



INSPIRATION FIELD

Board of Directors Meeting Minutes

October 5, 2015 - 11:30 a.m. at

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

MEMBERS PRESENT

Jim Clawson, President
John Gallegos, Vice Pres
Helen Hollar
Candi Hill
Margie Gardner, Treasurer
Michael Matthews
John Haberman
Melvina Skinner, Secretary

MEMBERS ABSENT

Steve Berg

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer
Barb Manchego, Nurse
Rosa Salo, Chief Financial Officer
Julia Hoepfner, Residential Program Supervisor
Robert Montejano, Residential Program Supervisor
Ryan Denahy, Community Supports Director
Caitlin Coffield, Community Relations Director
Kidron Backes, Community Supports Supervisor
Carl Mossman, HR Director
Sharon Church, Case Management Director
Doug & Shannon Murphy
Patty & Morton Gauna

Call to Order

President Clawson called the meeting to order at 11:36 a.m.

Public Comment

Patty Gauna, mother of an individual Morton Gauna addressed the board regarding issues with lack of recreational activities for son who is enrolled in SLS.

DeLeon joined via teleconference and acknowledged Doug and Shannon Murphy. Doug (a former **InspirationField** employee) underwent a surgery in the spring that left him with numerous medical issues. DeLeon recognized them as being an Inspiration to the agency and presented them with \$50 in gift cards. Doug thanked the agency for all the support he received throughout his time in the hospital through PTO donation, cards, etc.

Minutes

Motioned by Gardner and seconded by Hollar and carried unanimously to approve the Minutes of the Board of Directors Meeting held September 8, 2015.

Financials – August 2015

Salo reviewed with the board the August 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 \$9,531.39 over budget. The MW Comp billable count was 72 out of 72 resources, and 32 out of 34 in MW SLS.

Salaries + PTO – Salo indicated expenses were \$8,615.94 under budget. We had twenty-two full-time vacancies at the end of August 2015.

Staff Development/Staff Travel – Salo indicated expenses were \$3,592.44 over budget which

included \$6,479 for lodging for Board training in Breckenridge.

Computer Supplies – Salo indicated expenses were \$4,566.52 over budget which included \$6,118 for two computer servers.

Salo indicated we ended August with a monthly net income of \$11,040.47 and a Year to Date net income of \$24,445.12.

Salo reviewed the Balance Sheet as of 8/31/15. I.F. Cash Accounts were at \$388,214.26 and our Operating Account was at \$650,020.73. Restricted Funds – Building Fund Money Market was at \$48,818.02, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$239,938.04. Total Current Liabilities were at \$351,504.77. Long Term Liabilities were at \$2,355,072.94. Current Year Retained Earnings were at \$24,445.12.

Motion was made by Skinner and seconded by Gardner and carried unanimously to approve the Financials for August 2015.

Fiscal Year 2015 Financial Audit

- Cal Logan with Logan, Thomas and Johnson, LLC shared the Fiscal Year 2015 Financial Audit via teleconference. He thanked Salo and her staff for all their hard work and for being prepared for the auditors. No deficiencies, recommendations or adjustments were noted. The Auditor's Report is included with the meeting minutes.

Human Resources Report – Carl Mossman

- Mossman reported there were fourteen new hires, six resignations, and two terminations in September. Mossman reported there are currently 23 full-time and 12 part-time positions open.
- Mossman reported an Open Interview Session was held on August 13th in Rocky Ford with one new hire out of eleven applicants.
- Mossman reported an Open Interview Session was held on September 14th in Las Animas with zero new hires out of two applicants.
- Mossman reported an Open Interview Session was held on September 9th at **Inspiration**Field with three new hires out of five applicants.
- Mossman reported that New Hire Orientation for September was held on September 15th with six new hires participating.
- Mossman reported the next New Hire Orientation is scheduled for November 2, 2015.
- Mossman reported Open Interviews Sessions are scheduled for October 13th in La Junta, October 7th in Las Animas, and October 8th in Rocky Ford.

