



InspirationField Board of Directors Meeting Minutes
August 3, 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 1:37 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, Steve Berg

B. Members Absent

C. Staff Present

Johnnie DeLeon, Rosa Salo, Ryan Denahy, Kirsten Bonds, Caitlin Coffield, Nicole Baylor, Brittany Baylor, Julia Hoepfner, Joseph Archuleta, Brian Gauna. Brittany Leyba, Barb Manchego, Niki Liddle

3. Public Comment

Baylor introduced Niki Liddle as our new Director of Nursing. DeLeon introduced Kirsten Bonds as our new Human Resources Director. Denahy announced Brittany Leyba as being promoted to Program Supervisor from Program Aide.

McIntyre stated that at the recent Masked Singer event held at the Picketwire Theater, lots of positive comments were made about Sweet Inspirations Catering.

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, May 4, 2021 and June 15, 2021.

5. Approval of Financials

Salo reviewed with the board the April 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 \$27,675.20 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, 12 out of 18 in MW SLS and 1 out of 5 in CES.

Salaries & PTO - Salo indicated expenses were \$25,907.29 under budget and included 21 full time vacancies. 3 pay periods in April 2021, add'l \$9,568 PTO expense.

Employer Contribution 401(k) - Salo indicated expenses were \$2,652.86 over budget and included 3 pay periods in April 2021, add'l \$2,421 401(k) expense.

Payroll Taxes, W/C – Salo indicated expenses were \$2,909.62 under budget and included 3 pay periods in April, add '1 \$9,648 payroll taxes. W/C billed Jul'20-Mar'21, no premium Apr-Jun'21.

Building/Equipment Maintenance – Salo indicated expenses were \$10,221.87 over budget and included \$2,532 for furniture at Lincoln and S. 6th; \$5,670 Global building maintenance; \$2,627 S. 2nd building maintenance; \$2,476 Arrowhead building maintenance; \$2,168 (1/2 down) for bathroom countertops at 612 Adams.

Computer Supplies – Salo indicated expenses were \$6,449.44 over budget and included \$5,005 for server storage disc drives; \$4,797 for new display in CEO office; \$3,700 partial payment for Google transition.

We ended April with a monthly net income of \$16,299.47 and a Year to Date income of \$457,031.83.

Salo reviewed the Balance Sheet as of 4/30/21. I.F. Cash Accounts were at \$548,050.80 and the Operating Account was at \$1,000,549.11 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,824.78, the Designated Funds for Vehicle Maintenance Facility was at \$7,796.54, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,187.80. Total Current Liabilities were at \$574,380.67. Long Term Liabilities were at \$1,620,571.34. Current Year Retained Earnings were at \$457,031.83.

Salo reviewed with the board the May 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 \$6,609.48 under budget. Decreased revenue from day program closure entire month of May'21; Jan'21 temporary rate increases: 10% for day program and 8% for group homes; Mar'21 add '1 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. The MW Comp billable count was 68 out of 68 resources, 5 out of 18 in MW SLS and 1 out of 5 in CES.

Other Revenue – Salo indicated expenses were \$55,528.90 under budget and included \$16,666 CDOT grant for State Transportation Vulnerable & Senior Funds.

Salaries & PTO – Salo indicated expenses were \$22,231.36 under budget and included 26 full time vacancies.

Payroll Taxes, W/C – Salo indicated expenses were \$13,578.79 under budget and included a reminder that workman's compensation premium is paid July-March – only deductibles paid April-June.

Professional Services – Salo indicated expenses were \$10,325.05 over budget and included COVID bonus payments of \$12,800 to Host Home Providers.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$17,078.83 over budget and included \$7,347 for new digital clocks agency-wide; \$4,687 cell phone pay offs; \$10,146 furniture/appliances for res. sites.

Computer Supplies – Salo indicated expenses were \$4,944.47 under budget and included \$3,200 for software upgrades/renewals; \$1,378 photo projectors; \$1,512 server rack switches and cables.

Other Expenses – Salo indicated expenses were \$2,788.49 over budget and included \$4,195 quarterly unemployment claims (Jan-Mar'21).

We ended May with a monthly net loss of \$18,671.69 and a Year to Date income of \$438,360.14.

Salo reviewed the Balance Sheet as of 5/31/21. I.F. Cash Accounts were at \$559,709.22 and the Operating Account was at \$1,006,110.95 due to the Paycheck Protection Program loan distribution of \$760,662.00.

