



INSPIRATION FIELD

Board of Directors Meeting Minutes

February 1, 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
Margie Gardner, Treasurer
Candi Hill
John Haberman

MEMBERS ABSENT

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer
Robert Montejano, Program Supervisor
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 11:37 a.m.

Public Comment

Church introduced Shane Day, a new Case Manager to the Board. Day shared his work and school history. Church also reported that Bristol Karber gave her resignation from Case Management last month.

Minutes

Motioned by Skinner and seconded by Hollar and carried unanimously to approve the Minutes of the Board of Directors Meeting held January 4, 2016.

Financials – December 2015

Salo reviewed with the board the December 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 \$9,656.13 over budget. Two MW SLS resources termed in December. 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.

Salaries + PTO – Salo indicated expenses were \$18,963.88 over budget. We had thirteen full-time vacancies at the end of December 2015 and three pay periods with an additional \$6,895 in PTO and two holiday pays.

Employer Contribution 401 (k) – Salo indicated expenses were \$827.50 over budget which included the three pay periods with an additional \$1,622 in ER 401 K contribution.

Payroll Taxes, W/C – Salo indicated expenses were \$13,199.33 over budget which included three pay periods with an additional \$10,581 in payroll taxes.

Professional Services – Salo indicated expenses were \$3,714.79 over budget which included \$4,000 in contracted services for Therap cleanup.

Rent/Utilities – Salo indicated expenses were \$602.99 under budget which included \$5,269 in

quarterly utilities reimbursement from 3 housing corporations.

Building/Equipment Maintenance – Salo indicated expenses were \$3,984 under budget which included \$3,149 in quarterly building maintenance reimbursement from 3 housing corporations.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$4,424.26 under budget which included \$1,133 in quarterly supplies reimbursement from 3 housing corporations.

Computer Supplies – Salo indicated expenses were \$5,901.14 over budget which included \$10,505 for Relias Learning annual fee.

Food – Salo indicated expenses were \$8,365.11 over budget which included \$4,060 for annual dinner meal, \$926 for volunteer dinner, and \$784 for Santa's Workshop.

Other Expenses – Salo indicated expenses were \$8,690.40 over budget which included \$10,045 in a donation to TRY, and \$5,443 for unemployment insurance claims.

Salo indicated we ended December with a monthly net loss of \$20,429.15 and a Year to Date net income of \$90,641.59.

Salo reviewed the Balance Sheet as of 12/31/15. I.F. Cash Accounts were at \$504,777.85 and our Operating Account was at \$495,158.44. Restricted Funds – Building Fund Money Market was at \$48,946.17, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$250,873.07. Net Buildings increased by \$80,910.00 for the new roof at Global Treasurz, LJ and Net Transportation Equipment increased by \$30,200.00 for a new truck for mobile crew. Total Current Liabilities were at \$337,434.25. Long Term Liabilities were at \$2,474,614.08. Current Year Retained Earnings were at \$90,641.59.

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

Human Resources Report – Carl Mossman

- Mossman reported that the turnover rate for direct support since July 1, 2015 is 47.13%, and for **InspirationField** is 43.67%. (a copy is included with the meeting minutes).
- Mossman reported that in January we had one resignation and one termination.
- Mossman reported that fourteen people were hired in January.
- Mossman reported that we currently have ten full-time positions open which is the smallest number since April 2015. Currently we have 123 employees.
- Mossman reported that an Open Interview session was held on January 7th in Las Animas with no applicants participating.
- Mossman reported that an Open Interview session was held on January 14th with six applicants participating in Rocky Ford.
- Mossman reported that an Open Interview session was held on January 6th at **InspirationField** with ten applicants participating, two hired.
- Mossman reported that the New Hire Orientation for February was held on January 25th and we had six new hires participate.
- Mossman reported that Open Interview sessions are set up for La Junta on February 2nd and Rocky Ford on February 4th.

Insurance Benefit Renewals – Carl Mossman / Johnnie DeLeon

Mossman shared with the board the new insurance renewal rates for the upcoming year. **InspirationField** chose to stay with the current carrier of Aetna Insurance. The renewal rate will be a 14.8% increase from last year. Due to an anomaly of high-priced claims. (a copy is included with the meeting minutes).

Adult Services Director Report – Ryan Denahy

- Denahy reported that in regards to the HUD spend-down that Lincoln Group Home is in the process

of being painted. The flooring has been ordered for Prairieview and should be in this week. Concrete is ready to be poured they are just waiting on warmer weather.

