



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

May 2, 2016 - 1:30 p.m. at

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

#### MEMBERS PRESENT

Jim Clawson, President  
John Gallegos, Vice President  
Candi Hill  
Michael Matthews  
Melvina Skinner, Secretary  
Steve Berg  
Helen Hollar

#### MEMBERS ABSENT

John Haberman  
Margie Gardner, Treasurer  
Scott Monarco

#### 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  
Barb Manchego, Nurse

#### Call to Order

President Clawson called the meeting to order at 11:40 a.m.

#### Public Comment

No public comment was given.

#### Minutes

Manchego mentioned that her name wasn't on the non-members present list.

Motioned by Hollar and seconded by Hill and carried unanimously to approve the Minutes of the Board of Directors Meeting April 4, 2016, with the correction of Manchego being present.

#### Financials – March 2016

Salo reviewed with the board the March 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 \$43,790.53 over budget. One MW Comp resource was termed in March. The MW Comp billable count was 74 out of 74 resources, 28 out of 30 in MW SLS and 2 out of 2 in CES.

**Salaries + PTO** – Salo indicated expenses were \$1,252.30 under budget. We had fifteen full-time vacancies at the end of March 2016.

**Rent/Utilities** – Salo indicated expenses were \$4,351.83 under budget which included \$5,100 in quarterly utilities reimbursements from the 3 housing corporations.

**Building/Equipment Maintenance** – Salo indicated expenses were \$414.65 under budget which included \$3,782 in quarterly building maintenance reimbursements from the 3 housing corporations.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$3,866.72 under budget which included \$901 in quarterly cleaning supplies reimbursements from the 3 housing corporations.

**Other Expenses** – Salo indicated expenses were \$24,782.58 under budget which included \$30,315 in HUD Reserves Draw Down reimbursements from the 3 housing corporations.

Salo indicated we ended March with a monthly net income of \$61,615.97 and a Year to Date net income of \$148,920.76.

Salo reviewed the Balance Sheet as of 3/31/16. I.F. Cash Accounts were at \$579,266.34 and our Operating Account was at \$494,154.14. Restricted Funds – Building Fund Money Market was at \$49,167.14, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$251,476.01. No capital purchases were made in March. Total Current Liabilities were at \$379,231.12. Long Term Liabilities were at \$2,441,484.35. Current Year Retained Earnings were at \$148,920.76.

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

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

- Mossman reported that there were four resignations and two terminations in April. None of them had been with the agency for 1 year.
- Mossman reported that we hired ten people in March, nine of which are direct support.
- Mossman reported that the new hire orientation for April was held April 4<sup>th</sup> with two new hires.
- Mossman reported that they held a second new hire orientation on April 25<sup>th</sup> with eight new hires participating
- Mossman reported that there are currently fourteen full-time positions open, seven of which are direct support.
- Mossman reported that an Open Interview session was held on April 12<sup>th</sup> at **InspirationField** with five applicants participating, two hired.
- Mossman reported that Open Interview session was held on April 14<sup>th</sup> in Rocky Ford with six applicants participating, zero hired.
- Mossman reported that an Open Interview session was held on April 21<sup>st</sup> in Las Animas with one applicant attending but was not hired.
- Mossman reported Open Interview sessions are set up for La Junta on May 10<sup>th</sup> and Rocky Ford on May 12<sup>th</sup>.
- Mossman reported that the next new hire class is scheduled for May 23<sup>rd</sup>.
- Mossman reported that the direct support turnover rate was up 4% in April at 64.71%. (A copy is included with the meeting minutes.)

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

- Denahy reported that we are going to have a full day on-site visit from a group called Telligen through HCPF. The visit will be held on May 17, 2016. Transition plans will need to be addressed to become compliant.
- Denahy reported that paint was purchased for the Arrowhead Group Home and the home will be painted here soon.
- Denahy reported that a group of individuals attended the annual Cinco de Mayo Celebration dance and had a great time.
- Denahy reported that progress is being made on the CDOT grants to purchase new vehicles. Denahy reported that individuals will be attending the Broncos Fan Tour that will be coming to La Junta on May 6<sup>th</sup>.
- Denahy reported for recreation events in May the individuals will be attending a Sky Sox game, the Wake Up Breakfast, the Al Kaly Circus, and dances at the Senior Citizen Center.