Director of Community Supports Report – Ryan Denahy

- Denahy reported sales in September for Global Treasurz La Junta at \$19,074 and Rocky Ford was \$5,913. Denahy reported this is \$2,064 greater than September of last year.
- Denahy reported that regarding the roof at Global Treasurz La Junta we are still obtaining bids and hope to finalize in October.
- Denahy reported they are in the final process of receiving the new bus for the agency.
- Denahy reported that they have found a few new possibilities for a new GPS system for the agency vehicles.
- Denahy reported that the SLS program has started helping with Clean Valley Recycling and Associated Charities.

Case Management Director Report – Sharon Church

- Church reported that changes have occurred in Case Management. Armijo left in July, Ramirez has taken over the Children's program, and Veirs is resigning and has accepted a job at the Bent County

Sheriff's office, and a new Case Manager has been hired.

- Church reported that there were no new enrollments in Medicaid Waiver or SLS in September.

Board of Directors Expectations – Caitlin Coffield

Coffield shared the revised Board of Directors Expectations with all the board members and asked for approval of the new copy.

Motion was made by Hollar and seconded by Matthews and carried unanimously to approve the revised Board of Directors Expectations. (Copies are included with the meeting minutes).

Community Relations Director – Caitlin Coffield

- Coffield reported that we need additional help in the Kitchen for the Wake Up Breakfast and shared a Volunteer sign-up sheet for the board members and directors.

Bellevue Apartment Complex Loan Review – Johnnie DeLeon

DeLeon shared the details of the Bellevue Apartment Complex that is for sale through Norm Murphy Real Estate. It is a six apartment complex that would be used to house some individuals in service. DeLeon also shared the Loan Proposal through Great Western Bank for \$172,000 to finance the complex. (Copies are included with meeting minutes).

Motion was made by Hollar and seconded by Hill and carried unanimously to approve the Loan Proposal for the financing the Bellevue Apartment Complex through Great Western Bank.

Signing Authority for Bellevue Apartment Complex – Johnnie DeLeon

DeLeon shared the signing authority for **InspirationField** that states the Board President and Chief Executive Officer are specifically authorized to take reasonable and necessary steps needed, in their judgment, to carry out and effectuate the terms of this resolution, and may execute said documents on behalf of **InspirationField**. (Copy is included with meeting minutes).

Motion was made by Haberman and seconded by Skinner and carried unanimously to approve the signing authority for **InspirationField** that states the Board President and Chief Executive Officer are specifically authorized to take reasonable and necessary steps needed, in their judgment, to carry out and effectuate the terms of this resolution, and may execute said documents on behalf of **InspirationField**.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon welcomed Church back after being on FMLA for a short period.
- DeLeon reported that the agency will be doing a reorganization of Directors, Supervisors, Team Leaders and the Program Aide for Community Supports and Adult Residential Services. DeLeon shared a PowerPoint showing the reorganization. (Copy is included with the meeting minutes).
- DeLeon reported that himself and Denahy attended a CDOT/CASTA Conference in Breckenridge last week and talked to different representatives regarding the new Vehicle Maintenance Facility and getting a campaign ready to launch within the next year.
- DeLeon reported that the Monster Bash will be held on Friday, October 30, 2015 from 7:00 pm to 11:30 pm and invited the board to join.
- DeLeon reported that the Wake Up Breakfast is set for Tuesday, October 20th and asked the board to help volunteer to host it and be at **InspirationField** at 6:05 am.
- DeLeon thanked Salo, Del Rio, and Ruby for all their hard work with the annual fiscal audit and gave them \$50 in gift cards.

The board adjourned the meeting at 1:20 p.m.

The next scheduled meeting will be, **Wednesday, November 4, 2015 at 11:30 a.m.**
at **Inspiration**Field, 612 Adams Avenue, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Melvina Skinner, Secretary

Jim Clawson, President