The Designated Funds for Building/Equipment/Maintenance balance was at \$68,825.31, the Designated Funds for Vehicle Maintenance Facility was at \$7,796.60, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,193.59. Total Current Liabilities were at \$570,165.29. Long Term Liabilities were at \$1,607,047.38. Current Year Retained Earnings were at \$438,360.14.

Salo reviewed with the board the June Draft 2021 Income Statement and Balance Sheet and explained the items of interest, which are highlighted with corresponding footnote explanations.

Fees for State Funded Services – Salo indicated the monthly revenue variance was \$19,408.36 and included \$26,360.26 Family Support Program direct services provided to families – see Client Assistance expense offset.

Fees for Medicaid Funded Services - Salo indicated the monthly revenue variance was \$114,579.71 over budget and included \$110,034.24 Medicaid Waiver Comp/SLS rate adjustments for Sep'21-Feb'21. The MW Comp billable count was 68 out of 68 resources, 10 out of 17 in MW SLS and 1 out of 5 in CES.

Salaries & PTO – Salo indicated expenses were \$46,020.19 under budget and included 26 full time vacancies.

Rent/Utilities – Salo indicated expenses were \$3,975.12 under budget and included \$4,862 quarterly housing reimbursements.

Building/Equipment Maintenance – Salo indicated expenses were \$15,528.40 over budget and included \$3,259 quarterly housing reimbursements; \$3,414 water heater at 5 Star Auto; \$4,489 gate repair at Global; \$9,902 electric swipe security access at Riverside GH; \$2,200 plumbing in kitchen.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$7,776.03 over budget and included \$7,619 quarterly housing reimbursements; \$8,204 new printers; \$2,358 therapy chair at day program; \$3,391 patio furniture, cabinets, freezer, dishwasher at residential sites.

Computer Supplies – Salo indicated expenses were \$13,949.17 over budget and included \$3,700 partial payment Google migration; \$7,437 2 server storage racks; \$5,742 multi-factor authentication software and tokens; \$5,298 4 multimedia PCs; \$2,130 Wi-Fi access points; \$2,075 iPads for Learning Centers.

Client Assistance – Salo indicated expenses were \$23,726.51 over budget and included the \$26,360.26 in FSSP funds mentioned in the State Funded revenue line item.

We ended June with a monthly net income of \$85,572.51 and a Year to Date income of \$523,932.65.

Salo reviewed the Draft Balance Sheet as of 6/30/21. I.F. Cash Accounts were at \$567,378.14 and the Operating Account was at \$769,684.62 due to the Paycheck Protection Program loan distribution of \$760,662.00. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,825.93, the Designated Funds for Vehicle Maintenance Facility was at \$7,796.67, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,199.39. Total Current Liabilities were at \$488,144.40. Long Term Liabilities were at \$1,533,087.82. Current Year Retained Earnings were at \$523,932.65.

Motioned by Berg and seconded by Snyder and carried unanimously to approve the April, May and June Draft 2021 Financials.

6. Department Updates

Human Resources Director Report – Rosa Salo

- Salo reported in July we had 23 vacancies and shared a report of what positions are vacant. (a copy is included with the meeting minutes).

Adult Services Director Report – Ryan Denahy

- Denahy reported the total revenue at 5 Star Auto for jobs completed in April was \$12,921, May \$3,286, and June \$7,839.
- Denahy reported that we received a Fire Prevention and Control survey at the S. 6th group home in June. All of the deficiencies have been corrected.
- Denahy reported that the Provider Transition Plans (PTP) for the HCBS Final Settings Rule are due to the state on August 13th. This has been an ongoing interactive back and forth process with the state for over two years now.
- Denahy reported that we will be taking a group to Broncos Training camp for an overnight outing on August 17th and 18th. We are excited to get back to camp after not being able to go last season.

Community Support Director Report – Nicole Baylor

- Baylor reported that Global Treasurz sales for April were \$13,024.69 which was an increase of \$13,024.69 from last year. Sales for May were \$11,731.45 which was a decrease of \$2,664.95. Sales for June were \$8,914.87 which was a decrease of \$3,894.85.
- Baylor reported that after the board planning session, she did some exploring on a few of the ideas we came up with and determined that they would either be too costly or not be approved to take place. Baylor reported that at this time she plans to explore more of doing the rag business.
- Baylor reported that Day Program has been back at the center for two months and they are getting back into regular routines. In July, the individuals started eating in the Commons area.
- Baylor reported that on June 1 she took over Nursing and Transportation and on August 2nd, Niki took over the responsibility of the Director of Nursing.
- Baylor reported that from July 26-30, we had the main parking lot resealed by Black is Beautiful Company.
- Baylor reported on July 21, Nurse Niki attended a COVID webinar and it was announced that the state of Colorado would be conducting a rapid test for COVID for all staff working in group homes. Staff not vaccinated will have to do a rapid test before or within 30 minutes of being on shift.