### **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 changes are being made at the stores with sorting, hanging, efficient pricing of the thrift items.
- Backes reported that a new Global Treasurz Facebook page has been launched today to promote the store and boost sales.
- Backes reported that the landscaping project at Riverside has been completed.
- Backes reported that the mobile crew did not receive a contract through HUD housing to provide work. Archuleta has been accepting a lot of contract work through the community for the mobile crews.
- Backes reported that we have purchased a fire truck. The fire truck will be used mainly to participate in parades throughout the valley.
- Backes reported that we will be holding another retirement party on May 12<sup>th</sup> with the Birthday BBQ for Tony DeHerrera. He will be retiring from his maintenance duties at the agency.

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

- Church reported that they received a draft proposal for a conflict-free case management implementation plan and what it will mean for Colorado. (A copy is included with the meeting minutes.)
- Church reported that one child enrolled in the CES Waiver. There was one termination during the month of April due to a permanency placement in Colorado Springs.
- Church reported that there were no enrollments into the DD Waiver in April. There was one termination from this waiver due to the death of an individual in services.
- Church reported that there were six referrals for the Early Intervention Program during the month of April. There are currently eight children in the intake/evaluation process and twenty-three children enrolled in the program.
- Church reported that three case management staff attended IFSP Training in Denver during the month of April.
- Church reported that the Early Intervention Statewide meeting is scheduled for May 10<sup>th</sup> through May 12<sup>th</sup>. The case management director and a service coordinator are scheduled to attend.
- Church reported that the Family Support Council met in April and agreed to increase the limit on plans to \$5,000 for FY' 2016. Requests for additional funding were mailed out to eligible families. One emergency funding request in the amount of \$400 was approved for a family during the month of April.
- Church reported that case management sponsored an outing to Colorado Springs for the Self-Advocacy Committee. The group went to iTZ for dinner, video games, bumper cars, etc.

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

- Coffield thanked everyone on the board and staff for helping with the Cinco de Mayo Celebration that was held on April 30<sup>th</sup>. Coffield thanked Hill and the Tribune for their continued sponsorship.
- Coffield reminded the board to turn in their Golf Ball Drop tickets sometime this week.
- Coffield shared the agenda for the 50<sup>th</sup> Anniversary Celebration that will be held on June 4<sup>th</sup>. Invitations will be sent this week.

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

- DeLeon reported that two bills were drafted for CCB transparency. A People First group has requested additional information for a bill in which DeLeon asked the Board if they would be willing to share their personal emails or phone numbers on the **InspirationField** website. Each board member stated that they do not want to share personal emails and asked DeLeon to solicit advice from the agency's attorney.
- DeLeon thanked the planning team of: Coffield, Denahy, Hoepfner, Medina, Montejano, Salo,

Church, Charlie Lovato, Archuleta, Carla Del Rio, Tracey Ruby, Jason Gallegos, Glenn Parker, Sandra Brown, Backes, and Michael Torrez for the Cinco de Mayo Celebration and all the volunteers who helped out. DeLeon thanked Hill and the La Junta Tribune-Democrat for their sponsorship.

- DeLeon reported that he purchased a fire truck to be used to transport from Cheraw Fire Department. The fire truck cost \$3,900 and to pay for it, we sold the bus in the parking lot to a current employee to use for his band for \$3,700.
- DeLeon reported that the annual Golf Tournament is coming up on May 6<sup>th</sup> and 7<sup>th</sup> and thanked the team for the planning.
- DeLeon invited the board to attend the 50<sup>th</sup> Anniversary Celebration on June 4<sup>th</sup>.
- DeLeon reported the annual camping trip is May 10<sup>th</sup> to the 12<sup>th</sup>, and he and Hoepfner will be taking a group of individuals and staff on the annual agency camping trip. DeLeon asked the board to attend Tony DeHerrera's retirement party on the 12<sup>th</sup> of May.
- DeLeon shared a copy of HCPF's conflict-free case management plan and discussion ensued. (a copy is included with the meeting minutes.)
- DeLeon reported that Telligen staff was contracted by HCPF to audit the HCBS setting rule and will be auditing **InspirationField** on May 17<sup>th</sup>.
- **InspirationField** will host the final PCT Training for staff on May 18<sup>th</sup> and 19<sup>th</sup>.

Motion was made by Berg and seconded by Hollar to adjourn the board of directors meeting and proceed into Executive Session at 12:50 pm

The board adjourned the meeting at 12:50 p.m.

The next scheduled meeting will be, **Monday, June 6, 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