



## INSPIRATION F I E L D

### Board of Directors Meeting Minutes

January 4, 2016 - 11:30 a.m. at

612 Adams Ave., Tiger Field Room, La Junta, CO 81050

#### MEMBERS PRESENT

Jim Clawson, President  
John Gallegos, Vice President  
Helen Hollar  
Michael Matthews  
Melvina Skinner, Secretary  
Steve Berg

#### MEMBERS ABSENT

Margie Gardner, Treasurer  
Candi Hill  
John Haberman

#### NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer  
Barb Manchego, Nurse  
Rosa Salo, Chief Financial Officer  
Julia Hoepfner, Program Supervisor  
Sharon Church, Case Management Director  
Ryan Denahy, Community Supports Director  
Carl Mossman, HR Director  
Caitlin Coffield, Community Relations Director  
Kidron Backes, Community Supports Supervisor  
Joseph Archuleta, Program Supervisor

#### Call to Order

President Clawson called the meeting to order at 11:39 a.m.

#### Minutes

Motioned by Skinner and seconded by Hollar and carried unanimously to approve the Minutes of the Board of Directors Meeting held November 4, 2015 and December 7, 2015.

#### Financials – October 2015

Salo reviewed with the board the October 2015 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 \$12,470.50 over budget. One new MW Comp resource was added in Oct'15. The MW Comp billable count was 73 out of 73 resources, 30 out of 32 in MW SLS and 1 out of 1 in CES.

**Public Support – Contributions/Fundraisers** – Salo indicated the monthly revenue variance was \$6,105.27 under budget, which included the Monster Bash revenue being deposited on Monday, November 2, 2015.

**Salaries + PTO** – Salo indicated expenses were \$5,752.00 under budget. We had twenty-eight full-time vacancies at the end of October 2015.

**Computer Supplies** – Salo indicated expenses were \$3,577.28 over budget which included \$2,550 for residential printers and \$1,846 for residential work stations.

Salo indicated we ended October with a monthly net income of \$24,331.59 and a Year to Date net income of \$90,019.45.

Salo reviewed the Balance Sheet as of 10/31/15. I.F. Cash Accounts were at \$441,381.11 and our Operating Account was at \$728,360.69. Restricted Funds – Building Fund Money Market was at \$48,931.85, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$239,997.21. Total Current

Liabilities were at \$390,331.69. Long Term Liabilities were at \$2,334,140.83. Current Year Retained Earnings were at \$90,019.45.

### **Financials – November 2015**

Salo reviewed with the board the November 2015 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 \$3,814.80 under budget. The MW Comp billable count was 73 out of 73 resources, 31 out of 32 in MW SLS and 1 out of 1 in CES.

**Public Support – Contributions/Fundraisers** – Salo indicated the monthly revenue variance was \$6,285.16 over budget, which included a \$5,000 donation from the Colorado Trust.

**Salaries + PTO** – Salo indicated expenses were \$1,751.86 over budget. We had eighteen full-time vacancies at the end of November 2015.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$2,688.28 over budget which included \$2,125 for security badges, \$1,227 for **InspirationField** caps, \$1,004 for staff appreciation giveaways, and \$923 for annual dinner centerpieces.

**Food** – Salo indicated expenses were \$3,599.62 over budget which included \$1137 for the Thanksgiving luncheon, \$930 for staff appreciation lunch and \$462 for Santa's workshop.

Salo indicated we ended November with a monthly net income of \$21,051.29 and a Year to Date net income of \$111,070.74.

Salo reviewed the Balance Sheet as of 11/30/15. I.F. Cash Accounts were at \$468,295.90 and our Operating Account was at \$709,002.11. Restricted Funds – Building Fund Money Market was at \$48,939.01, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$245,328.31. We purchased the Belleview apartment complex for a total of \$202,500.00 and added a concrete pad at Global Treasurz, LJ for \$6,710.00. Total Current Liabilities were at \$400,471.19. Long Term Liabilities were at \$2,485,743.43, which included the new \$162,000.00 loan for the apartment complex. Current Year Retained Earnings were at \$111,070.74.

