



INSPIRATION FIELD

Board of Directors Meeting Minutes

April 6, 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
Margie Gardner
Melvina Skinner
Michael Matthews

MEMBERS ABSENT

Bob Samaniego
Helen Hollar

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer
Barb Manchego, Nurse
Caitlin Coffield, Community Relations Director
Kidron Backes, Day Program Supervisor
Liz Critchfield, HR Director
Joni Stevens, Adult Services Director
Joseph Archuleta, SLS Supervisor
Ryan Denahy, Community Supports Director
Sharon Church, Case Management Director
Rosa Salo, Chief Financial Officer
Carl Mossman, HR Director

Call to Order

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

Public Comment

- Cranson mentioned she is friends with two families of staff members and she asked the staff if they liked their jobs, and they stated they love them. Cranson mentioned she loves hearing that.
- DeLeon announced that Cranson is resigning from the Board of Directors and Cranson's last meeting will be May 4, 2015. DeLeon thanked Cranson for all her years of service to the board and she will be greatly missed.
- DeLeon announced Liz Critchfield will be resigning April 16, and introduced Carl Mossman as the new HR Director.

Minutes

Motioned by Cranson and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting held March 2, 2015.

Motioned by Cranson and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Special Meeting held March 9, 2015.

Financials – February 2015

Salo reviewed with the board the February 2015 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 \$28,998.31 under budget due to the loss of one MW Comp resource as well as only having 15 billable day program days in Feb'15.

Salaries + PTO – Salo indicated expenses were \$35,641.73 under budget. We had twenty-two full-time vacancies at the end of February 2015.

Building/Equipment Maintenance – Salo indicated the monthly revenue variance was \$12,357.89

over budget and included \$4,350 for annual fire inspections; \$4,525 for camera installations at residential sites, and \$3,256 for additional signage.

Other Expenses – Salo indicated the monthly revenue variance was \$1,203.91 over budget and included \$7,701 in client dental/vision expenses (billed dollar for dollar and included in Fees for Medicaid Funded Services)

Salo indicated we ended February with a monthly net income of \$8,374.95, and a Year to Date net income of \$207,352.81.

Salo reviewed the Balance Sheet as of 2/28/15. I.F. Cash Accounts were at \$232,588.35 and our Operating Account was at \$705,264.56. Restricted Funds – Building Fund Money Market was at \$48,291.28; Designated Funds for Building/Equipment/Maintenance was at \$21,372.10; and Designated Funds for the Vehicle Maintenance Facility was at \$235,980.34. Total Current Liabilities were at \$388,957.16. Long Term Liabilities were at \$2,417,943.95. Current Year Retained Earnings were at \$207,352.81.

Motion was made by Berg and seconded by Gardner and carried unanimously to approve the February 2015 Financials.

Human Resources Report – Liz Critchfield

- Critchfield reported that in March we had sixteen new hires, four terminations, and seven resignations.
- Critchfield reported there was an Open Interviews Session here on March 19th with eight applicants who participated.
- Critchfield reported that an Open Interviews Session will be held in Rocky Ford on April 7th and another one will be held here on April 14th.
- Critchfield reported we currently have 22 full time and 10 part-time positions open.

Adult Services Director Report – Joni Stevens

- Stevens reported that the St. Patrick's Day Dinner and Talent Show was held on March 17th with a group winning the Idol Award for doing sign language to a song.
- Stevens reported that they have signed on with a Shift Planning software group to help schedule staff a lot easier with all our multiple locations.
- Stevens reported that she is working with Church to bring in a new member to the Proceed program.
- Stevens reported that camera installations have been completed in all the homes to monitor staff and individuals.

Director of Community Supports Report – Ryan Denahy

- Denahy reported sales in February for Global Treasurz La Junta at \$20,212 and includes a bulk thrift sale of \$2,117 and Rocky Ford at \$5,383. This is \$7,915 greater than February of last year. Year to date in 2015/2014 is a positive \$32,085 compared to last year.
- Denahy reported they are in the process of adding a second row of clothing rack at Global Treasurz Rocky Ford which will double our rack space for clothing.
- Denahy reported that they have purchased five additional iPad's for the Learning Center and three for New 2 You.
- Denahy reported that Zena Hansel resigned, her last day was March 18th. She took a position with the State of Colorado working at the Wheat Ridge Regional Center. Denahy is working on replacing her as soon as possible.

