



INSPIRATION FIELD

Board of Directors Meeting Minutes

March 14, 2016 - 1:30 p.m. at

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

MEMBERS PRESENT

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

MEMBERS ABSENT

Jim Clawson, President
Candi Hill
Helen Hollar

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, Adult Services Director
Carl Mossman, HR Director
Caitlin Coffield, Community Relations Director
Kidron Backes, Community Supports Director
Joseph Archuleta, Program Supervisor
Mary Medina, Program Supervisor

Call to Order

Vice-President Gallegos called the meeting to order at 1:32 p.m.

Public Comment

Gallegos stated that he is extremely happy with the staff at the Prairieview Group Home and thanked Denahy for his and staff's professionalism with working with his son. Gallegos also thanked Church for all her help with support for his son. Gallegos also reminded the board to donate \$50 to go towards an item for the Golf Banquet.

DeLeon thanked David Garcia and Gary Hendren for all their hard work they have given to the agency in all maintenance areas. They recently built a beautiful ramp at the Riverside Group Home and finished it in a timely fashion. DeLeon presented Garcia and Hendren each with a new **InspirationField** jacket and a \$50 gift card.

Gallegos welcomed a new Board Member, Scott Monarco, to the Board of Directors.
Backes welcomed a new Program Supervisor, Mary Medina, to the Board of Directors.

Minutes

Motioned by Skinner and seconded by Matthews and carried unanimously to approve the Minutes of the Board of Directors Meeting February 1, 2016.

Financials – January 2016

Salo reviewed with the board the January 2016 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 \$12,467.81 over budget. One MW SLS resource termed in January. The MW Comp billable count was 73 out of 73 resources, 29 out of 30 in MW SLS and 1 out of 1 in CES.

Salaries + PTO – Salo indicated expenses were \$1,807.78 under budget. We had ten full-time vacancies at the end of January 2016.

Computer Supplies – Salo indicated expenses were \$2,673.48 over budget which included \$8,148 for Therap annual software renewal.

Other Expenses – Salo indicated expenses were \$5,435.30 over budget which included \$7,522 in 4th quarter 2015 unemployment insurance claims.

Salo indicated we ended January with a monthly net loss of \$11,276.01 and a Year to Date net income of \$79,365.58.

Salo reviewed the Balance Sheet as of 1/31/16. I.F. Cash Accounts were at \$528,888.26 and our Operating Account was at \$486,304.24. Restricted Funds – Building Fund Money Market was at \$48,952.84, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$251,262.86. Total Current Liabilities were at \$341,822.13. Long Term Liabilities were at \$2,463,728.83. Current Year Retained Earnings were at \$79,365.58.

Motion was made by Berg and seconded by Gardner and carried unanimously to approve the Financials for January 2016.

Corporate Resolution – Rosa Salo

Salo reported to the board that a new bank account needs to be opened with The State Bank of La Junta for individuals making eBay purchases. The bank account is required to create a new PayPal account. The PayPal account will have the agency credit card as the primary payment and individuals will reimburse the agency for purchases made. The corporate resolution needs the authorized official's signatures to open the account and to update the authorized signatures on all Inspiration Field accounts. The authorized signatures are needed from: Jim Clawson, John Gallegos, Margie Gardner, Melvina Skinner, and Johnnie DeLeon.

Motion was made by Gardner and seconded by Berg and carried unanimously to approve the corporate resolution to open the new bank account and to update the list of authorized signatures on all Inspiration Field bank accounts.

Human Resources Report – Carl Mossman

- Mossman reported that there were four resignations and one termination in February. One of the resignations turned into a host home provider for two individuals in Las Animas.
- Mossman reported that two people were hired in February which included the new Program Supervisor, Mary Medina.
- Mossman reported that the new hire orientation class for March was held on February 29th, with two new hires participating.
- Mossman reported that we currently have thirteen full-time positions open. There are currently 120 employees with **InspirationField**.
- Mossman reported that an Open Interview session was held on February 2nd at **InspirationField** with no applicants participating due to bad weather.
- Mossman reported that an Open Interview session was held on February 4th with ten applicants participating in Rocky Ford, and one was hired.
- Mossman reported that Open Interview sessions are set up for La Junta on March 16th and Rocky Ford on March 17th.
- Mossman reported the turnover rate since July 1, 2015 for direct support was 52.63% which was up 5.5% in February due to losing four employees. The turnover rate for **InspirationField** was 48.67% since July 1, 2015. A copy is included with the meeting minutes.

Types of Audits – Cal Logan

Cal Logan with Logan, Thompson, and Johnson, LLC joined the meeting via Skype and shared with the board the different types of audits that are out there. Cal educated the board, concerning the types of and it's in lieu of the RMHS financial problems uncovered by the city of Denver auditors.

Adult Services Director Report – Ryan Denahy

- Denahy reported that in February a group went up to the state capitol for IDD Day. Ten individuals and four staff went up and they enjoyed Boondocks before a luncheon the next day at the state capitol.
- Denahy reported that we placed five individuals into host homes in the last month, and have two more to be placed next month.
- Denahy invited the board to the annual St. Patrick's Day Dinner and Talent Show tonight. Eight groups are signed up to perform.
- Denahy reported that he now has four full-time positions vacant, and two vacant supervisor positions.

