



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

April 4, 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  
Helen Hollar  
Candi Hill

#### MEMBERS ABSENT

John Haberman

#### NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer  
Robert Montejano, Program Supervisor  
Rosa Salo, Chief Financial Officer  
Mary Medina, 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

#### Call to Order

Vice-President Gallegos called the meeting to order at 11:34 a.m.

#### Public Comment

No public comment was given.

#### Minutes

Motioned by Gardner and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting March 14, 2016.

#### Financials – February 2016

Salo reviewed with the board the February 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 \$3,523.09 over budget. Two new comp resources were added in February. The MW Comp billable count was 75 out of 75 resources, 27 out of 30 in MW SLS and 1 out of 1 in CES.

**Salaries + PTO** – Salo indicated expenses were \$11,417.31 under budget. We had thirteen full-time vacancies at the end of February 2016.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$2,164.22 over budget which included \$2,267 for 50<sup>th</sup> Anniversary Celebration supplies.

**Dues/Publications/Subscriptions/Fees** – Salo indicated expenses were \$4,764.09 over budget which included \$2,549.00 for annual ANCOR fees, and \$1,500 for 3 Group Home Co Div of Fire annual fees.

Salo indicated we ended February with a monthly net income of \$7,939.21 and a Year to Date net income of \$87,304.79.

Salo reviewed the Balance Sheet as of 2/29/16. I.F. Cash Accounts were at \$554,128.95 and our Operating Account was at \$472,142.22. Restricted Funds – Building Fund Money Market was at \$49,059.98, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$251,305.43. Total Current Liabilities were at \$343,106.01. Long Term Liabilities were at \$2,452,855.19. Current Year Retained Earnings were at \$87,304.79.

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

### **Human Resources Report – Carl Mossman**

- Mossman reported that there were five resignations in March.
- Mossman reported that we hired one person in March who is Theresa Maestas and she will be doing part-time work assisting in auditing our records.
- Mossman reported that the new hire orientation for April was held on April 4<sup>th</sup> with two new hires participating.
- Mossman reported that there are currently fifteen full-time positions open. There are currently 115 employees.
- Mossman reported that an Open Interview session was held on March 16<sup>th</sup> in La Junta with three applicants participating, zero hired.
- Mossman reported that an Open Interview session was held on March 17<sup>th</sup> in Rocky Ford with seven applicants participating, zero hired.
- Mossman reported that Open Interview sessions are set up for La Junta on April 12<sup>th</sup> and in Rocky Ford on April 14<sup>th</sup>.
- Mossman reported the monthly turnover rates. (a copy is included with the meeting minutes).

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

- Denahy reported that the annual St. Patrick's Day Dinner and Talent Show was held on March 14<sup>th</sup> and it was a great time. Denahy thanked the judges for helping and all the staff who helped put the event on and cook the dinner. Denahy reported that Tony C. was the winner and will be performing at the Cinco de Mayo Celebration and the Annual Dinner in December.
- Denahy reported that practice has started for Special Olympics.
- Denahy reported that two board members, Gallegos and Skinner attended a case management meeting in Pueblo and they both shared at the meeting their thoughts on why they are opposed to conflict-free case management.
- Denahy reported that a veteran staff has applied to be a host home provider and it will open in May. Denahy reported more individuals will be moving this month and that will close a group home at North Elm. Denahy reported the next group home that will be closed will be South 7<sup>th</sup> in Rocky Ford.

### **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 the mobile crew is waiting on notification if they won the bid for the housing authority to do work. It would be a paid job of \$2,000 a month. Backes should know by the end of the week if they won the bid.
- Backes reported that more focus is going into attending functions in the community rather than only creating events within our agency. Backes is working on adding more local sporting games, community plays, dances at the senior center, etc.
- Backes reported that she only has two full-time positions open at Cottonwood group home and a float position.
- Backes reported that a previous employee, Theresa Maestas has been hired part-time to consult, give continued training to house managers and supervisors, conduct house monitoring, etc.

- Backes reported she has purchased new shelving from Sports World. Much of the shelving has been put in the Rocky Ford store to update the gondolas and add shelving on the north and south walls of the store floor. Shelving was also purchased for the La Junta store for the warehouse and back sorting area.
- Backes reported a 2-bedroom apartment at the Belleview complex is vacant and needs to be rented out and asked the board to spread the word.
- Backes reported that the annual flu shot survey is due and per our facility as a whole we did not meet the requirement of 90%. However, the group homes did meet the requirement.
- Backes reported that the annual Birthday BBQ is on April 14<sup>th</sup>, and there will also be a retirement party for one of the individuals who has worked at Pizza Hut for several years.

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

- Church reported that there were no new enrollments into the SLS Waiver during the month of March 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 there were two enrollments into the CES Waiver.
- Church reported that there were no enrollments into the comp waiver.
- Church reported that there were nine referrals for Early Intervention during the month of March. There are 22 children actively receiving EI Services.
- Church reported there are 15 families enrolled in the Families Most in Need Program. The Family Support Council is meeting next Tuesday to review applications for more families seeking assistance.

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

- Coffield reminded the board to turn in their tickets for the Cinco de Mayo dance by April 21<sup>st</sup>.
- Coffield asked the board to help sell tickets for the annual Golf Ball Drop at the Golf Tournament on May 7<sup>th</sup>. Coffield will mail the tickets to all the board members.

### **Diesel Generator – Johnnie DeLeon**

DeLeon shared an estimate of a new diesel generator that was quoted at \$79,134.00. The new generator is 200 kW and will run the whole building if necessary. The old generator is big enough to use as a backup for the new, planned Vehicle Maintenance Annex. (a copy of the estimate is included in the meeting minutes.)

Motion was made by Berg and seconded by Skinner and carried unanimously to approve the estimate of purchasing a new diesel generator at \$79,134.00 for the whole building and transfer \$49,000 from the building market fund to general operating to complete the purchase.

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

- DeLeon thanked staff who put on the St. Patrick's Dinner and Talent Show.
- DeLeon thanked Skinner and Gallegos for attending the Conflict-Free Case Management meeting in Pueblo.
- DeLeon reported that the rule for exemption at the state level, that this will be a perpetual COLA rate increase forever.
- DeLeon reported that the governor proposed a 1% decrease for rates at CCB's, but the final JBC budget was a 0% increase.
- DeLeon reported that he spoke with Bill Long about the empty school building in Las Animas, for us to occupy, but we won't be able to get into the building till August/September 2016.
- DeLeon asked the board to consider volunteering for the annual Cinco de Mayo Celebration and Golf Tournament coming in the next few weeks.
- DeLeon reported that the board will need to meet before the meeting next month on May 2<sup>nd</sup> to discuss Johnnie's annual performance evaluation.

- DeLeon reported that we have entered into a new potential lawsuit. For fifteen years, **InspirationField** has done contract work for Steve Blasi at Amtrak Train Station, and we have not been fully paid. Blasi owes **InspirationField** \$13,180. Local attorney, Nathan Schultz, has sent Blasi a demand letter and will move forward with any potential litigation.
- DeLeon reported that the 50<sup>th</sup> Anniversary Celebration plans are almost finalized and an agenda will be finished by the May 2<sup>nd</sup> board meeting.

The board adjourned the meeting at 12:44 p.m.

The next scheduled meeting will be, **Monday, May 2, 2016 at 11:30 a.m.**  
at **InspirationField**, 612 Adams Avenue, 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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Jim Clawson, President