Motion was made by Berg and seconded by Matthews and carried unanimously to approve the Financials for October and November 2015.

### **Human Resources Report – Carl Mossman**

- Mossman reported that in November there were three resignations, three terminations, and one employee passed away. In December there were six resignations and two terminations.
- Mossman reported that 17 people were hired in November.
- Mossman reported there were nine new hires starting today, January 4<sup>th</sup>.
- Mossman reported that we currently have 13 full-time positions open, which is the smallest number since April 2015.
- Mossman reported they had an Open Interview session on 11/9/2015 in Las Animas at New 2 You with 4 applicants participating, 1 hired.
- Mossman reported they had an Open Interview session on 11/11/2015 with 4 applicants participating in Rocky Ford at the Gobin Building, 0 hired
- Mossman reported they had an Open Interview session on 11/10/2015 at **InspirationField** with 10 applicants participating, 2 hired.
- Mossman reported they had an Open Interview session on 12/10/2015 with 4 applicants participating in Rocky Ford at the Gobin Building, 0 hired
- Mossman reported they had an Open Interview session on 12/14/2015 at **InspirationField** with 5 applicants participating, 1 hired.

- Mossman reported that the New Hire Orientation for October was on September 28, 2015 and we had 14 new hires participate.
- Mossman reported that the next Open interview sessions are set up for LA on 1/7/2016, LJ on 1/6/2016 and RF 1/14/2016.

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

- Denahy reported that in a HUD reserve account in Lincoln Group Home, leftover funds will be spent on a card swipe system for the home, interior painting, exterior painting on the trim around the home, and the fence will be stained.
- Denahy reported that in a HUD reserve account for Prairieview Group Home, leftover funds will be spent on a concrete pad for an egress. Zeke Vigil, an employee, and the mobile crew will do the mason work on the side for the concrete pad.
- Denahy reported that the Learning Center goes to Associated Charities on a weekly basis and during the holidays staff went down to the store and volunteered their time, bagging groceries and taking them to the car.
- Denahy reported in December there were a lot of activities such as the Holiday Luncheon; Annual Dinner; Swink Lions Club Christmas Dinner; Toys for Tots were delivered one night by the individuals; a Gift Exchange and Caroling; all the homes went Christmas shopping in Pueblo; and the Proceed Bowling Christmas Party.
- Denahy reported that in his department numbers are down to four full-time available positions in direct support.

### **Director of Community Supports Report – Kidron Backes**

- Backes reported sales in October for Global Treasurz La Junta at \$21,000 and Rocky Ford was \$7,900. Sales in November for Global Treasurz La Junta were \$21,218 and Rocky Ford was \$6,145.
- Backes reported that \$7,500 in receivables have not been received from Bulk Thrift Sales.
- Backes reported that the contractor has one more day to finish the roof and then it will be complete. The contractor hired three individuals to assist in the job.
- Backes reported that there was theft problems at Global Treasurz La Junta, so new cameras and lights have been installed.
- Backes reported that everyone had a lot of fun in December with all the Christmas activities.
- Backes reported that Archuleta has taken over the Cottonwood Group Home and activities have increased in the community and the home. Backes thanked Archuleta for his work in planning those changes.
- Backes reported that in a HUD reserve account in Riverside Group Home, leftover funds will be spent on replacing all the carpet throughout the house and doing some landscape work outside.
- Backes reported that there are currently five full-time vacancies in Day Program.

### **Case Management Director Report – Sharon Church**

- Church reported that she has hired a new Case Manager, Shane Day. He will be starting out providing Adult Case Management.
- Church reported that there was one new enrollment into the SLS Waiver during the month of December and there were two terminations.
- Church reported that there are two potential enrollments into the SLS Waiver and two applications for the CES Waiver in process.
- Church reported that there were no new enrollments and no terminations in Comprehensive Services. DIDD approved an enrollment into Comp services for the individual who has been at CMHIP.
- Church reported that there were five referrals for Early Intervention services during the months of November and December. There are currently 24 children receiving Early Intervention services.
- Church reported that on November 17, 2015, we hosted EI-Colorado who provided training in the GO4IT implementation project. There were seven attendees including service coordinators,

providers, Child Find and Early Head Start.