Director of Community Supports Report – Kidron Backes

- Backes shared a bar graph showing the sales in Global Treasurz. (a copy is included with the meeting minutes).
- Backes reported that an individual has been hired at McDonald's, and will receive on-going job support.
- Backes reported that two individuals moved into the Belleview Apartment Complex last Monday the 7th.
- Backes reported that that flooring project at Riverside was completed last Friday.
- Backes reported that the landscaping at Riverside will be done in April.
- Backes reported that the new sidewalks in front and back at Cottonwood were poured today, and new gutters were put in and the house is being painted this spring.
- Backes reported that the community dances are resuming, and one is scheduled for this Thursday.
- Backes reported that there are only two vacant full-time openings for direct support.

OHCDs Policy & Procedures – Sharon Church & Johnnie DeLeon

Church reported a new policy and procedures for the Organized Health Care Delivery System. **InspirationField** shall maintain and adhere to an annual Medicaid Provider Agreement (contract) with the State of Colorado through the Department of Health Care Policy and Financing. Only those providers meeting **InspirationField**'s mission and standards will be contracted through the Organized Health Care Delivery System (OHCDs) with **InspirationField**. A copy is included with the meeting minutes.

Motion was made by Skinner and seconded by Gardner and carried unanimously to approve the new policy and procedures for the Organized Health Care Delivery System (OHCDs).

Case Management Director Report – Sharon Church

- Church reported that there were no new enrollments into the SLS Waiver during the month of February and no terminations. One enrollment is planned for the month of March for the waiver and one planned enrollment for State SLS.
- Church reported that one enrollment into the CES Waiver has been completed during the month of February. He will be receiving Behavior Services and Respite Services.
- Church reported that there were two enrollments into the DD Waiver in February and one transfer out during the month of March. An enrollment was completed for the individual from CMHIP and the transfer for the individual from Lamar.
- Church reported that there were six referrals for Early Intervention during the month of February.

There are 19 children actively receiving EI Services. There are six children pending evaluations and two children pending IFSP meetings. Four children aged out of the program or met their outcomes.

- Church reported that Beth Cole, Fiscal Accountability Manager for EI Colorado, will be at **InspirationField** on March 16th. She will be reviewing changes to the State Plan and Fiscal Management and Accountability Procedure for the new fiscal year. Church invited the board to join if available in Tiger Field Board Room.

Community Relations Director – Caitlin Coffield

- Coffield asked the board for help in selling four tickets to the Latin Sol Dance as part of the Cinco de Mayo Celebration.
- Coffield reported that the volunteer sign up forms have been posted outside the mail room if anyone is interested in signing up to help with the Cinco de Mayo Celebration and Golf Tournament.
- Coffield reported a lawsuit was filed with Small Claims Court due to a party not paying for their event that took place in May 2015. Otero County Sheriff's Office was unable to serve the lawsuit, and several voicemails were placed. Coffield reported last week that the party finally called and paid for the event.

Dream Fund – Steve Berg

Berg reported that the Dream Fund has been finalized. Berg shared the details of the Dream Fund with a bereavement grant, loans, and philanthropy fund. Berg also shared a new scholarship application that will be given to area high school students. A copy is included with the meeting minutes.

Motion was made by Matthews and seconded by Gardner and carried unanimously to approve the guidelines of the new Dream Fund with a bereavement grant, loans, and philanthropy fund.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon thanked all the staff for their hard work on the Valentine's Ball. Everyone had a great time.
- DeLeon reported that with the Conflict-Free Case Management (CFCM), the state retained a lobbying firm and met with Jed Ziegenhagen with HCPF and presented a unified front for all CCB's. The CCB Coalition's plan was to put a hold on waivers and asked for a 5-year extension from 2019 to 2024 for implementation of CFCM.
- DeLeon reported that with the Department of Labor Audit which ruled that 3 independent contractors to be classified as employees, the Industrial Court of Appeals remanded the case back to the hearing officer. The hearing office revised their ruling, but ruled that **InspirationField** is still responsible for paying insurance and back taxes to these contractors, thereby ignoring the Colorado Supreme Court's ruling on SoftRock. **InspirationField** will continue to appeal.
- DeLeon reported that CORA singled out CCB's to get an audit. Alliance has been working behind the scenes to craft a compromise.
- DeLeon thanked all the board members for making the commitment and attending the Person Centered Training last week. 8 out of 10 board members were able to attend the training on short notice.
- DeLeon reported that he and Coffield are one meeting away from finalizing the Capital Campaign for the Vehicle Maintenance Training Annex and will present the plan at a future meeting.
- DeLeon reported that the price for the new generator is now going to be \$40,000 more than what was anticipated. DeLeon suggested purchasing a diesel generator for the entire building that would only be \$8,000 more than anticipated, so would total \$88,000.
- DeLeon thanked Denahy, Backes, Archuleta and staff who attended DD Day at the Capitol.
- DeLeon reminded the board to please consider volunteering for the annual Cinco de Mayo Celebration and the Golf Tournament.
- DeLeon thanked the teams who helped move individuals recently.
- DeLeon reported the rule for exemption at the state level, that ANCOR did a study and \$1.05 billion will be the annual cost of paying 5 hours/week of overtime to employees.

➤ DeLeon invited the board members to the St. Patrick's Talent Show and Dinner.

The board adjourned the meeting at 3:20 p.m.

The next scheduled meeting will be, **Monday, April 4, 2016 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