



INSPIRATION F I E L D

Board of Directors Meeting Minutes

April 1, 2019 - 11:30 a.m. at

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

MEMBERS PRESENT

John Gallegos, Vice President
Danny Yost
Helen Hollar, President
Rob Oquist
Pat Finkner
Margie Gardner, Treasurer
Melvina Skinner, Secretary

MEMBERS ABSENT

Steve Berg
Scott Monarco

NON-MEMBERS PRESENT

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

Call to Order

President Hollar called the meeting to order at 11:45 a.m.

Public Comment

Hollar asked the board to make their annual \$50 donation to go towards the Golf Tournament.

Minutes

Motioned by Skinner and seconded by Finkner and carried unanimously to approve the Minutes of the Board of Directors Meeting March 4, 2019.

Financials – February 2019

Salo reviewed with the board the February 2019 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 \$35,932.77 under budget. The MW Comp billable count was 62 out of 62 resources, 15 out of 17 in MW SLS and 2 out of 2 in CES.

Salaries & PTO – Salo indicated revenue was \$16,619.93 under budget and included 17 full-time vacancies; short month (28 days).

Building/Equipment Maintenance – Salo indicated expenses were \$4,202.16 over budget and included \$4,919 for annual fire inspections.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$1,836.22 over budget which included \$6,594 in vehicle maintenance equipment.

Salo indicated we ended February with a monthly net loss of \$38,316.64 and a Year to Date net loss of \$103,106.60.

Salo reviewed the Balance Sheet as of 2/28/19. I.F. Cash Accounts were at \$704,291.76 and the Operating Account was at \$240,195.72. The Designated Funds for Building/Equipment/Maintenance

balance was at \$68,763.43, the Designated Funds for Vehicle Maintenance Facility was at \$22,092.01, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$51,931.41. Total Current Liabilities were at \$339,669.20. Long Term Liabilities were at \$2,025,421.65. Current Year Retained Earnings were at -\$103,106.60.

Motion was made by Yost and seconded by Skinner and carried unanimously to approve the Financials for February 2019.

Human Resources Director Report – Candi Hill

- Hill reported that we had three resignations in the month of March.
- Hill reported that the turnover rate for March was 2.99%. At the end of March, we had 21 full-time vacancies. Currently have 100 employees, including 15 part-time employees.
- Hill reported that the New hire class for April begins Monday the 8th.
- Hill reported that as part of the employee retention program, and based off of information gathered at an all-staff meeting, we have implemented a High 5 program. They can be viewed in the front entry area. This provides for peers to honor their perrs.
- Hill reported that we will have our open enrollment meeting for insurance on May 7th during All-Staff training. We have not yet received any information on how rates will change for the next fiscal year.
- Hill reported that the implementation of Home Health Care is moving forward. We are working with an attorney to help determine best practices.

Adult Services Director Report – Ryan Denahy

- Denahy reported that Mike Vigil has completed the main portion of the remodel for the Vehicle Maintenance Facility project. Zeke Vigil is completing the doors and trim and the fencing along the stairway leading up to the mezzanine storage. Taylor Fence is installing the new gates today. Black Hills will be installing a 35' foot light pole in the fenced in area with an LED light for security.
- Denahy reported that they will no longer be contracting with Kathy Jensen (Dietician) for our residential menus. She will continue to work with Coffield and Robles for the CACFP lunch program.
- Denahy congratulated Global Fashions for winning the Grand Prize at the St. Patrick's Dinner and Talent Show. They received \$100, a pizza party and will perform at the Annual Dinner in December.
- Denahy reported that we had an individual move out of the South 2nd Group Home and into his own apartment this weekend.

Community Supports Director Report – Nicole Baylor

- Baylor reported that February Global Treasurz sales were \$16,318.41 with a \$2,156.89 increase from last year.
- Baylor reported Maintenance took out the ramp at Arrowhead and made a new ADA ramp.
- Baylor reported that during the last high wind storm there was no major damage besides a carport behind the Maintenance area blowing over.
- Baylor reported that they are waiting to hear bid results for cleaning the Walmart Parking Lot.

Case Management Report – Kidron Backes

- Backes reported that there are 54 receiving services for EI. Eight referrals total with one from Children's Hospital, one from OCDHS, one parent, one from Rocky Ford Family Health, two from Valley Wide and three from CAPTA.
- Backes reported that the State EI Team is still working on details of how Evaluation responsibilities will transfer to CCB's (HB 18-1333). HB 18-1333 calls for CCB's to take over Evaluation responsibilities by July 1, 2019, however we still don't have details of what payment for those will look like, what evaluation tool will be used, or education/professional requirements will be.
- Backes reported that there are currently 12 families and 14 children in the Family Support Program.
- Backes reported that reimbursement funding is on track to close out FY' 2018-2019 with full funding used.

- Backes reported that the first Family Support Council with new members was held on March 26, 2019. It was well attended.
- Backes reported that Medical Services Board hearings proposed Statue changes. A copy is included with the meeting minutes.
- Backes reported with the Business Continuity Plan they need to complete a few new Policies for Conflict Free Case Management.

Community Relations Director – Caitlin Coffield

- Coffield asked the Board for their help in selling Golf Ball Drop tickets for the annual Golf Tournament.
- Coffield reminded the Board that the Golf Tournament will be held May 10th and 11th and the Mother’s Day Lunch will be held May 12th.
- Coffield reported that the Volunteer Sign Up form for the Golf Tournament will be posted very soon.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that Backes and himself met over the case management payment structure and outstanding TCM billing issues.
- DeLeon reported that the Rural boards are working with HCPF staff to keep resources on rural waitlist.
- DeLeon reported that he is setting up a meeting with the rural CCB’s and HCPF to discuss implementation of the rural exception in the Business Continuity Plan.
- DeLeon thanked all the staff who helped out with St. Patrick’s Day Dinner and Talent Show.
- DeLeon reported that after confusion once again with the rates of the Chamber of Commerce we will continue to be members of the Chamber.
- DeLeon thanked Backes for coordinating the CHRP Summit.
- DeLeon reported that one of the local Girl Scout Troops donated approximately 437 boxes of cookies this year and each staff and individual received four boxes each. **InspirationField** donated \$200 to the troop.
- DeLeon reported that Coffield and Robles successfully passed the ServSafe certification for Food Protection Manager.
- DeLeon reported that Sprosty wrote a \$500 grant for our Santa’s Workshop and we recently received the check.
- DeLeon reported that we were awarded three new CDOT grants for three vehicles for \$180,400. DeLeon thanked Perkins for keeping up with the paperwork necessary for the grants. CDOT will be here May 1st for a review.

The board adjourned the meeting at 12:33 pm.

The next scheduled meeting will be, June 3, 2019 at 11:30 am
at Tiger Field Board Room, **InspirationField**, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Melvina Skinner, Secretary

Helen Hollar, President