



InspirationField Board of Directors Meeting Minutes
September 9, 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, Nate Clem, Jenny Snyder, Steve Berg

B. Members Absent

Pat Finkner, Danny Yost, Margie Gardner

C. Staff Present

Johnnie DeLeon, Ryan Denahy, Kirsten Bonds, Caitlin Coffield, Nicole Baylor, Joseph Archuleta, Niki Liddle

3. Public Comment

DeLeon announced that due to meeting conflicts this afternoon we will have to jump around the agenda.

4. Approval of Minutes

Motioned by Snyder and seconded by Berg and carried unanimously to approve the Minutes of the Board of Directors Meetings held on, August 3, 2021.

5. Covid-19 Vaccination Policy – Johnnie DeLeon

DeLeon reported a new Covid-19 Vaccination Policy that has been mandated by CDPHE that requires 100% of employees, direct contractors, and support staff to have obtained full Covid-19 vaccination status by October 31, 2021 or have obtained a medical or religious exemption. DeLeon shared the new policy and procedure for the Covid-19 Vaccination and a copy is included with the meeting minutes.

Motioned by Berg and seconded by Snyder and carried unanimously to approve the Covid-19 Vaccination Policy that has been mandated by CDPHE that requires 100% of employees, direct contractors, and support staff to have obtained full Covid-19 vaccination status by October 31, 2021 or have obtained a medical or religious exemption.

5. Approval of Financials

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

Fees for Medicaid Funded Services - DeLeon indicated the MW Comp billable count was 67 out of 68 resources, 10 out of 17 in MW SLS and 1 out of 2 in CES.

Salaries & PTO – DeLeon indicated there were 25 full time vacancies.

Medical & Other Supplies/Equipment – DeLeon indicated \$1,173 for freezers at Enrich and Riverside; \$1,531 for furniture at Prairieview; \$2,504 for three new cell phones.

Computer Supplies – DeLeon indicated expenses included \$4,550 annual Unitrends renewal; \$1,695 annual Applicant Pro renewal fees; \$7,400 Cloudbakers final payment Google transition.

Insurance – DeLeon indicated expenses included \$20,161 for annual entertainment; D&O, Umbrella, EE Dishonesty, Personal Needs and Cyber liability policies.

We ended July with a monthly net loss of \$30,286.49 and a Year to Date loss of \$30,286.49

DeLeon reviewed the Balance Sheet as of 7/31/21. I.F. Cash Accounts were at \$575,813.54 and the Operating Account was at \$848,475.34. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,826.50, the Designated Funds for Vehicle Maintenance Facility was at \$7,796.73, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,204.67. Total Current Liabilities were at \$504,833.90. Long Term Liabilities were at \$1,519,067.06. Current Year Retained Earnings were at -\$30,286.49.

Motioned by Berg and seconded by Snyder and carried unanimously to approve the July 2021 financials.

Financials – 2021-2022 Proposed Budget

DeLeon reviewed with the board the FY'2021-22 Proposed Budget and explained the items of interest, which are highlighted with corresponding footnote explanations.

Family Support – DeLeon indicated the proposed budget is \$60,000 however, we can bill more if ST SLS numbers remain low – pass through funds wash with expenses.

Medicaid Comprehensive – DeLeon indicated the proposed budget is \$4,842,422 which includes 67 resources; new resource 10.1.21; add'l resources to offset losses; \$100,000 ARPA funds.

Cash Donations/Fundraisers – DeLeon indicated the proposed budget is \$24,000 which includes \$10,000 donations; \$3,000 Mardi Gras; \$7,000 Golf; \$4,000 Monster Bash.

Grants – DeLeon indicated the proposed budget is \$5,000 which includes \$0 CDOT vehicle grants and \$5,000 in other grants.

Work Activities/Snack bar/Gift Shop – DeLeon indicated the proposed budget is \$12,200 which includes the loss of Walmart cleaning contract middle of Aug'21 – decrease of \$11,800.

Gain/Loss of Asset – DeLeon indicated the proposed budget is \$82,906 and includes the sale of S. 7th \$85,000; 2 buses at \$1,800 each; 1 truck at \$3,500; 1 van at \$9,000.

Miscellaneous Income – DeLeon indicated the proposed budget is \$170,000 and includes \$110,000 HHS Cares Act funds; \$10,000 rental of 612 Adams facilities and \$10,000 catering business and \$40,000 Belleview rental income.

Salaries – DeLeon indicated the proposed budget is \$3,553,543 and includes minimum wage increases, one-time ARPA bonuses.

Contracted Services – DeLeon indicated the proposed budget is \$73,200 and includes EI providers.

Payroll Taxes/Work Comp – DeLeon indicated the proposed budget is \$360,865 and includes work comp 1.20 experience mod and \$5,000 deductible.

