



INSPIRATION

F I E L D

Board of Directors Meeting Minutes

March 4, 2019 – 11:30 AM

Tiger Field Board Room, 612 Adams Ave., La Junta, CO

MEMBERS PRESENT

Helen Hollar, President
Steve Berg, Vice President
Margie Gardner, Treasurer
Melvina Skinner, Secretary
Rob Oquist
Pat Finkner
John Gallegos
Scott Monarco

MEMBERS ABSENT

Danny Yost
Joseph Archuleta
Caitlin Coffield

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer,
Rosa Salo, Chief Financial Officer
Nicole Baylor, Community Supports Director
Julia Hoepfner, Program Supervisor
Barb Manchego, Director of Nursing
Ryan Denahy, Adult Services Director
Brittany Baylor, Program Supervisor

Call to Order

President Hollar called meeting to order at 11:41AM

Public Comment

No public comment

Minutes

Motioned by Monarco seconded by Finkner and carried unanimously to approve the Minutes of the Board of Directors Meeting Minutes for February 4, 2019.

Financials- January 2019-Rosa Salo

Salo reviewed with the board the January 2019 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 \$3,260.69 under budget. We lost one individual in MW Comp services on 12/12/18. The MW Comp billable count was 63 out of 63 resources; 17 out of 19 in MW SLS and 1 out of 2 in CES.

Salaries + PTO - Salo indicated expenses were \$19,418.17 over budget and included 24 FT vacancies resulting in high overtime. In addition, the new minimum wage and salary increases were paid in January 2019. The 6.5% Medicaid base rate increase is effective 3/1/19 and will help offset DSP salary increases.

Computer Supplies – Salo indicated we spent \$10,505.00 on the annual Relias Learning software renewal.
Dues/Publications/Subscriptions/Fees- Salo indicated we spent \$1,044.00 on property taxes for the Belleview Apartments and \$2,250.00 for 3 group home license renewals.

Salo indicated that we ended the month with a net loss of (\$39,519.04) and a YTD net loss of (\$64,789.96).

Salo reviewed the Balance Sheet as of 01/31/19. I.F. Cash Accounts were at \$688,211.97 and the Operating Account was at \$285,722.80. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,758.15. The Designated Funds for Vehicle Maintenance Facility dropped to \$22,091.16, as \$69,000.00 was transferred to Operating for building repairs and parking lot paving. Total Current Liabilities were at \$332,585.51. Long Term Liabilities were at \$2,037,689.02. Current Year Retained Earnings were at (\$64,789.96).

Motion was made by Berg seconded by Gardner and carried unanimously to approve the Financials for January 2019.

Human Resources Director Report- Candi Hill

- Hill reported that we had 1 resignation in the month of February.
- Hill reported that the turnover rate for February was 1%. At the end of February, we had 20 fulltime vacancies. Currently have 101 employees, including 15 part time employees.
- Hill reported that the new hire class for March begins today with two new hires.
- Hill reported that the Youth Job Fair is March 13, 2019 at Otero Junior College. It is hosted by Colorado Workforce and is for ages 14-24.
- Hill reported that we recently had two employees receive their CNA Licenses. They had used our CNA funding program and the agency paid for the employees to take their tests. We now have 10 CNA staff.

Adult Services Director Report- Ryan Denahy

- Vehicle Maintenance Facility Project
 - Denahy reported that Taylor Fence installed the fence and gates but they ended up being too small so we are having larger gates installed. They should be completed by the end of the month.
 - Denahy stated that the plumbing inspector didn't pass the bathroom inspections. We needed to move a wall in both bathrooms to enlarge the space to meet ADA requirements.
 - Denahy informed the board that Doug has begun purchasing shop equipment and supplies for the maintenance facility: air compressor, battery charger, jump box, impact wrenches, etc. He has also started to work on some of the minor issues on our fleet.
- Denahy reported that we have a current HHP who would like a 3rd individual. She has done a great job with the 2 individuals she has so we will submit an exemption request to the state for the 3rd person to be added.
- Denahy reported that PTP's for the HCBS Final Settings Rule have been submitted to the state. We now wait for their feedback.
- Denahy reported that we changed our South 6th Group Home to a sleep house this past weekend. We now have 5 Group Homes that are sleep houses and 3 Group Homes that have overnight awake staff.

