



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

February 5, 2018 - 11:30 a.m. at

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

#### MEMBERS PRESENT

John Haberman  
Margie Gardner, Treasurer  
Helen Hollar, President  
John Gallegos, Vice President  
Melvina Skinner, Secretary  
Scott Monarco  
Steve Berg

#### MEMBERS ABSENT

Michael Matthews

#### NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer  
Barb Manchego, Nurse  
Julia Hoepfner, Program Supervisor  
Rosa Salo, Chief Financial Officer  
Candi Hill, Human Resources Director  
Caitlin Coffield, Community Relations Director  
Ryan Denahy, Adult Services Director  
Joseph Archuleta, Program Supervisor  
Kidron Backes, Case Management Director

#### Call to Order

President Hollar called the meeting to order at 11:55 a.m.

#### Public Comment

Monarco reminded the Board that it's that time of year again to donate \$50 towards the Golf Tournament. Backes introduced Amanda Baker as a new Case Manager. Baker was the eBay Professional at Global Treasurz and transferred to Case Management.

Haberman announced his resignation from the Board effective after this board meeting. He thanked everyone for all their hard work with the agency.

Motion was made by Haberman and seconded by Skinner and carried unanimously to approve the resignation of John Haberman from the Board of Directors.

#### Minutes

Correction to January meeting minutes: Hollar reported that Monarco made the motion to approve the financials for the January minutes. It was not Berg because Berg was not present that day.

Motioned by Monarco and seconded by Berg and carried unanimously to approve the Minutes of the Board of Directors Meeting January 8, 2018.

#### Financials – December 2017

Salo reviewed with the board the December 2017 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 \$46,363.11 under budget. The MW Comp billable count was 66 out of 66 resources, 22 out of 24 in MW SLS and 1 out of 2 in CES.

**Other Revenue** – Salo indicated revenue was \$42,745.79 over budget and included \$30,874 in insurance proceeds from Aug'17 hail claim and \$22,954 for CDOT vehicle grant.

**Salaries+PTO** – Salo indicated expenses were \$26,744.17 under budget and included 16 full-time

vacancies / budgeted position still contracting services.

**Employer Contribution 401 (k) / HSA** – Salo indicated expenses were \$1,494.45 over budget which included \$1,680 for a 3<sup>rd</sup> pay period in Dec'17.

**Payroll Taxes, W/C** – Salo indicated expenses were \$8,954.86 over budget which included \$9,107 in payroll taxes for 3<sup>rd</sup> pay period in Dec'17.

**Professional Services** – Salo indicated expenses were \$14,343.41 over budget which included contracting services budgeted for in salaries.

**Rent/Utilities** – Salo indicated expenses were \$4,168.15 under budget which included \$5,437 in quarterly reimbursement from 3 housing corporations.

**Building/Equipment Maintenance** – Salo indicated expenses were \$3,032.66 under budget which included \$1,117 in quarterly reimbursement from 3 housing corporations.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$96.95 under budget which included \$1,494 in cleaning supplies quarterly reimbursement from 3 housing corporations.

**Computer Supplies** – Salo indicated expenses were \$6,247.15 over budget which included \$7,810 for annual Therap software renewal.

Salo indicated we ended December with a monthly net income of \$4,843.55 and a Year to Date net income of \$151,478.84.

Salo reviewed the Balance Sheet as of 12/31/17. I.F. Cash Accounts were at \$609,685.77 and the Operating Account was at \$295,880.33. The cash balance dropped in December 2017 due to the purchase of 4 vehicles and 1 trailer totaling \$106,217.00. Medicaid claims continue to reject, dropping our cash receipts. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,137.27 and the Designated Funds for Vehicle Maintenance Facility was at \$79,951.80. Total Current Liabilities were at \$324,233.95. Long Term Liabilities were at \$2,196,149.20. Current Year Retained Earnings were at \$151,478.84.

Motion was made by Berg and seconded by Gardner and carried unanimously to approve the Financials from December 2017.