Supplies – DeLeon indicated the proposed budget is \$226,000 and includes office, medical, household/cleaning, misc. supplies, and furniture and equipment and VMF supplies.

Vehicle Expense – DeLeon indicated the proposed budget is \$49,000 and includes \$38,000 in fuel and \$9,000 in maintenance and repairs.

Misc. Expense – DeLeon indicated the proposed budget is \$50,000 and includes \$25,000 for client recreation.

DeLeon thanked Salo for all her hard work preparing the proposed budget.

Motioned by Snyder and seconded by Berg and carried unanimously to approve the FY'22 Budget.

6. Department Updates

Human Resources Director Report – Kirsten Bonds

- Bonds reported that we have no new terminations since August. We had two new hires in September, one DSP and a new Network Administrator to help Steve in IT.
- Bonds reported that we currently have 12 jobs posted in Applicant Pro.
- Bonds reported that she will attend a Job Fair with the Workforce Center on Sept. 29th and hopes to pull in new applicants.

Adult Services Director Report – Ryan Denahy

- Denahy reported the total revenue at 5 Star Auto for jobs completed in June was \$5,103.
- Denahy reported that we received notice from HUD that we will be receiving a REAC inspection at the Prairieview GH on September 21. We only receive these inspections for our three group homes that were built with HUD grants: Lincoln, Riverside and Prairieview. They are typically every three years but they are currently behind a year due to COVID.
- Denahy reported that we received notification from the LJPD that 1500 San Juan was broken into early Monday morning around 4am. The officers spotted 5 individuals on the roof, they proceeded to chase them on foot but they all got away. After a walkthrough of the building, the only damage noted was a discharged fire extinguisher. Video surveillance was turned over to the LJPD.
- Denahy reported that we went to the Rockies game and Broncos Training Camp in August with 8 individuals and 4 staff. It was nice to get out on a group outing again, everyone had a great time.

Community Support Director Report – Nicole Baylor

- Baylor reported that Global Treasurz sales for July were \$8,540.39 which was a decrease of \$2,862.25 from last year.
- Baylor reported that we have hired a new Program Aide and she has been trained.
- Baylor reported that Leyba has received her new caseload as Program Supervisor and will be overseeing Day Program and the individuals who live on their own. Hoepfner is overseeing Enrich, Riverside, Lincoln and Global Treasurz.
- Baylor reported that she was contacted about having the Day Program put together some creative boards for 9/11. The boards will be on display at Early Settler's Day.
- Baylor reported that we had to shut down Day Program on Sept. 1st due to positive Covid-19 tests. Those that have been tested positive have been quarantined. As of now, we plan to return to Day Program on Sept. 20th.

Case Management Director Report – Brittany Baylor

- Baylor reported that Case Management has staff fully trained and has assigned caseloads as of Sept. 1, 2021. Staff are working hard to get caught back up since their new transition.

- Baylor reported that satisfaction surveys were sent out at the beginning of this month and we should have results later this month for the FSSP program.

Community Relations Director – Caitlin Coffield

- Coffield asked the board, directors and supervisors to help sell tickets to the upcoming Monster Bash on Oct. 30th. Coffield reported that the Martini Shot band has canceled so we are currently looking to replace them.
- Coffield reported that we are planning on Staff Appreciation activities to take place at the end of the month and a flyer will be sent out later.
- Coffield reported that she spoke with Helen Hollar last week and she wanted to tell everyone Hello and donate to the Monster Bash.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that we shut Day Program down due to positive Covid-19 cases that started in a couple Host Homes and has spread to other individuals and staff. DeLeon reported we may extend opening up Day Program after Sept. 20th to be completely safe and clear of any Covid-19 outbreaks.
- DeLeon reported that the American Rescue Plan Act of 2021 (ARPA) has been partially approved by CMS. HCPF has submitted additional information and expects full approval. The Plan will be submitted to JBC on Sept. 21st and could go into effect October or November 2021. There are eight spending priorities: Strengthen the Workforce and Enhance Rural Sustainability, Improve Access to HCBS for Underserved Populations, Support Post COVID Recovery and HCBS Innovation, Strengthen Case Management Redesign, Invest in Tools and Technology, Improve Crisis and Acute Services, Expand Emergency Preparedness and Enhance Quality Outcomes.
- DeLeon reported that Brittany B. and himself will be meeting with HCPF and Otero County regarding CFCM/CMRD. They will be discussing IF moving to service only prior to July 1, 2024.
- DeLeon reported that they are working with Special Olympics Colorado to bring back Special Olympics to the valley.

6. Meeting Adjourned

The board adjourned the meeting at 3:01 pm.

The next scheduled meeting will be October 5, 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