



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

May 6, 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  
Melvina Skinner, Secretary

#### **MEMBERS ABSENT**

Steve Berg  
Scott Monarco  
Margie Gardner, Treasurer

#### **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 11:40 a.m.

#### **Public Comment**

DeLeon introduced the three winners of the **InspirationField** Education Scholarship and presented them with a certificate.

#### **Minutes**

Motioned by Finkner and seconded by Yost and carried unanimously to approve the Minutes of the Board of Directors Meeting April 1, 2019.

#### **Financials – March 2019**

Salo reviewed with the board the March 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 \$18,060.74 under budget. The MW Comp billable count was 62 out of 62 resources, 14 out of 16 in MW SLS and 1 out of 2 in CES.

**Other Revenue** – Salo indicated revenue was \$8,485.73 over budget and included \$36,951 for a CDOT vehicle grant.

**Salaries & PTO** – Salo indicated revenue was \$2,290.77 under budget and included 21 full-time vacancies.

**Rent/Utilities** – Salo indicated expenses were \$7,017.86 under budget and included quarterly housing reimbursements of \$5,005.

**Building/Equipment Maintenance** – Salo indicated expenses were \$2,346.66 over budget and included quarterly housing reimbursements of \$2,597 and \$8,211 vehicle maintenance facility expenses.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$2,842.22 under budget which included quarterly housing reimbursements of \$1,517.

**Computer Supplies** – Salo indicated expenses were \$5,751.21 over budget which included \$5,541 for SharePoint software renewal and \$3,024 for new server rack.

Salo indicated we ended March with a monthly net income of \$3,288.14 and a Year to Date net loss of \$99,818.46.

Salo reviewed the Balance Sheet as of 3/31/19. I.F. Cash Accounts were at \$723,558.24 and the Operating Account was at \$133,677.97. The operating cash balance dropped due to an \$88,000.00 cash outlay for capital building and equipment: \$41,806.00 for vehicle maintenance facility building and equipment and \$46,189.00 for 2019 Chevy EnterVan (80% to be reimbursed by CDOT grant). The Designated Funds for Building/Equipment/Maintenance balance was at \$68,768.89, the Designated Funds for Vehicle Maintenance Facility was at \$22,192.89, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$53,413.18. Total Current Liabilities were at \$402,211.78. Long Term Liabilities were at \$2,012,527.92. Current Year Retained Earnings were at -\$99,818.46.

Salo thanked Kidron Backes and her case management team, as well as Tracey Ruby for working on rejected Medicaid claims. At one point there were \$64,000.00 in outstanding rejected claims; we are currently down to only \$2,332.24.

Motion was made by Oquist and seconded by Gallegos and carried unanimously to approve the Financials for March 2019.

#### **Human Resources Director Report – Candi Hill**

- Hill reported that we had one termination and three resignations in the month of April.
- Hill reported that the turnover rate for April was 3.02%. At the end of April, we had 20 full-time vacancies. Currently have 99 employees, including 14 part-time employees.
- Hill reported that the New hire class for May begins today. We have one new full-time hire.
- Hill reported that InspirationField is hosting an exclusive hiring event with Colorado Workforce on May 15<sup>th</sup>. Hill reported that Huff and herself visited some of the local graduating classes and they participated in the OJC Health Professionals career fair.
- Hill reported that we will have our open enrollment meeting for insurance on May 7<sup>th</sup> during All-Staff. Health insurance rates went up 15%. All other benefits rates remained the same.
- Hill reported that May 6<sup>th</sup> is the beginning of Nurses Week. Thank you to Manchego and Cunningham. Hill reported that Bjork and Cunningham will be attending the Colorado Association of Nurses for the Developmentally Disabled conference later this week in Blackhawk.

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

- Denahy reported that our heavy duty 4 post lift was delivered for the vehicle maintenance facility and we are waiting for it to be installed.
- Denahy reported that Vigil continues to complete the last few items in the facility and we will be ready for our fire inspection from the LJFD.
- Denahy reported that we will begin servicing our fleet of vehicles and then will start offering service to employees and then open to the public. We expect to be open to the public by September or October 2019.
- Denahy reported that we had our Triennial CDOT review last week. The review went very well. Glenn with CDOT stated he loves coming to see us because we are so innovative and he enjoys seeing what we are doing next.
- Denahy reported that we will be receiving our bus from a previously awarded CDOT grant in a couple of weeks. We also have a van that was awarded and they are working to expedite the delivery so we can have it by June 10<sup>th</sup> so it can go into this fiscal year.
- Denahy reported that we are having our monthly birthday BBQ's the 2<sup>nd</sup> Thursday of each month at 11:30am and he invited the board to join us.

