



## INSPIRATION F I E L D

### Board of Directors Meeting Minutes

June 4, 2018 - 11:30 a.m. at

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

#### MEMBERS PRESENT

Steve Berg  
Danny Yost  
Helen Hollar, President  
John Gallegos, Vice President  
Pat Finkner  
Margie Gardner, Treasurer

#### MEMBERS ABSENT

Melvina Skinner, Secretary  
Scott Monarco  
Rob Oquist

#### 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  
Joseph Archuleta, Program Supervisor  
Kidron Backes, Case Management Director  
Ryan Denahy, Adult Services Director

#### Call to Order

President Hollar called the meeting to order at 11:32 a.m.

#### Public Comment

Hollar welcomed Pat to the Board of Directors.

#### Minutes

Motioned by Oquist and seconded by Gallegos and carried unanimously to approve the Minutes of the Board of Directors Meeting May 7, 2018.

#### Financials – April 2018

Salo reviewed with the board the April 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 \$66,917.52 under budget. The MW Comp billable count was 60 out of 62 resources, 22 out of 23 in MW SLS and 1 out of 1 in CES.

**Other Revenue** – Salo indicated revenue was \$3,408.69 over budget and included a \$11,802 work comp dividend that was paid out in salaries.

**Salaries+PTO** – Salo indicated expenses were \$50,689.91 under budget and included 22 full-time vacancies / budgeted position still contracting services.

**Professional Services** – Salo indicated expenses were \$12,736.68 over budget which included contracting services budgeted for in salaries.

**Building/Equipment Maintenance** – Salo indicated expenses were \$5,623.02 over budget which included \$3,700 to lower culvert/pour concrete at Arrowhead; \$1,390 electric door/lock repairs at 612 Adams and \$1,039 for new water heater at Olguin PCA.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$21,779.70 over budget which included \$10,381 in kitchen equipment and \$12,289 for AED units at various sites.

Salo indicated we ended April with a monthly net loss of \$34,346.57 and a Year to Date net income of \$150,239.97.

Salo reviewed the Balance Sheet as of 4/30/18. I.F. Cash Accounts were at \$578,183.66 and the Operating Account was at \$539,974.53. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,156.37 and the Designated Funds for Vehicle Maintenance Facility was at \$82,042.27. Total Current Liabilities were at \$423,469.67. Long Term Liabilities were at \$2,148,261.27. Current Year Retained Earnings were at \$150,239.97.

Motion was made by Berg and seconded by Gardner and carried unanimously to approve the Financials for April 2018.

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

- Hill reported that we had two terminations in the month of May.
- Hill reported that the turnover rate for May was 2%.
- Hill reported that we had four new hires start in June. We currently have 22 openings which include an auto mechanic, armed security guard and behavioral specialist.
- Hill reported that we held the exit interview with the Department of Labor concerning their investigation of the Fair Labor Standards Act and overall, the audit went smoothly and was positive. Concerns centered around job descriptions and time studies which are now complete. Total amount owed in back wages to individuals was \$3,848.73 which was paid out on May 25, 2018.
- Hill reported that open enrollment for health insurance ends on June 8, 2018.
- Hill reported that the Security Team continues to meet and all projects are scheduled to be completed by July 31, 2018. The projects include hiring an armed guard. Security film will be ordered for the windows around the front entrance, all offices and day program. Panic buttons are being installed in additional places around the building which will lock down the facility when pushed. Kickstands on doors will be removed and magnetic hold opens will be installed which will tie into the security system.
- Hill reported that the lunch program application is still being finalized which will allow IF to receive reimbursement for meals.

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

- Denahy reported that April store sales were \$14, 511, which is \$200 more than last year.
- Denahy reported that Nancy and Audrey E. had a hiccup in the financing of their new house but it was quickly resolved with a new mortgage broker. They are well into the closing process and look to close on the house June 29<sup>th</sup>.
- Denahy reported that in recreation DeLeon and Hoepfner took a group on our annual camping trip and stayed at the KOA in Fountain. They enjoyed the camping experience and went on outings to the Penny Arcade in Manitou Springs and a trip to the North Pole.
- Denahy reported the DOL investigation was completed and we had our exit interview where it was determined we needed to pay out a total of \$3,848.73 in back wages to individuals. This was due to outdated piece rate wages that were being used. The DOL provided us with approved online calculators to use for this process going forward. A new wage study was completed including updated time studies and piece rates and we are fully in compliance going forward.

### **Case Management Policies – Kidron Backes**

Backes presented the following amended policies for approval: CM Administration Policy, CM Conflict of Interest Policy and CM Covered Services Policy.

Motion was made by Finkner and seconded by Gardner and carried unanimously to approve the following Case Management policies: CM Administration Policy, CM Conflict of Interest Policy and CM Covered Services Policy. A copy is included in the minutes.

### **Community Relations Director – Reported by Briana Huff**

- Huff reported that we do not have final numbers ready for the Cinco de Mayo Celebration or Golf Tournament, but we should by the next board meeting.
- Huff reported that Coffield and DeLeon are finalizing the contract for the Board Planning Session in July.
- Huff reported that Coffield and her Head Cook are still looking for a Prep Cook.

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

- DeLeon reported that he was pleased with the outcome of the DOL Audit.
- DeLeon reported that adult caregivers and direct support professionals were approved for a 6.5 % pay raise and a 1% pay raise overall that will be paid in March 2019. 52 out of 100 sponsored the bill.
- DeLeon reported that there are 50+ requirements needed for the restricting plan for Conflict-Free Case Management. The potential timeline will be one year before it takes effect. The rural exemption will be submitted in August.
- DeLeon thanked Monarco and Coffield for their help on the Golf Team as well as the other team members.
- DeLeon reported that we have become a member of the Chamber of Commerce again and the fees will be \$130 for Global Treasurz and **InspirationField**.
- DeLeon reported that we have hired a Store Manager for Global Treasurz. It is Robin Platte who was the manager for Wendy's. She will begin in August.
- DeLeon reported that East Otero School District will be using the building at 1500 San Juan for Vocational Teaching. They will pay \$1 a year and cover utilities and carry insurance.
- DeLeon shared pictures of the Annual Camping Trip. A group of individuals and staff stayed at the KOA in Fountain, CO.
- DeLeon reported that we will be leaving for the Board Planning Session in Colorado Springs on July 15<sup>th</sup> at 1:30 pm. We will meet in Johnnie's room at 4:00 pm that afternoon with dinner to follow at 5:30pm.

The board adjourned the meeting at 12:40 pm and Motion was made by Finkner and seconded by Gardner and carried unanimously to adjourn.

The Board Planning Session will be July 15<sup>th</sup>-17<sup>th</sup> at the Embassy Suites in Colorado Springs.  
The next scheduled meeting will be, August 6, 2018 at 11:30 am  
at Tiger Field Board Room, **InspirationField**, 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