- Denahy reported that a new Host home has opened today with two individuals. One Host home will open on February 22nd with one individual, and two more Host homes have been approved in Las Animas, and they hope to open in the next two months.
- Denahy reported that the houses will be having a Superbowl Party in the Commons on Sunday, with all houses attending.
- Denahy reported that he is almost fully staffed with full-time direct support staff. His department is short two full-time positions in direct support, and he still has two vacant supervisor positions.

Director of Community Supports Report – Kidron Backes

- Backes shared a bar graph showing the rental sales in Global Treasurz. (a copy is included with the meeting minutes).
- Backes reported that the roof at Global Treasurz in La Junta has been finished and the contractor did a great job. Backes showed pictures of the finished roof.
- Backes reported that two apartments have been vacated by tenants. A list of potential individuals to move in will be finalized later this week.
- Backes reported that all flooring has been picked for Riverside Group Home and is scheduled to be installed in 6-8 weeks. A new house manager started last week.
- Backes reported that in the Cottonwood Group Home, preparation has started for a new individual to move in. Ramps and hand rails have been built, as well as minor touch up paint, etc.
- Backes reported that our Job Coach has started a new computer class for individuals to learn basic computer skills, which is mainly for job seeking individuals, but is open to some individuals in the Learning Center. Backes reported that Joanna O. completed a First Aid/CPR class as part of her search for community employment.
- Backes reported that CDOT awarded **InspirationField** with three new vehicles, a bus, van, and truck for a total of \$113,000.
- Backes reported that a new supervisor has been hired and will supervise Riverside, New 2 You, Global Treasurz, Job Coaching, and Transportation.

Case Management Director Report – Sharon Church

- Church reported that there is an open position for Case Manager. Karber resigned her position in mid-January to relocate to Colorado Springs. Church is actively working on filling this position and has three interviews scheduled.
- Church reported that there were no new enrollments into the SLS Waiver during the month of January and no terminations.
- Church reported that there are currently four 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 Comp services. There are two enrollments into this waiver scheduled for the first week in February. One individual is coming from CMHIP and the other is a transfer from Lamar.
- Church reported that there were nine referrals for Early Intervention during the month of January. There were two CAPTA referrals from Otero County DHS, five referrals from Primary Care Providers, one referral from Early Head Start and one referral from the Otero County Health Department. Three of these referrals were eligible for services, one was not eligible and one declined services. There are currently nine children in the Intake process and twenty-seven children are receiving Early Intervention services.

Community Relations Director – Caitlin Coffield

- Coffield reported that the dates for the Board Planning Session in Black Hawk, CO have been booked at the Ameristar Casino and Resort for July 31st to August 4th.
- Coffield reported that planning has begun for the Cinco de Mayo Celebration and the Golf

Tournament and the first meeting for the 50th Anniversary Celebration will be following the board meeting with details to come.

New Board Member – Johnnie DeLeon

DeLeon introduced Scott Monarco to join the Board of Directors. DeLeon shared his picture and resume with the Board. Monarco works at Southeast Colorado Power Association and has done a lot of volunteer work in the community. (a copy is included in the meeting minutes)

Motion was made by Gallegos and seconded by Hollar and carried unanimously to approve the appointment of Scott Monarco to the Board of Directors.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that the Rocky Ford Food Market is going to be the new title sponsor of the Golf Tournament and gave \$3,000 towards the sponsorship.
- DeLeon reported that the Governor’s budget for the 1% decrease for providers was not approved by the JBC and is now on a hold for the next four months, until the final budget is approved.
- DeLeon reported that two CORA bills have been introduced for CCB’s only. They are basically the same which directs the state auditor to group all 20 CCB’s into three categories and do performance audits of at least one CCB in each group every five years.
- DeLeon reported that HCPF has awarded two vendors to cover the costs of Person Centered Training, so now it is free statewide. DeLeon reported he let Alliance know that we really want to host the training at **InspirationField**. Training will start in February and continue through June 2016.
- DeLeon reported that the Department of Labor appeal regarding the audit of three of our independent contractors was lost. DeLeon thanked Church for her hard work on the appeal. DeLeon is working with Employment Attorney to appeal to the Industrial Court of Appeals.
- DeLeon shared the grant proposal from CDOT that awarded **InspirationField** three new vehicles. DeLeon thanked Ivy Garcia for her hard work in writing all the grants. (a copy is included in the meeting minutes).

The board adjourned the meeting at 1:10 p.m.

The next scheduled meeting will be, **Monday, March 14, 2016 at 11:30 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