



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

February 2, 2015 - 11:30 a.m. at

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

#### MEMBERS PRESENT

Jim Clawson, President  
John Gallegos, Vice President  
Midge Cranson, Treasurer  
Michael Matthews  
Melvina Skinner  
Helen Hollar  
Bob Samaniego  
Margie Gardner  
Steve Berg

#### MEMBERS ABSENT

Curtis Peacock

#### NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer  
Barb Manchego, Nurse  
Rosa Salo, Chief Financial Officer  
Joni Stevens, Adult Services Director  
Zena Hansel, Day Program Supervisor  
Ryan Denahy, Community Supports Director  
Sharon Church, Case Management Director  
Trish Jenkins, Residential Program Supervisor  
Liz Critchfield, HR Director  
Caitlin Coffield, Community Relations Manager  
Kidron Backes, Day Program Supervisor  
Doug Murphy, Residential Program Supervisor  
Joseph Archuleta, Residential Program Supervisor  
Arlene Romero, Residential Program Supervisor

#### Call to Order

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

#### Public Comment

- Hollar commended the staff and CEO for accepting the TRY award. DeLeon shared the plaque he was presented of the TRY award and thanked all the staff and board members who assisted with TRY with Toys for Tots.
- Clawson reminded the board about their annual commitment to donate \$50 for a raffle item for the Golf Tournament. Please give your annual \$50 donation to Caitlin by March 15<sup>th</sup>.

#### Minutes

Motioned by Skinner and seconded by Hollar and carried unanimously to approve the Minutes of the Board of Directors Meetings held November 10, 2014, November 13, 2014, December 1, 2014 and January 5, 2015.

#### Financials – October 2014

Salo reviewed with the board the October 2014 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 \$27,971.62 over budget. The MW Comp billable count was 72 out of 72 resources and 31 out of 32 in MW SLS.

**Salaries + PTO** – Salo indicated expenses were \$14,044.30 under budget. We had thirteen full-time vacancies at the end of October 2014.

**Medical & Other Supplies/Equipment** – Salo indicated the monthly revenue variance was \$615.10 over budget and included \$3,550 for a steel storage tank.

**Other Expenses** – Salo indicated the monthly revenue variance was \$8,299.02 over budget and

included \$7,744 in unemployment claims.

Salo indicated we ended October with a monthly net income of \$29,826.01, and a Year to Date net income of \$171,794.05.

Salo reviewed the Balance Sheet as of 10/31/14. I.F. Cash Accounts were at \$369,019.46 and our Operating Account was at \$659,850.55. Restricted Funds – Building Fund Money Market was at \$45,423.10 and the new Designated Funds for Building/Equipment/Maintenance balance was at \$21,372.10. Total Current Liabilities were at \$421,611.99. Long Term Liabilities were at \$2,458,911.00. Current Year Retained Earnings were at \$171,794.05.

#### **Financials – November 2014**

Salo reviewed with the board the November 2014 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 \$13,974.61 under budget, as there were only 15 billable day program days in Nov'14. The MW Comp billable count was 71 out of 72 resources and 30 out of 32 in MW SLS.

**Salaries + PTO** – Salo indicated expenses were \$24,365.86 under budget. We had fourteen full-time vacancies at the end of November 2014.

**Computer Supplies** – Salo indicated expenses were \$4,433.29 over budget and included \$7,965 for the renewal of the annual Therap software/support.

**Medical & Other Supplies/Equipment** – Salo indicated the monthly revenue variance was \$4,566.14 over budget and included \$4,300 for a steel storage tank and \$5,587 for carports at Global Treasurz La Junta and Rocky Ford.

**Other Expenses** – Salo indicated the monthly revenue variance was \$5,390.72 over budget and included \$10,256 for a Task Resources for Youth donation (\$256 from 2013 annual dinner; \$7,000 from Cinco/Golf; \$3,000 from Monster Bash)

Salo indicated we ended November with a monthly net income of \$5,566.55, and a Year to Date net income of \$177,360.60.

Salo reviewed the Balance Sheet as of 11/30/14. I.F. Cash Accounts were at \$396,072.33 and our Operating Account was at \$714,538.79. Restricted Funds – Building Fund Money Market was at \$45,453.22 and the new Designated Funds for Building/Equipment/Maintenance balance was at \$21,372.10. Total Current Liabilities were at \$428,568.81. Long Term Liabilities were at \$2,448,903.10. Current Year Retained Earnings were at \$171,360.60.

#### **Financials – December 2014**

Salo reviewed with the board the December 2014 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 \$6,590.00 over budget. The MW Comp billable count was 71 out of 72 resources and 30 out of 33 in MW SLS.

