



INSPIRATION FIELD

Board of Directors Meeting Minutes

November 4, 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
Melvina Skinner, Secretary
Candi Hill
Margie Gardner, Treasurer
Michael Matthews
John Haberman

MEMBERS ABSENT

Steve Berg
Helen Hollar

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, Adult Services Director
Caitlin Coffield, Community Relations Director
Kidron Backes, Community Supports Director
Carl Mossman, HR Director
Sharon Church, Case Management Director

Call to Order

President Clawson called the meeting to order at 11:37 a.m.

Public Comment

No Public comment was given.

Minutes

Motioned by Skinner and seconded by Gardner and carried unanimously to approve the Minutes of the Board of Directors Meeting held October 5, 2015.

Financials – September 2015

Salo reviewed with the board the September 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 \$6,888.98 over budget. The MW Comp billable count was 72 out of 72 resources, and 33 out of 32 in MW SLS.

Salaries + PTO – Salo indicated expenses were \$1,014.48 under budget. We had twenty-three full-time vacancies at the end of September 2015 and Direct support base rate increases were effective September 2015.

Rent/Utilities – Salo indicated expenses were \$2,663.94 under budget which included \$6,323 for quarterly utilities reimbursement from 3 housing corporations.

Building/Equipment Maintenance – Salo indicated expenses were \$7,236.75 under budget which included \$3,351 for quarterly building maintenance reimbursement from 3 housing corporations.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$4,558.39 under budget which included \$788 for quarterly supplies reimbursement from 3 housing corporations.

Salo indicated we ended September with a monthly net income of \$41,242.74 and a Year to Date net income of \$65,687.86.

Salo reviewed the Balance Sheet as of 9/30/15. I.F. Cash Accounts were at \$412,558.28 and our Operating Account was at \$691,863.03. Restricted Funds – Building Fund Money Market was at \$48,824.94, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$239,967.62. Total Current Liabilities were at \$368,866.39. Long Term Liabilities were at \$2,344,742.03. Current Year Retained Earnings were at \$65,687.86.

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

In-State Driver License Requirements – Carl Mossman

Mossman shared a revision to the Employee Handbook to state that out of state employees, who meet minimal driving requirements; have 10 days in which to obtain a Colorado license. The previous version gave employees 30 days to obtain a Colorado license.

Motion was made by Hill and seconded by Haberman and carried unanimously to approve the revision of the Employee Handbook to state that out of state employees, who meet minimal driving requirements; have 10 days in which to obtain a Colorado license. (Copies are included with the meeting minutes).

Human Resources Report – Carl Mossman

- Mossman reported we had six resignations and one termination in October.
- Mossman reported we hired fourteen people by the end of September.
- Mossman reported we currently have nineteen full-time positions open.
- Mossman reported an Open Interview Session was held on October 7th in Las Animas with three applicants participating, zero hired. A session was held on October 8th in Rocky Ford with two applicants, zero hired, and a session was held on October 13th in La Junta with fifteen applicants participating, one hired.
- Mossman reported that New Hire Orientation for October was held on September 28th with fourteen new hires participating.
- Mossman reported the New Hire Orientation on November 2nd had twelve new hires starting.
- Mossman reported Open Interviews Sessions are scheduled for November 10th in La Junta, November 9th in Las Animas, and November 11th in Rocky Ford.

Adult Services Director Report – Ryan Denahy

- Denahy reported we attended the Special Olympics Regional Bowling event on October 24th in Pueblo. Eighteen individuals attended the event and we had 4 – 1st Places, 4 – 2nd Places, 4 – 3rd Places, 4 – 4th Places, and 2 – 5th Place finishers.
- Denahy reported they held the annual Halloween dance on October 27th. It was well attended and everyone attended and had a great time. Several awards for costumes were handed out and Denahy thanked the whole planning committee for putting together another great event.
- Denahy reported that a group of seventeen individuals and four staff attended the Monster Bash and they also had a great time.
- Denahy reported that the top priority in Residential will be focusing on hiring, and effectively training and retaining staff. Denahy reported that they briefly had vacancies to nine full-time employees which included all direct support staff in both Day Program and Residential. All five house manager vacancies with one internal transfer and four new hires.

Community Supports Director – Joseph Archuleta

- Archuleta reported that September store sales were \$6,447.27 for Rocky Ford. La Junta store was \$18,056 in sales.
- Archuleta reported that to date there is a \$4,938 outstanding receivable buyer and hope to receive

payment soon.

- Archuleta invited everyone to come to our annual Thanksgiving Luncheon in Las Animas at 11:30am at St. Mary's Parish Hall.
- Archuleta reported that the cleaning crew had a contract with the depot and recently the contract ended due to non-payment.