Community Supports Director- Nicole Baylor

- **Global Treasurz**
 - Baylor reported the Sales for December was at \$16,915.45 that's a decrease from last year which was January -\$1,686.10.

- Baylor informed the board that Robyn has been promoting sales for Global Treasurz on social media.
- IDD Awareness February 27th
- Baylor reported that there were 6 individuals and 3 staff that attended the IDD Awareness Event.
- Baylor reported to the board that one individual passed away last weekend due to sickness, aspiration and trouble breathing.

Case Management Report- Kidron Backes

El/ Family Support

- Backes reported that in January Active EI: 49 children
- Backes reported that there were 15 additional referrals for January

Family Support Services Program

- Backes reported that they are still serving 9 children and 7 families.

Enrollment/Developmental Disability Determinations (DD Determinations)-December 18

- Backes reported they continue to outreach to other agencies about DD Determination meeting with Santa Fe Trails Boces set up in February to go over.

Conflict Free Case Management

- No update at this time. HCPF cancelled scheduled update call last week.

Community Relations Director Report-Caitlin Coffield by (Tracy Maes)

- Maes informed the board that the Board Planning Session dates are July 21st-23rd in Cripple Creek, Colorado and we will be staying at the Double Eagle Hotel.
- Maes informed the board that Coffield and Robles have completed the state CACFP Training for the lunch program and are now able to train any staff in the future.
- Maes informed the board that Coffield and Robles are both attending training today in Lamar to become ServSafe Food Protection Managers.
- Maes informed the board that the Mother's Day Lunch will be May 12th from 11:00 am to 1:00 pm. See Debbie at the Front Desk to make reservations.

Chief Executive Officer Report-Johnnie DeLeon

- DeLeon thanked Denahy and his group for hosting Valentines Sweetheart Ball
- DeLeon reported the IDD Day at the Capital was last week. DeLeon mentioned that Alliance displayed 3,000 blue flags representing each person on the statewide waiting list which is current at 3,000 people. DeLeon thanked Nicole and Ruthie Padilla for their help with the individuals who attended. Ruthie Padilla was nominated for Alliance DSP of the Year, but didn't make it as a finalist; we are very proud of Ruthie. Four out of six of the JBC members were present. 60 RSVP'd and 24 actual legislators were present.
- DeLeon reported that CAPS Checks are receiving 2 times the number of checks they were anticipating. There were 6,000 checks in January alone. The list is very big which includes IDD, Nursing Homes, hospitals, Home Health, etc.
- DeLeon reported that there were 7 reportable hits per state staff.
- DeLeon reported that once the individual is entered into the CAPS database, they remain on the list for life. They can appeal the substantiated MANE.
- DeLeon reported that rural boards are working with HCPF to move the waitlist back to local control and maybe even a re-basing.

- DeLeon reported that he met with CEO's from Lamar, Trinidad, and Alamosa in his office last week and discussed Conflict Free Case Management. They also discussed the role of a CCB in the future.
- DeLeon reported the Alliance 2019-20 Budget request asked for 300 new resources and 3.0% rate increase and carve IDD out of the Common Provider pool 1.0% Rate increase to match state employee rate increases.
- DeLeon reported that 6.5% DSP Rate increase went into effect March 1, 2019.
- DeLeon reported that 1525 Lewis Property was donated to Inspiration Field and asked the board to sign the Thank You card.
- DeLeon reminded the board that The Mother's Day Lunch is Sunday May 12, 2019 from 11:00am-1:00pm.

The board adjourned the meeting at 12:38 AM

The next scheduled board meeting will be held on Monday, April 1, 2019, at 11:30 am
612 Adams Ave., La Junta, CO 81050

Respectfully, submitted by Tracy Maes, Program Support Aide.

Caitlin Coffield, Community Relations Director

Melvina Skinner, Secretary

Helen Hollar, President