Case Management Director Report – Brittany Baylor

- Baylor reported that she completed the State SLS review, HCBS DD/SLS review totaling a sample of 85 individuals.
- Baylor reported that we held the annual children's and adult's pool parties with 115 people between them showing up to enjoy.
- Baylor reported that we lost two case managers but hired two to replace them as temporary full-time employees. They are looking at hiring one more full-time position to help in the EI department.
- Baylor reported that the Family Support Program spent down all the \$30,000 at the end of the year with an additional \$16,000 to families in need.

Community Relations Director – Caitlin Coffield

- Coffield thanked the board and leadership team for helping with the Golf Tournament and reported that it was another successful event.
- Coffield thanked the board and leadership team for attending the Board Planning Session.
- Coffield invited the board to the Investing for the Future and Planned Giving Campaign Dinner on August 19th. Coffield also invited the board to the Annual Appreciation Pool Party on August 10th.
- Coffield reported that the new kitchen floor has been installed and looks great and encouraged the board to go by and look at it.

- Coffield reported that planning has begun on the annual Monster Bash event and it will be held on October 30th this year.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that the new subminimum wage (SMW) bill SB 21-039 passed which eliminates SMW by July 1, 2025. DeLeon reported that **Inspiration**Field surrendered our SMW 14c certificate effective June 28, 2021 and we now pay all individuals in service the state minimum wage.
- DeLeon reported that the HB 21-1187 bill regarding conflict free case management will go into effect by July 1, 2024. DeLeon and Baylor have been communicating with HCPF staff about possibly transitioning sooner and have been working with Otero County.
- DeLeon reported that HCPF will be submitting an ARPA spending plan to CMS. The approved plan will be submitted to the JBC in September for possible implementation in Oct/Nov. The Feds gave the state 10% enhanced FMAP on top of the current 6.2% FMAP for a total of 16.2% FMAP. Waiting on Feds, Colorado will then receive \$225 million. Colorado could receive as much as \$995 million depending on what IDD services are covered.
- DeLeon reported that currently, we have extended the temporary superhero pay to Sept. 30, 2021 which is 5% for DSP's and 3% for Admin. This will be in effect January 2021 to September 2021 with the possibility it will extend to the end of 2021.
- DeLeon reported that the transition from Microsoft to Google workspace is completed. The desktop apps work fine but we did have some initial cellphone sync issues and forms issues. DeLeon reported that Google is free for nonprofit and we shouldn't need to upgrade to Enterprise edition.
- DeLeon reported that the CCB designation has been approved for 2021-22. DeLeon thanked Coffield for her help with the application.
- DeLeon reported that the annual camping trip was May 10-13 in Salida/Buena Vista area. The group went rafting and had a great time. DeLeon thanked Hoepfner, Leyba and Emilio Wise.
- DeLeon reported that the 34th annual LJ Trading Company Golf Classic was a success and thanked Elaine, Coffield, Pat & Norm Finkner, Matt for all their hard work.
- DeLeon reported that the last COVID-19 positive case was in May. We have had negative tests since then for employees. DeLeon reported that we have opened the facility back up per CDPHE regulations. As of now, if a person is vaccinated they do not have to wear a mask. If no vaccination, then they must wear a mask and get tested weekly.
- DeLeon reported that the Denver Mayor mandated vaccinations in high-risk settings by Sept. 30th for city employees, health care, correctional facilities, public and private schools.
- DeLeon reported that the Smoke Out BBQ event had a good turnout. DeLeon thanked Coffield, Rafael and all the volunteers.
- DeLeon thanked Baylor and case management staff for planning the annual swim parties.
- DeLeon reported that the Poker Run was a huge success and they raised \$2,200 to be used towards the building loan payoff.
- DeLeon invited the board to the Investing for the Future and Planned Giving Campaign Dinner on Aug. 19th and the Swim Appreciation Party on Aug. 10th.

6. Meeting Adjourned

The board adjourned the meeting at 2:40 pm.

The next scheduled meeting will be September 7, 2021 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