



INSPIRATION FIELD

Board of Directors Meeting Minutes

May 7, 2018 - 11:30 a.m. at

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

MEMBERS PRESENT

Steve Berg
Scott Monarco
Helen Hollar, President
John Gallegos, Vice President
Melvina Skinner, Secretary
Margie Gardner, Treasurer
Rob Oquist
Danny Yost

MEMBERS ABSENT

Pat Finkner

NON-MEMBERS PRESENT

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

Call to Order

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

Public Comment

Hollar welcomed Rob and Danny to the Board of Directors.

Minutes

Hollar stated there was a mis-spelling under Financials where a word that says hair should have stated hail. Motioned by Gardner and seconded by Monarco and carried unanimously to approve the Minutes of the Board of Directors Meeting April 2, 2018.

Financials – March 2018

Salo reviewed with the board the March 2018 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 \$49,403.39 under budget. The MW Comp billable count was 64 out of 64 resources, 21 out of 23 in MW SLS and 1 out of 2 in CES.

Salaries+PTO – Salo indicated expenses were \$24,406.67 under budget and included 19 full-time vacancies / budgeted position still contracting services.

Professional Services – Salo indicated expenses were \$14,251.02 over budget which included contracting services budgeted for in salaries.

Rent/Utilities – Salo indicated expenses were \$6,496.19 under budget which included \$5,376 in quarterly housing reimbursements.

Building/Equipment Maintenance – Salo indicated expenses were \$6,988.55 under budget which included \$6,049 in quarterly housing reimbursements.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$81.08 over budget which included \$1,921 in quarterly housing reimbursements.

Food – Salo indicated expenses were \$1,746.74 over budget which included \$3,657 in catering food costs.

Salo indicated we ended March with a monthly net loss of \$38,794.60 and a Year to Date net income of \$184,586.54.

Salo reviewed the Balance Sheet as of 3/31/18. I.F. Cash Accounts were at \$559,191.60 and the Operating Account was at \$518,533.65. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,151.52 and the Designated Funds for Vehicle Maintenance Facility was at \$81,505.33. Total Current Liabilities were at \$419,462.54. Long Term Liabilities were at \$2,160,197.20. Current Year Retained Earnings were at \$184,586.54.

Motion was made by Berg and seconded by Monarco and carried unanimously to approve the Financials from March 2018.

HR Policies – Candi Hill

Hill shared two policies that needed updated in the Employee Handbook and need board approval. The first is for Meal Periods which states: “Thirty minutes will be allowed for a meal period, the supervisor schedules this time in accordance with the needs of the program area. The supervisor may schedule employees for an extended lunch period, at the supervisor’s discretion.

A meal period is for employees who work ~~seven~~-five or more hours in any shift. The needs of the department may require staff to eat with the individuals in service. An employee is paid for the meal period if he/she shares a meal with individuals in connection with their day-to-day responsibilities.

Staff working in sites and supervising individuals should not leave their assigned shift or location (premises) without approval from their immediate supervisor or designee. In the event non-exempt staff receives approval to leave, staff must clock out and clock in, accordingly. Failure to clock in and clock out for any hours worked may result in disciplinary action, up to and including termination of employment.”

The second is for Family Medical Leave which states: If the employee has earned paid time off, e.g., PTO, he/she must use that paid time off as part of the total 12 week FML. This earned paid time off must be used at the beginning of the FML. Employees may not use paid leave if they are receiving compensation under ~~the agency’s disability or~~ workers’ compensation insurance programs.

Motion was made by Monarco and seconded by Gardner and carried unanimously to approve the updated HR policies for Meal Periods and Family Medical Leave. A copy is included in the minutes.

Human Resources Director Report – Candi Hill

- Hill reported that we had two terminations in the month of April.
- Hill reported that the turnover rate for April was 2%.
- Hill reported that we had no new hires start in May. We will be attending a job fair in Bent County on Wednesday.
- Hill reported that that we still have not received an update from the Department of Labor concerning the investigation of the Fair Labor Standards Act related to pay for individuals.
- Hill reported that All Staff is scheduled for May 22nd and open enrollment will begin for insurance.
- Hill reported that the Security Team continues to meet and effective Monday, the front door is now locked at all times. Staff must use their badges to gain entrance and everyone else must use the intercom to gain entrance. We have purchased and are installing night lock door jams in the Learning Center, finalizing the job description for an Armed Guard, and looking at installing gates for the Learning Center.