Case Management Director Report – Sharon Church

- Church reported that in Adult Case Management there were no new enrollments into the SLS

Medicaid Waiver and no terminations. There are two individuals going through the determination of developmental disability process.

- Church reported that there were no new enrollments into the DD Waiver and no terminations in March.
- Church reported they transferred an individual from Denver and she will be starting in the Learning Center tomorrow.
- Church reported that Stevens referenced an individual from Colorado Springs and he will be enrolling into Residential services this month.
- Church reported that in Early Intervention, there were six referrals during the month of March.
- Church reported that Fran Albrecht, the Records Technician for Case Management resigned.

Community Relations Manager – Caitlin Coffield

- Coffield reported that she posted Volunteer Sign Up sheets for Cinco de Mayo and the Golf Tournament outside the Mailroom if anyone wants to sign up and help that day, and if not, to come enjoy the festivities.
- Coffield reported that she applied for a \$500 grant for the Cinco de Mayo Celebration through the City of La Junta and is waiting to hear back.

Appointment of InspirationField Board Members – Johnnie DeLeon

DeLeon reported that potential candidates for the Board of Directors have been contacted. John Haberman and Candi Hill expressed interest in joining the board. DeLeon shared their resumes and pictures to the board. (copies are attached with the meeting minutes.)

Motion was made by Gallegos and seconded by Cranson and carried unanimously to approve the selection of Candi Hill and John Haberman to the **InspirationField** Board of Directors.

Appointment of Housing Board Members – Johnnie DeLeon

DeLeon reported that potential candidates for the ARKVA, AVCC, and Prairieview Housing Boards have been contacted. Pat Finkner and David Encinias expressed interest in joining the Housing Boards. DeLeon shared their resumes and pictures to the board. (copies are attached with the meeting minutes.)

Motion was made by Gallegos and seconded by Gardner and carried unanimously to approve the selection of Pat Finkner and David Encinias to the ARKVA, AVCC, and Prairieview Housing Boards.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon thanked all the staff who helped out with the St. Patrick's Dinner and Talent Show.
- DeLeon reported he is on the state Alliance ThinkTank group. DeLeon reported they are going to run two pilot programs with Grand Junction and The Resource Exchange and give them approximately \$3 million dollars over 3 years for individuals who are dually diagnosed.
- DeLeon reported that a bill has been introduced that by January 1, 2016 they want to consolidate waivers.
- DeLeon reported that Governor Hickenlooper signed into law an Able Act which will allow a Special Needs Trust Fund for people with disabilities. This act will allow you to save money into the fund.
- DeLeon reported that Jim Waldendorf from Montrose toured our facility, and left impressed and did take away some things from our building that they want to add to theirs.
- DeLeon shared some pictures of the Vehicle Maintenance Facility showing the front and the back of the building.
- DeLeon reported that Ivy Garcia, Coffield and himself will be meeting in June to create a capital campaign to raise money for the Vehicle Maintenance Facility.
- DeLeon reported he is working with the City of La Junta and Rocky Ford about starting a bus

route again. DeLeon reported we could fill the need of the La Junta to Pueblo route.

- DeLeon reported that he contacted a lawyer in Denver regarding the roof for Global Treasurz La Junta. She indicated they are having the same problems with the same company. DeLeon reported that the lawyer reported she believes the company is going out of business, and it doesn't look like we will be able to collect on the defective roof repair.
- DeLeon reported that the Girl Scout Council donated 384 boxes of girl scout cookies to the agency. DeLeon reported each individual will get 2 boxes and staff will get 1 box of cookies.

The board adjourned the meeting at 12:38 p.m.

Motion was made by Gallegos and seconded by Cranson and carried unanimously to move into Executive Session.

Motion was made by Gallegos and seconded by Matthews and carried unanimously to adjourn Executive Session at 1:00 p.m.

The next scheduled meeting will be, **Monday, May 4, 2015 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