



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

June 4, 2019 - 11:30 a.m. at

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

#### **MEMBERS PRESENT**

John Gallegos  
Danny Yost  
Helen Hollar, President  
Rob Oquist  
Pat Finkner  
Margie Gardner, Treasurer  
Steve Berg, Vice-President  
Melvina Skinner, Secretary

#### **MEMBERS ABSENT**

#### **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 reported that Monarco submitted a letter of resignation to the Board of Directors and stated that we would discuss board recruitment at the upcoming Board Planning Session in Cripple Creek, CO.

#### **Minutes**

Skinner reported that it stated on the May 2019 minutes that she was absent that day and to take her name off of the present list.

Motioned by Yost and seconded by Gallegos and carried unanimously to approve the Minutes of the Board of Directors Meeting May 6, 2019 following the corrections made.

#### **Financials – April 2019**

Salo reviewed with the board the April 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 \$9,115.53 over budget. The MW Comp billable count was 62 out of 62 resources, 14 out of 16 in MW SLS and 1 out of 3 in CES. The revenue includes a 6.5% base rate increase.

**Salaries & PTO** – Salo indicated expenses were \$5,857.75 under budget and included 18 full-time vacancies.

**Payroll Taxes, W/C** – Salo indicated expenses were \$14,342.96 under budget, as the worker's compensation premium is billed July-March – only W/C deductibles are paid for April-June.

**Building/Equipment Maintenance** – Salo indicated expenses were \$8,843.69 over budget and included \$7,832 for vehicle maintenance facility building maintenance (septic tank, electrical, countertop, etc.)

**Dues/Publications/Subscriptions/Fees** – Salo indicated expenses were \$3,409.30 over budget

which included \$2,200 for FY'18 audit fees; \$1,470 Form 990 fees (\$12,600 audit fees previously expensed Jul'18-Mar'19).

Salo indicated we ended April with a monthly net income of \$8,973.22 and a Year to Date net loss of \$90,845.24.

Salo reviewed the Balance Sheet as of 4/30/19. I.F. Cash Accounts were at \$644,660.17 and the Operating Account was at \$260,387.99. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,774.92, the Designated Funds for Vehicle Maintenance Facility was at \$2,193.09, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$53,505.90. Total Current Liabilities were at \$378,563.05. Long Term Liabilities were at \$2,000,223.41. Current Year Retained Earnings were at -\$90,845.24.

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

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

- Hill reported that we had two resignations in the month of May.
- Hill reported that the turnover rate for May was 2.03%. At the end of May, we had 20 full-time vacancies. However, we had a large new hire class that started June 3<sup>rd</sup>. Seven full-time and two part-time employees started. As of June 3, we have 14 full-time vacancies and 107 total employees with 89 full-time one part-time eligible and 15 part-time employees.
- Hill reported that of the 10 new hires between May and June – we had three employee referrals; two people applied directly at our hiring event with Colorado Workforce. Other sources (one each) included our website, Indeed, a packet of information from the school, Facebook or other.
- Hill reported that the Benefits open enrollment is ongoing.
- Hill reported that we are working with Therap and ClearSpring Pharmacy to improve communication between the agency and ClearSpring by using additional tools through Therap.

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

- Denahy reported that our heavy duty 4-post lift is scheduled to be installed today in the new vehicle maintenance facility. Denahy reported that we are still waiting on the gate motors to be installed by Taylor Fence. Their installer is a 3<sup>rd</sup> party contractor who has been out on vacation. Denahy reported that Vigil completed his internal punch list so the lift and gates are the final items for 100% completion of the project.
- Denahy reported that we have two potential host home provider interviews. We haven't received any new applications in a while so we are looking forward to meeting the applicants.
- Denahy reported that we have been active on the weekends getting out into the community. We have had recent trips to the Riverwalk, Pueblo Zoo, a day trip fishing at Antero Reservoir, Picnics in the parks, fishing at the LJ City Park, and the annual camping trip.

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

- Baylor reported that in April Global Treasurz sales were \$17,073.25 which was an increase of \$2,562 from last year.
- Baylor reported that maintenance is completed at the vehicle maintenance facility.
- Baylor reported that the mobile and cleaning crews have been staying busy with different contract jobs.
- Baylor reported that Hoepfner has been working with staff on creating monthly calendars on what the individuals want to do and learn. We have had some individuals do more community access. Last Thursday, we had some fun excitement in Commons with music and dancing.

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

- Backes reported that there are 52 children receiving services for EI. Backes reported that the CM team attended the State EI meeting May 14-16<sup>th</sup> in Glenwood Springs.
- Backes reported that thus far the stakeholder meetings regarding the work to transition EI evaluations from Colorado Department of Education (CDE) to CCBs are going well.
- Backes reported that because **InspirationField** does not bill for speech therapy, physical therapy and occupational therapy directly, that we will not be directly impacted by the Electronic Visit Verification.
- Backes reported that we currently have 12 families and 14 children in the Family Support Services Program. Backes reported that about \$5,000 is left to spend for the fiscal year. The CM team will be working with the families that have not used all their funding to use it before June 30<sup>th</sup>.
- Backes thanked everyone who came out to the annual basketball game. OJC basketball staff stayed and helped run the boards for the game. Backes thanked OJC for letting us use the gym and for their coaches staying to help run the scoreboard.
- Backes let the board know that if they need additional information regarding the Waiver Redesign work, to let her know and she will give an update on the progress of the group.

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

- Coffield thanked all the volunteers and staff who worked the Golf Tournament and Mother's Day Lunch.
- Coffield reminded the Board that the Board Planning Session is July 21<sup>st</sup> to 23<sup>rd</sup> in Cripple Creek, CO.
- Coffield reported that Robles and herself are still actively seeking a Prep Cook.
- Coffield reported that Kathy Jensen is no longer contracting with **InspirationField** as a dietician.

### **Resignation of Scott Monarco – Johnnie DeLeon**

- DeLeon reported that Scott Monarco has submitted his letter of resignation from the Board of Directors. DeLeon asked the board for a motion to approve.

Motion was made by Finkner and seconded by Skinner to approve the acceptance of the letter of resignation from Scott Monarco from the Board of Directors.

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

- DeLeon thanked Backes and CM staff for planning the unified basketball game.
- DeLeon thanked Coffield and Robles and staff who worked the Mother's Day Lunch.
- DeLeon thanked everyone who helped with or donated to the 34<sup>th</sup> Annual LJ Trading Golf Classic. Proceeds are back up to approximately \$10,000 net. DeLeon thanked Finkner who helped add 14 additional golfers to the tournament which gave us a total of 74 golfers.
- DeLeon reported that the targeted rate increase in 2019/20 is upwards of 24% in Residential Group homes.
- DeLeon reported that Jenn Martinez who is the C/M and Quality Performance Division Director resigned from HCPF.
- DeLeon reported that with CFCM and the rural exception, that a new subject at the annual service plan will be an individual being required to move. DeLeon reported that an individual will be offered a choice to move to new service provider or stay with current CCB with firewalls in place.
- DeLeon reported that the worker's compensation experience modifier dropped from 1.50 to 1.34, resulting in a decrease in insurance of \$39,702.
- DeLeon reported that 16 staff and individuals attended the annual camping trip.
- DeLeon reported that there is no July board meeting and reminded the board again that the Board Planning Session is July 21<sup>st</sup> to 23<sup>rd</sup> in Cripple Creek, CO.

The board adjourned the meeting at 12:38 pm.

The next scheduled meeting will be August 5, 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