Adult Services Director Report – Ryan Denahy

- Denahy reported that March store sales were \$15,400, which is \$1,600 more than last year.
- Denahy reported that Nancy and Audrey E. are in the process of purchasing their own home. They are currently under contract.
- Denahy reported that in recreation bowling finished yesterday for the year. A group will be going to a Sky Sox game in June, maybe two games if a lot of people sign up.
- Denahy reported that in March of 2017 the state did a site visit to review our progress with our Provider Transition Plan (PTP) to come in compliance with the HCBS Final Settings rule. The state recently sent a progress report since their last visit and since their site visit was only for Pre-voc services which we currently do not provide due to the closing of Global Treasurz in Rocky Ford, we did not need to provide any follow up at this time. Once HCPF has a working online PTP tool we will need to provide this information for each of our program sites and residential homes.

Case Management Policies – Kidron Backes

Backes presented the following amended policies for approval: Developmental Disability Determination Policy, Incident and Critical Incident Reporting, Mistreatment and Investigation Policy, Physical and Mechanical Restraint Policy, Human Rights Committee Composition and Responsibilities Policy, Individualized Plan Process Policy, and Monitoring for CMA and CCB Policy.

Motion was made by Gardner and seconded by Berg and carried unanimously to approve the following Case Management policies: Developmental Disability Determination Policy, Incident and Critical Incident Reporting, Mistreatment and Investigation Policy, Physical and Mechanical Restraint Policy, Human Rights Committee Composition and Responsibilities Policy, Individualized Plan Process Policy, and Monitoring for CMA and CCB Policy. A copy is included in the minutes.

Case Management Policies – Kidron Backes

Backes presented the Discharge and Transfer policy to the board to discontinue. These policies will now be Standard Operating Procedures. SOP's will still require the CEO's approval upon completion and any amendments to the SOP.

Motion was made by Monarco and seconded by Gallegos and carried unanimously to approve the following the discontinuation of the Discharge and Transfer policies.

Case Management Director – Kidron Backes

- Backes reported that there have been updates to Conflict-Free Case Management.
- Backes reported that the State has approved 168 resources for HCBS-DD enrollments. The State will be working on a plan on how those 168 resources will be distributed.

Community Relations Director – Caitlin Coffield

- Coffield thanked everyone who attended and volunteered for the Cinco de Mayo Celebration this past Saturday. The crowd size was down due to different events taking place in the valley but it was still a success.
- Coffield reminded the board of the upcoming Golf Tournament taking place this Saturday, May 12th with the banquet the night before. Coffield also reminded the board to turn in their golf ball drop tickets by Wednesday, May 9th.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that he met with the Otero County Commissioners and they expressed the need for transportation within Otero County. There will be more funding during 2019-2023 due to SB 267. In 2019 there will be \$38 million and in 2020, 2021 and 2022 there will be \$50 million. DeLeon will continue speaking with the Commissioners regarding transportation within Otero County.
- DeLeon reported that the state will file a rural exemption in Conflict-Free Case Management and 10 CCB's have applied for the exemption. DeLeon reported that House Bill 1288 died and the Bill

- stating CCB's have to serve all 11 waivers has been postponed indefinitely.
- DeLeon reported that 300 new resources have been passed by the House and Senate and sent to the Governor for signature. DeLeon also reported that adult caregivers and direct support professionals were approved for a 6.5 % pay raise and a 1% pay raise overall.
 - DeLeon reported that in regards to the OIG TCM Audit, the state owes Case Management Services \$2.2 million. The CCB's couldn't show proof of quality Case Manager's; claims were not documented in the bus; Case Managers billed for items that were not TCM and no documentation was given for proof of Determination of Eligibility.
 - DeLeon reported that 168 new resources were released by the State, none for the waitlist for **InspirationField**.
 - DeLeon reported that the Health Insurance Renewal came in at a 9.0% increase.
 - DeLeon thanked the Cinco de Mayo Team and all the volunteers who helped with the event. DeLeon reported that we scaled back the event this year with no vendors or Color Run and made it more about bands and live entertainment. DeLeon reported we should have marketed it that way more. DeLeon reported that we need to change the event and the date next year to get the crowd back.
 - DeLeon reported that we will be hiring an armed guard for more security of the main building and they will be paid between \$27,664 and \$35,568 a year.
 - DeLeon reported that we have started a Security Team to discuss how we can increase the safety of the building and protecting all staff and individuals.
 - DeLeon reminded the board of the 33rd Annual RF Food Market Classic being held this coming Friday and Saturday.
 - DeLeon reported that he is waiting on the final drawings to renovate the new Vehicle Maintenance Facility.
 - DeLeon reported that the Annual Camping Trip will be held May 29th to the 31st.
 - DeLeon reported that we may need to hold a special board meeting to approve more policies for Conflict-Free Case Management. The board stated that they would rather approve those policies at the June 4 board meeting. DeLeon agreed.

The board adjourned the meeting at 12:58 pm and Motion was made by Gardner and seconded by Monarco to move into Executive Session.

The board adjourned Executive session at 1:04 pm and Motion was made by Monarco and Berg.

The next scheduled meeting will be, June 4, 2018 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