Case Management Director Report – Sharon Church

- Church introduced Brystal Karber as a new case manager who joined the end of September.
- Church reported that there were no new enrollments in SLS in October.
- Church reported that there are three requests for services and are currently being reviewed for eligibility.
- Church reported that there were no new enrollments in Adult Comprehensive services.
- Church reported that there were six referrals in Early Intervention in October.
- Church reported that there were two referrals in Early Head Start in October.
- Church reported that **InspirationField** was chosen to be a pilot community for the Go For It project for infants and toddlers. On November 17th a training will be held for the providers in Tiger Field.
- Church reported they hosted the annual Children's Halloween Party on October 26th and shared pictures.
- Church reported that the annual Children's Christmas Party will be held on December 1st.

Community Relations Director – Caitlin Coffield

- Coffield reported that we received a \$5,000.00 grant from the Colorado Trust under the Directed Contributions Program.
- Coffield invited the board to the Annual Dinner on Monday, December 7th.
- Coffield reported that this week is Staff Appreciation Week and we've been holding different activities every day.
- Coffield thanked the Monster Bash team and all the volunteers who helped with the event. Coffield reported numbers will be ready by the next meeting and shared some pictures.

Friends of IF – Johnnie DeLeon & Jim Clawson

DeLeon shared a group of people to be inducted in the new group called "Friends of IF" and be recognized at the Annual Dinner on December 7th. The group involves people who have not only given financially but also gave their time to **InspirationField**. The group includes: current board members, Curtis Peacock, Tony DeHerrera, Midge Cranson, Francie Haberman, Bob Samaniego, the Gierhan's, Johnnie & Mabel DeLeon, John and Kathy Mestas, La Junta Tribune-Democrat, Larry Hollar, Dwight Gardner, Scott Monarco, and Jim Wallace.

Motion was made by Haberman and seconded by Hill and carried unanimously to approve "Friends of IF" who involves the following to be inducted on December 7, 2015: current board members, Curtis Peacock, Tony DeHerrera, Midge Cranson, Francie Haberman, Bob Samaniego, the Gierhan's, Johnnie & Mabel DeLeon, John and Kathy Mestas, La Junta Tribune-Democrat, Larry Hollar, Dwight Gardner, Scott Monarco, and Jim Wallace.

CDOT Grant Local Match – Johnnie DeLeon

DeLeon shared a CDOT grant that Garcia is working on to try and receive five vehicles for the agency and CDOT expects **InspirationField** to do a certain match in funding for each vehicle. DeLeon shared a resolution that states: The Board of Directors of **InspirationField** hereby approve a local match for CDOT Grants and any future CDOT Grants which may be awarded to **InspirationField**, either currently or in future budget/grant cycles.

Motion was made by Gardner and seconded by Skinner and carried unanimously to approve the resolution that states: The Board of Directors of **InspirationField** hereby approve a local match for

CDOT Grants and any future CDOT Grants which may be awarded to **InspirationField**, either currently or in future budget/grant cycles.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon thanked Church and all the Case Managers for the Children's Halloween Party.
- DeLeon thanked Denahy and his staff for the Adult Halloween Party.
- DeLeon thanked Coffield and the Monster Bash team for all their hard work.
- DeLeon thanked Sandra and everyone who helped with the Unified Flag Football game.
- DeLeon reported that DIDD has started holding meetings with CCB's via a Contractor to address Conflict-Free Case Management. DeLeon is working with other CCB's on an alternative and looking into contracting with a federal lobbying firm.
- DeLeon reported that the proposed rule from the Obama administration is to raise the salary exemption from \$23,660 to \$50,440. The bill did get initially passed and they plan to implement a version of it in June 2016.
- DeLeon reported that the Governor's budget was released November 2nd, and projecting a \$3 million gap in next year's budget which includes a 1% provider rate cut.
- DeLeon reported the roofing bid has come in for Global Treasurz from Bajwa Roofing, Inc. for \$80,910.00. (A copy is included with meeting minutes.) The bid has been accepted and work will begin 10 days from date of signed contract.
- DeLeon reported the deficiencies that were caught on the Inspections of the Belleview Apartments this past week. (DeLeon shared a list that is included with the minutes.)
- DeLeon reported the closing is scheduled for November 17th on the Belleview Apartments.
- DeLeon reported we are having our 2nd Annual Santa's Workshop on December 2nd and asked the board to volunteer to help.
- DeLeon invited the board to the Volunteer Appreciation Party on December 4th at 6:00 pm.
- DeLeon invited the board to the Annual Dinner on December 7th at 5:30 pm
- DeLeon reported the Toy Bowl is December 5th and we'll be playing against SECOM. DeLeon reported the Toys for Tots will be December 9th at 9:30 am.
- DeLeon invited the board for a Root Beer Float for Staff Appreciation Week at 1:30 pm.

Generator Quote – Johnnie DeLeon

DeLeon shared a quote to purchase a new generator that is 150 kW for \$71,257.00 that will help with electricity staying on especially during outside events, etc.

Motion was made by Gallegos and seconded by Matthews and carried unanimously to approve the quote to purchase a new generator of 150 kW for \$71,257.00 plus any additional fees.

The board adjourned the meeting at 1:14 p.m.

The next scheduled meeting will be the **Annual Meeting & Dinner on
Monday, December 7, 2015 at 5:30 a.m.**
at **InspirationField**, 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