### **Community Supports Director Report – Nicole Baylor**

- Baylor reported that in March Global Treasurz sales were \$18,816.82 which was an increase of \$3,416.06.
- Baylor reported that maintenance continues to work at the vehicle maintenance facility.
- Baylor reported that last month we were waiting to hear if we were awarded the Walmart parking lot bid and we did receive it, so cleaning began May 1<sup>st</sup> and we will need to renew every year.
- Baylor reported that Hoepfner and herself went on a road trip to other CCB's in the metro area to learn more about how day program is run.

### **Case Management Report – Kidron Backes**

- Backes reported that there are 53 children receiving services for EI. Seven referrals total with one from a parent, one from Memorial Hospital-NICU, one from Parkview, one from Otero County Health Dept. and three from Valley Wide Health Systems.
- Backes reported that all Case Manager's are now cross-trained for EI. The whole CM team will be attending the State EI meeting May 14-16<sup>th</sup> in Glenwood Springs.
- Backes reported that in regards to HC13-1833, she will be attending three upcoming stakeholder meetings regarding the work to transition EI evaluations from Colorado Dept. of Education to CCBs.
- Backes reported that the work with the electronic visit verification will impact Medicaid providers billing for Speech Therapy, Physical Therapy, and Occupational Therapy, etc. We do contract with Medicaid providers for those services. However, because **InspirationField** does not bill for those services directly we will not be directly impacted by EVV.
- Backes reported that we currently have 12 families and 14 children in the Family Support Services Program.
- Backes reported the Medical Services Board hearings proposed Statute changes and a copy is included with the minutes.

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

- Coffield asked the Board, Directors and Supervisors to turn in their Golf Ball Drop tickets today and reminded them that the Golf Classic will be this weekend.
- Coffield reminded the Board that the deadline to reserve a table for the Mother's Day Lunch is May 8<sup>th</sup> at 10:00 am.

### **Title VI Policy – Johnnie DeLeon**

- DeLeon shared the Title VI Policy with the board where some very slight changes were made to the policy regarding the Transportation Specialist's job title update.

Motion was made by Yost and seconded by Finkner to approve the changes made to the Title VI Policy regarding the Transportation Specialist's job title. (see attached Title VI Policy).

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

- DeLeon thanked Monarco, Coffield, Finkner and the other members of the Golf Team.
- DeLeon reported that Flood and Peterson Insurance agreed to be the title sponsor for the upcoming Monster Bash 2019. They also increased their overall sponsor dollars from \$2,100 to \$2,725.
- DeLeon reported that in regards to the rural exception with conflict-free case management, that now when a PASA enters the area and has the capacity for 10, you must force all 10 individuals to switch.
- DeLeon reported that HCPF is considering managing a local and statewide waitlist to provide for statewide stabilization. For example, if a person passes away, the CCB keeps the resource. If an individual moves to Denver, then the resource goes with them. DeLeon stated he is still hoping for a way to backfill lost resources.
- DeLeon reported that he visited with Dr. Tim Alvarez from OJC and gave him a tour of **InspirationField**. They discussed our vacant building and a potential sale. Dr. Alvarez stated he

would think about the purchase of it.

- DeLeon presented Denahy and Perkins with a \$150 bonus for only one deficiency during the Triennial CDOT Audit. CDOT stated that if the board approved the revised Title VI Policy, in today's board meeting, then there would be no deficiencies issued.
- DeLeon reported that our attorney out of Denver is looking at our by-laws to expand umbrella so we can get into new business ventures to generate non-medicaid revenue.
- DeLeon reported that we need to change the date of the June board meeting from June 3<sup>rd</sup> to the 4<sup>th</sup> due to DeLeon taking a vacation. The board agreed to the date change.

The board adjourned the meeting at 12:34 pm.

The next scheduled meeting will be June 4, 2019 at 11:30 am  
at Tiger Field Board Room, **Inspiration**Field, 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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Helen Hollar, President