested positive for COVID. The day program staff were tested on Monday, and we were waiting for results to see if we can open the day program on May 10<sup>th</sup>. During this time, the day program has taken place at each group home.

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

- Baylor reported that she has appointed the following members to the Family Support Council indefinitely until otherwise noted: Joyce Leffingwell-Chairperson, Amanda Mueller- Family Member, Karen Dietrich- Family Member, Kathy Beyer-Professional, Nicole Surls-Family Member, Jose “Nicky” Marquez- Person with Intellectual/Developmental Disability, Kristel VonWeller- Case Management Aide, Allye Batterton- Service Coordinator, Brittany Baylor- Case Management Director.
- Baylor reported that at the last Case Management Redesign meeting, the main topic discussed was how to separate the regions in the Rural CCB areas. After discussion, amongst everyone, they decided to keep Otero, Bent and Crowley regions in the same catchment areas.

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

- Coffield asked the board and directors to please turn in any Golf Ball Drop tickets for this weekend’s Golf Tournament.
- Coffield reported that the Annual Volunteer and Donor Appreciation Party was a big success and that everyone seemed to have a great time!
- Coffield reported that the CACFP lunch program is currently under review with the State and she is waiting to hear back on the results.

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

- DeLeon reported that the Medical Transportation bill is moving enforcement to HCPF from PUC.
- DeLeon reported that the sub-minimum wage bill will be heard in committee this week.
- DeLeon reported that the Case Management Redesign bill was signed by the Governor.
- DeLeon reported that the JBC sent the Long Bill to the Governor for signature for a balanced budget.
- DeLeon reported that the Governor has extended the mask order for another 30 days.
- DeLeon reported that the Governor is planning to remove Public Health crisis designation on June 1<sup>st</sup>.
- DeLeon reported that CCB’s in Colorado should receive a total of 667 new resources in an effort to end the waitlist.
- DeLeon reported that we held the Volunteer and Donor Party on April 30<sup>th</sup> and he thanked Coffield and all the volunteers during 2020.

- DeLeon reported that the 35<sup>th</sup> Annual LJ Trading Company Golf Classic will be held this coming Friday and Saturday, May 7<sup>th</sup> and 8<sup>th</sup>.
- DeLeon reported that we are taking a group of 18 individuals and staff camping and rafting northwest of Salida the week of May 10<sup>th</sup>.

## **6. Meeting Adjourned**

The board adjourned the meeting at 2:52 pm.

The next scheduled meeting will be August 3, 2021 at 1:30 pm in the Commons.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

---

Caitlin Coffield, Community Relations Director

---

Elaine McIntyre, President

---

Margie Gardner, Secretary