**Salaries + PTO** – Salo indicated expenses were \$9,513.50 under budget. We had fourteen full-time vacancies at the end of December 2014.

**Rent/Utilities** – Salo indicated the monthly revenue variance was \$1,896.34 under budget and included \$5,340 in quarterly utilities reimbursement from 3 housing corporations.

**Building/Equipment Maintenance** – Salo indicated the monthly revenue variance was \$1,180.94 which included \$2,033 in quarterly building maintenance reimbursement from 3 housing corporations.

**Computer Supplies** – Salo indicated expenses were \$6,695.46 over budget and included \$12,845 for 3 touch screen monitors.

**Medical & Other Supplies/Equipment** – Salo indicated the monthly revenue variance was \$9,444.24 under budget and included \$537 in quarterly supplies reimbursement from 3 housing

corporations.

Salo indicated we ended December with a monthly net income of \$27,431.15, and a Year to Date net income of \$204,791.75.

Salo reviewed the Balance Sheet as of 12/31/14. I.F. Cash Accounts were at \$417,934.06 and our Operating Account was at \$754,778.19. Restricted Funds – Building Fund Money Market was at \$46,204.51 and the new Designated Funds for Building/Equipment/Maintenance balance was at \$21,372.10. The new Designated Funds for Vehicle Maintenance Facility was at \$5,450.00 Total Current Liabilities were at \$486,535.71. Long Term Liabilities were at \$2,438,618.50. Current Year Retained Earnings were at \$204,791.75.

Motion was made by Berg and seconded by Gardner and carried unanimously to approve the October, November, and December 2014 Financials.

### **Dream Fund Proposal – Helen Hollar**

Hollar shared with the board the proposal for the Dream Fund which consists of the following criteria: Bereavement Grant: May apply once every 5 years, Up to \$500.00, taxable, Travel Expense only, Employee's Immediate Family: Grandparents, Parents, Siblings, Children, Spouse; completed form from funeral home and obituary as proof; completed form from **Inspiration**Field, 250-400 miles, one-way - \$350.00 (less applicable withholding taxes, etc.); 400+ miles, one-way - \$500.00 (less applicable withholding taxes, etc.); Minimum of 2 years employment.

Loans: \$6,000 (Cap per Fiscal Year), Minimum of 2 years employment, May apply once every 3 years, Maximum of \$200.00, 3 month repayment (or six pay periods) or sooner; payroll deduction, plus \$10.00 processing fee. Hollar also proposed that the net proceeds from the upcoming catering business would go into the Dream fund. The group will finalize the proposal and bring it back to the board at a future date.

### **Human Resources Report – Liz Critchfield**

- Critchfield reported that in January there were five new hires, six terminations, and three resignations.
- Critchfield reported they were very busy with annual drug screenings in January
- Critchfield reported that a Job Fair will be held here on February 19th through the Colorado Workforce Center with so far nine employers signed up to participate.
- Critchfield reported that they will be implementing an on-line training system in March 2015. It is a comprehensive system that will allow us to access their training library as well as add our own trainings and document live trainings. All training will be tracked with this new system.
- Critchfield reported an open IT position is available for an Application Support Analyst.
- Critchfield reported that we currently have 22 full-time and 7 part-time positions open.

### **Adult Services Director Report – Joni Stevens**

- Stevens reported that they are looking into purchasing new scheduling software.
- Stevens reported they are currently talking to a dietician to revamp the menus and nutrition guidelines.
- Stevens reported that she has visited all the residential sites and will be completing an evening shift with Cottonwood tonight and then an overnight shift at Riverside Wednesday night to Thursday morning.
- Stevens reported that IT has ordered surveillance cameras for all locations and, along with a team has begun the installation process.
- Stevens reported that they are currently working on a new enrollment for comprehensive services.

### **Director of Community Supports Report – Ryan Denahy**

- Denahy reported sales in December for Global Treasurz La Junta at \$17,217 and Rocky Ford was \$5,004 This is \$304 less than December of last year. Year to date in 2015/2014 we are positive \$21,121 compared to last year.
- Denahy reported that they set a new record for highest amount of a single item sold on eBay. An antique Meissen German hand painted duck recently sold for \$898.
- Denahy reported they have been working with Clean Valley Recycling on ways we can partner to help each other. They will begin leaving Gaylord boxes/pallets at our locations and will recycle for free several items such as printers, scanners, computers, plug in electronics such as radios, curling irons, toasters, vacuum cleaners, etc.
- Denahy reported DeLeon, Hansel and himself met with Bent County Commissioner Bill Long last week regarding moving the Day Program site from New 2 You to the Memorial School in Las Animas. The move will take place, but not until early summer of 2016.
- Denahy reported that DD day at the Capitol is February 18<sup>th</sup> with a group of 14 going this year.
- Denahy reported the Valentine's Ball is Tuesday, February 10<sup>th</sup> at 5:30 p.m. and invited the board to join.