- Church reported that Case Management hosted the annual Children's Christmas Party on December 1, 2015. There was a good turn out with approximately fifty people. A meal was served, they played games, and pictures were taken with Santa Claus.

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

- Coffield reported that we are waiting for one more payment to go towards the Monster Bash, and the total should be a little over \$4,000 which is a \$1,000 more than last year.
- Coffield thanked everyone for attending the Annual Dinner.
- Coffield reported that there was a total of sixteen internal and outside events held in December, which was amazing and the busiest month we have had in the building so far.
- Coffield reported that Colorado Gives Day was December 8<sup>th</sup> and we ended up receiving \$3,462.69 through donations and all the money will go towards the new Vehicle Maintenance Facility.
- Coffield reported that a Conflict of Interest needed to be disclosed with the booking of the band Latin Sol for Cinco de Mayo, one of the band members is cousins with DeLeon.
- Coffield reported that the dates need to be set for the Board Planning Session in Black Hawk, CO. Dates have been set for July 24-28 with back up dates of July 31-Aug 2.

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

- DeLeon thanked Denahy and Backes for budgeting the HUD reserve account money in a timely manner before the deadline.
- DeLeon thanked the Swink Lions Club for the Christmas Dinner.
- DeLeon thanked everyone who helped with the Thanksgiving Luncheon and will now start to hold the Luncheon at **InspirationField** in La Junta in the future instead of Las Animas.
- DeLeon thanked Church and Case Management for holding the Children's Christmas Party.
- DeLeon reported that the closing for the Belleview Apartments was held on November 17<sup>th</sup>. DeLeon reported that our temporary employee Robby Baca has been completing all necessary repairs, and they have started collecting rent checks.
- DeLeon thanked Staff and Board Members for Santa's Workshop. 414 people attended the event, and 40 volunteer elves helped with this event.
- DeLeon reported one potential Conflict of Interest item. DeLeon's wife has been approved as a Host Home Provider and are looking to support a new individual in February 2016.
- DeLeon thanked the volunteers who helped with Toys for Tots.
- DeLeon reported that Person Centered Training will start through Alliance in 2016. DeLeon offered our facility for training in the southeast region.
- DeLeon reported that OSHA inspections will begin in 2016 for CCB's and plan five visits in a year.
- DeLeon reported that the Obama Employment Rule's reviewing raising the exempt salary to approximately \$48,000 a year starting July 2016. DeLeon has to review the budget in regards to this proposed increase and review the proposed 1% provider rate decrease that will also take place in July 2016.
- DeLeon reported that Squire, Patton and Boggs a national lobbying firm, has been working with eighteen CCB's to assist with Conflict-Free Case Management. **InspirationField** has committed to paying \$1,500 for six months and re-evaluate progress in June/2016.
- DeLeon shared the Department of Labor Appeal. The Department of Labor came to us in August 2015. Their review found three contractors for the agency, should have been re-classified to actual employees of **InspirationField**. DeLeon plans to appeal this decision and hopes to win at least 2 of the 3 cases. (The appeal is included with the meeting minutes.)
- DeLeon reported the 50<sup>th</sup> Anniversary Celebration is set for June 4, 2016. DeLeon asked for volunteers to join the planning team. The team will include: DeLeon, Coffield, Gardner, Matthews, and Hollar.

The board adjourned the meeting at 12:56 p.m.

The next scheduled meeting will be, **Monday, February 1, 2016 at 11:30 a.m.**  
at **InspirationField**, 612 Adams Avenue, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

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Caitlin Coffield, Community Relations Director

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Melvina Skinner, Secretary

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Jim Clawson, President