#### **Human Resources Director Report – Candi Hill**

- Hill reported that there we are at a 9.42% turnover rate in January with nine terminations and resignations in January.
- Hill reported that six new hires started today and they have another New Hire Orientation on March 5<sup>th</sup>.
- Hill reported that we hosted a Job Fair last Thursday with three other employers participating. Attendance was low and the Head Cook provided lunch for everyone.
- Hill reported that the Active Shooter Training is scheduled for February 20<sup>th</sup> with two sessions at 9am and 12pm.

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

- Denahy reported that December store sales were \$14,375, which is \$200 more than last year.
- Denahy invited the board to attend the annual Valentine's Ball tomorrow night from 5:30pm to 8:30pm.
- Denahy reported that HUD has given approval for the extra room at Prairieview to be turned into a bedroom. A new card swipe system has also been installed at the group home, so employee badges can now open the doors and med cabinets.
- Denahy reported the requirements of becoming a Host Home Provider and shared a handout with the board. (a copy is included with the meeting minutes). Also, Denahy shared the Host Home Provider Monitoring with the Board.

### **Case Management Director – Kidron Backes**

- Backes reported that there was eight referrals for Early Intervention.
- Backes reported that there are 35 active children in the Early Intervention program.
- Backes reported that there are 13 in the Family Support program; 10 families.
- Backes reported that one individual termed in DD Waiver, two termed in the SLS Waiver, and one individual transferred to Developmental Pathways.
- Backes reported that two individuals at the Regional Center are ready to come back into the community and Backes is working on a placement for them at another CCB.
- Backes reported that they received the Case Management audit review that had deficiencies which were anticipated. Backes reported that the deficiencies were for low results in face-to-face monitoring, long-term assessments, critical incidents, and follow ups.
- Backes reported that they are working on a state audit and will be doing an on-site visit at the end of February where the focus will be more on Case Management.
- Backes reported that rejected claims went from \$300,000 to \$50,000.
- Backes reported that the damage to the Global Treasurz roof/carport from the hail storm was replaced last week.

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

- Coffield reported that planning has begun for the Cinco de Mayo Celebration and the Golf Tournament. Right now we are waiting to hear back from the La Junta Tribune-Democrat to see if they will be the title sponsor again this year. Coffield reported that we are changing the schedule of events this year to try and get the crowd back since it's been down the past few years.
- Coffield reported that we need to decide on the dates for the Board Planning Session this year. The board agreed on July 15<sup>th</sup> to the 17<sup>th</sup>. Coffield reported that we are still working on a location in the Springs.

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

- DeLeon reported that the LJHSD thanked the board very much to let them rent the building for their monthly board meetings.
- DeLeon reported that a business continuity plan went out in regards to the rural exemption to meet the requirements for Conflict Free Case Management. DeLeon reported we are still trying to figure out which of the five different implementation plans best suits **InspirationField**.
- DeLeon reported that in regards with the Early Intervention supplemental, the JBC will take away approximately \$1 million of funding from CCB's dating back to July 2017 who didn't use Medicaid services. They will not be taking much funding from **InspirationField** because we have complied with the billing hierarchy for years.
- DeLeon reported that the architect has finalized plans for the new Vehicle Maintenance Facility and are working with the county. DeLeon already has been approached by several contractors who want to bid the renovation.
- DeLeon thanked Denahy, Gauna and all the crews for cleaning up the yard at the Auto Shop.
- DeLeon invited the board to the Valentine's Ball tomorrow night at 5:30pm.

The board adjourned the meeting at 12:45 pm and Motion was made by Gallegos and seconded by Gardner to move into Executive Session to discuss personnel issues.

The board adjourned Executive Session at 1:09 pm and Motion was made by Monarco and seconded by Haberman.

The next scheduled meeting will be, March 5, 2018 at 11:30 am  
at Tiger Field Board Room, **InspirationField**, 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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Helen Hollar, President