



INSPIRATION FIELD

Board of Directors Meeting Minutes

June 1, 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
Margie Gardner
Candi Hill
Melvina Skinner
Michael Matthews
John Haberman
Steve Berg
Helen Hollar

MEMBERS ABSENT

Bob Samaniego

NON-MEMBERS PRESENT

Rosa Salo, Chief Financial Officer
Barb Manchego, Nurse
Sharon Church, Case Management Director
Kidron Backes, Day Program Supervisor
Carl Mossman, HR Director
Joni Stevens, Adult Services Director
Joseph Archuleta, SLS Supervisor
Ryan Denahy, Community Supports Director
Robert Montejano, Res. Program Supervisor
Cassie Nelander, Human Resources Aide

Call to Order

President Clawson called the meeting to order at 11:37 a.m.

Public Comment

DeLeon joined the meeting via teleconference.

Elect a New Treasurer

Gardner agreed to become the new treasurer for the Board of Directors.

Minutes

Cassie Nelander mentioned that Bob Samaniego's name was omitted from the minutes from being absent from the meeting.

Motioned by Clawson and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting held May 4, 2015.

Financials – April 2015

Salo reviewed with the board the April 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 \$33,755.98 over budget. We enrolled one new individual into MW Comp – we are providing day program, transportation and case management, another CCB is providing the residential services. Our new MW Comp billable count was 71 out of 71 resources and 31 out of 32 resources in MW SLS.

Salaries + PTO – Salo indicated expenses were \$23,372.54 under budget. We had twenty-one full-time vacancies at the end of April 2015.

Computer Supplies – Salo indicated the monthly revenue variance was \$1,447.41 over budget and included \$2,700 for new shift planning software.

Salo indicated we ended April with a monthly net income of \$72,345.47, and a Year to Date net income of \$355,480.92.

Salo reviewed the Balance Sheet as of 4/30/15. I.F. Cash Accounts were at \$295,492.81 and our Operating Account was at \$706,031.79 Restricted Funds – Building Fund Money Market was at \$48,793.15; Designated Funds for Building/Equipment/Maintenance was at \$21,372.10; and Designated Funds for the Vehicle Maintenance Facility was at \$236,107.29. No fixed assets were purchased in April 2015. Total Current Liabilities were at \$396,680.78. Long Term Liabilities were at \$2,396,908.15. Current Year Retained Earnings were at \$355,480.92.

Motion was made by Berg and seconded by Skinner and carried unanimously to approve the April 2015 Financials.

Human Resources Report – Carl Mossman

- Mossman reported that in May there were six new hires, one termination, and six resignations.
- Mossman reported there was one promotion from a 90-day temp job to a full time Residential Program Supervisor.
- Mossman reported there was an Open Interview Session on May 6th at **InspirationField** with five applicants participating.
- Mossman reported another Open Interview Session was held on May 12th in Las Animas at New 2 You with two applicants participating.
- Mossman reported a third Open Interview Session was held on May 27th at **InspirationField** with twelve applicants participating.
- Mossman reported there are currently twenty full time, eleven part-time, and one temporary position open.
- Mossman reported the next New Hire Orientation is scheduled for June 8, 2015.

Adult Services Director Report – Joni Stevens

- Stevens reported Special Olympics will be traveling to Grand Junction this coming weekend, June 5, 6, and 7th for State Track and Field.
- Stevens reported June 24th is our “Carry the Torch Event.” Residential is finalizing the details this week and will send out the detailing information. We are currently walking two legs of the race and are still looking for donations for the event.
- Stevens reported Bocce Ball practice has started this past weekend.
- Stevens reported there are four prospective new hires being interviewed this week with training.
- Stevens reported Jenkins is out on FMLA until July 6th.
- Stevens reported Romero is no longer with the company.
- Stevens reported Robert Montejano joined Residential and transferred from IT temp position. He started officially May 26th and will be covering Proceed.
- Stevens reported they are currently looking for new Residential Supervisors.
- Stevens reported a group of 18 individuals and staff went to a Sky Sox game on May 31st.
- Stevens reported the Spring Fling Dance was held on May 28th in the Commons.
- Stevens reported they are working on scheduling the crews better for setup and tear down of events, dump runs, etc. throughout the agency.

Director of Community Supports Report – Ryan Denahy

- Denahy reported sales in April for Global Treasurz Rocky Ford was \$6,323, and Global Treasurz La Junta was \$19,107, and is \$3,526 greater than April of last year. Year to date in 2015/2014 is a positive \$47,087 compared to last year.
- Denahy reported they are having a lighting issue at the store in Rocky Ford. Many ballasts have burned out, they are old T12 fluorescent lights. DeLeon spoke with the building owner, John West last week and he is unwilling to do anything about the lighting. West stated it was our responsibility.

Denahy has had staff taking our scissors lift there this week to determine how many lights are not working and they will create a plan from there.

- Denahy reported another roofer named Jim Sprague came to Global Treasurz last week to provide a bid. We expect a bid this week. Another roofer from Lamar came twice and both times stated he is interested, but will call him back to set up a time to bid a job.
- Denahy reported iPads for the sites have arrived. They will be programmed and sent out for use this week.

Case Management Director Report – Sharon Church

- Church reported there was one enrollment into the State SLS program effective June 1, 2015 and three pending enrollments into the SLS Medicaid Waiver during June. There was one enrollment into the CES Waiver and are working on one transfer into this waiver from SDS in Lamar.
- Church reported there were no new enrollments into the DD Waiver during the month of May and no termination. There are currently three individuals on the Wait List for residential services.
- Church reported there were three referrals from Early Head Start for Early Intervention services during the month of May. The average enrollment for Early Intervention during May 2015 was twenty-seven.
- Church reported applications for the new fiscal year were sent out to all Family Support Services families with a deadline to return of June 4, 2015.
- Church reported as a result of our outreach to designate additional funding in the Family Support Program, they have approved approximately an additional \$5,000 to families in the program to cover needs such as respite, costs associated with medical appointments, gluten free foods, and a bathroom remodel to make it wheelchair accessible.

Community Relations Director – Rosa Salo

- Salo reported the agenda for the Board Planning Session will be sent out as soon as it's finalized.
- Salo reported the tentative net proceeds from Cinco de Mayo was \$6,000. Salo reported the tentative net proceeds from the Golf Tournament was \$10,000. Salo reported these numbers are down from previous years with different events going on, and fewer golfers.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that the details with the Board Planning Session in Breckenridge are being finalized and will be sent out soon.
- DeLeon reported that there continues to be a staff shortage in Residential. DeLeon has proposed a new bonus system for residential staff for working overtime hours. DeLeon reported that Salo and he will be figuring out a pay increase for direct support staff by the end of the year.
- DeLeon reported that regarding the roof at Global Treasurz La Junta, the bank is foreclosing on the roofer's property and the city and county are having similar issues contacting the roofer.
- DeLeon reported that there is no board meeting scheduled in July. The board planning session is July 12-14, 2015 in Breckenridge, and Coffield will send out the final itinerary within the week.
- DeLeon reported the annual Children's Swim Party will be held on July 14th, and the Adult BBQ and Swim Party will be held on July 20th. There is a third date that has been saved for the Staff Appreciation Swim Party.

The board adjourned the meeting at 12:16 p.m.

The next scheduled meeting will be, **Monday, August 10, 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