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

- Church reported there were no new enrollments into the SLS Medicaid Waiver during the month of January. The parents of one of the individuals who enrolled in December started Day Program services in January and decided the individual needed more structure than our program provided. They decided to terminate him from our services and enrolled him in the Home Care Allowance through the county.
- Church reported there were no enrollments or terminations in Comp services during the month of January. They received approval from DIDD to retain an enrollment resource pending enrollment of an individual in the SLS waiver.
- Church reported there were nine referrals for Early Intervention Services during the month of January. The average enrollment for the month of January was 26 children.
- Church reported Case Management is hosting the agency's annual Basketball Tournament on February 25<sup>th</sup> at Otero Junior College from 8:30 a.m. to 12:00 p.m.

### **Board Planning Session Dates – Caitlin Coffield**

Coffield asked the board if they had any new ideas for where to hold our annual Board Planning Session this year or if they'd like to return to Breckenridge, CO. The board stated they liked Breckenridge, but wanted a new hotel to stay at with less walking and separation. Coffield will research new hotels and present to the board at the March board meeting. The dates for the trip have tentatively been set for the week of July 12<sup>th</sup>.

### **Community Relations Manager – Caitlin Coffield**

- Coffield asked the board if they would assist her in selling tickets to the 6035 dance for Cinco de Mayo.
- Coffield reported that planning has begun for our new catering business with hopes to launch to the public in April. Hoepfner, the new Chef, will serve the next board meeting on March 2<sup>nd</sup> and then begin to cook the lunches for Day Program services each day thereafter.
- Coffield reported we are hosting a Valentine's Day Dinner open to the public on Valentine's Day this year and gave a flyer to each board member and invited them to join.

### **Vehicle Maintenance Facility – Johnnie DeLeon**

DeLeon shared the CDOT chart for unfunded programs and why we did not get approved for the grant of \$492,836. A copy is attached with the meeting minutes. DeLeon requested a board motion to move \$230,000 from the operating reserve account into the Vehicle Maintenance Facility fund.

Motion was made by Hollar and seconded by Skinner and carried unanimously to approve moving \$230,000 from the operating account into the Vehicle Maintenance Facility fund.

**Chief Executive Officer Report - Johnnie DeLeon**

- DeLeon reported he spoke with Candi Hill with La Junta Tribune-Democrat and she approved of funds from Cinco de Mayo to go into the Vehicle Maintenance Facility fund.
- DeLeon reported that the JBC are in discussion regarding the anticipated reversion funding and the IDD Cash Fund. They passed the attached measures which resulted in the use of about \$5.3 million out of the IDD Cash Fund of \$9.6 million. A copy of the measures are included with the meeting minutes.
- DeLeon reported there was a surprise health inspection on the Kitchen. Hoepfner and DeLeon learned a lot from it. There were four deficiencies, nothing major and three were corrected on the spot. The health department reported that since we serve a high-risk population; they will survey us twice a year.
- DeLeon reported that the last day for Sodexo services will be February 26<sup>th</sup>. We will start live with our catering on Monday, March 2<sup>nd</sup> which will be the next board meeting.
- DeLeon reported that Critchfield, Garcia, Manchego and Denahy administered the annual drug and alcohol testing for 106 employees. Two employees declined the test and were terminated and two tested positive for THC and were terminated. DeLeon thanked them also for taking the time to administer the tests and they each received a \$150 bonus.
- DeLeon advised the board that Critchfield, Garcia, and himself entered into a contract with Relias Learning to implement their 250+ training class software. The terms are as follows: Six year contract locking in rates; Year 1 - \$8,754.27 and \$500 implementation; Years 2-6 - \$10,505.12/year. DeLeon hopes to tie future raises to various classes being taken by employees.
- DeLeon stated now that we are operating our own kitchen services and soon-to-be catering services. Sometime in the future, we will host catering food sampling exclusively for closest donors and sponsors to critique the foods.
- DeLeon invited board and staff to the Valentine's Dinner from 5p-8p. This will be a final test of catering operations before we go live.
- DeLeon thanked Sandra Brown, board, individuals, and staff for all their hard work in the project of the TRY Family First Award.

The board adjourned the meeting at 1:40 p.m.

The next scheduled meeting will be, **Monday, March 2, 2015 at 11:30 a.m.**  
at **InspirationField**, 612 Adams Avenue, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Manager.

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Caitlin Coffield, Community Relations Manager

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Melvina Skinner, Secretary

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Jim Clawson, President