



INSPIRATION F I E L D

Board of Directors Meeting Minutes

August 10, 2015 - 11:30 a.m. at

612 Adams Ave., Tiger Field Room, La Junta, CO 81050

MEMBERS PRESENT

Jim Clawson, President
John Gallegos, Vice Pres
Helen Hollar
Melvina Skinner
Margie Gardner, Treasurer
Steve Berg
John Haberman
Michael Matthews

MEMBERS ABSENT

Bob Samaniego
Candi Hill

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer
Barb Manchego, Nurse
Rosa Salo, Chief Financial Officer
Julia Hoepfner, Residential Program Supervisor
Robert Montejano, Residential Program Supervisor
Ryan Denahy, Community Supports Director
Sharon Church, Case Management Director
Sara Coe, Residential Team Lead
Carl Mossman, HR Director
Caitlin Coffield, Community Relations Director
Kidron Backes, Day Program Supervisor
Joseph Archuleta, Day Program Supervisor

Call to Order

President Clawson called the meeting to order at 11:36 a.m.

Public Comment

No comment was given.

Minutes

Clawson stated under the Community Relations Director report, it should read Rosa Salo for Caitlin Coffield since Coffield was not present and Salo read her report.

Motioned by Clawson and seconded by Skinner and carried unanimously to approve the Minutes of the Board of Directors Meeting held June 1, 2015.

Approve Strategic Plan

DeLeon shared the strategic plan that was reviewed during the Board Planning Session in Breckenridge in July with the board members who were not in attendance. DeLeon shared the proposed new goals that were added to the plan and opened for discussion. The strategic plan is included with the meeting minutes.

Motioned by Berg and seconded by Gardner and carried unanimously to approve the Strategic Plan for 2015-2020.

Financials – May 2015

Salo reviewed with the board the May 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 \$2,106.93

over budget. The MW Comp billable count was 71 out of 71 resources, and 31 out of 32 in MW SLS.

Salaries + PTO – Salo indicated expenses were \$8,685.18 under budget. We had twenty-two full-time vacancies at the end of May 2015.

Computer Supplies – Salo indicated expenses were \$19,709.14 over budget which included year-end computer, software and server updates.

Dues/Publications/Subscriptions/Fees – Salo indicated expenses were \$3,497.97 over budget and included \$4,500.00 for annual Colorado Division of Fire Prevention and Control Certificate renewals. \$500 at nine group home locations.

Salo indicated we ended May with a monthly net income of \$36,879.64, and a Year to Date net income of \$392,360.56.

Salo reviewed the Balance Sheet as of 5/31/15. I.F. Cash Accounts were at \$322,434.14 and our Operating Account was at \$844,849.18. Restricted Funds – Building Fund Money Market was at \$48,798.72, the Designated Funds for Building/Equipment/Maintenance balance was at \$21,372.10 and the Designated Funds for Vehicle Maintenance Facility was at \$236,135.43. Total Current Liabilities were at \$461,537.11. Long Term Liabilities were at \$2,386,164.75. Current Year Retained Earnings were at \$392,360.56.

Financials – June 2015

Salo reviewed with the board the draft June 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 \$16,579.51 over budget. The MW Comp billable count was 71 out of 71 resources, and 31 out of 33 in MW SLS.

Other Revenue – Salo indicated the monthly revenue variance was \$50,873.14 which included the removal of a \$65,176.88 State Payable from FY'09-FY'11 from the books.

Salaries + PTO – Salo indicated expenses were \$67,861.37 over budget. We had twenty-five full-time vacancies at the end of June 2015; \$80,000 year-end performance bonus payout and \$13,600 in residential shift coverage bonuses.

Rent/Utilities – Salo indicated expenses were \$3,518.86 under budget and included \$3,474 in quarterly utilities reimbursements from the three housing corporations.

Building/Equipment Maintenance – Salo indicated expenses were \$10,257.12 over budget, and included \$3,679 in quarterly building maintenance reimbursements from the three housing corporations; and year-end purchases (Himebaugh flooring \$3,434, LA Day Site A/C repairs \$1,982, Global RF lights repair \$1,212, Global LJ shelving \$1,551, and Colorado Group Home landscaping \$1,040.)

Medical & Other Supplies/Equipment – Salo indicated expenses were \$16,523.35 over budget and included \$553 in quarterly supplies reimbursement from three housing corporations and year-end purchases (\$5,503 kitchen supplies, \$4,879 for two riding lawn mowers, \$3,639 in clothes racks, \$2,502 for Colorado Group Home furniture, \$1,244 for Cottonwood Group Home washer, dryer, and stove.)

Salo indicated we ended June with a monthly net income of \$4,206.34, and a Year to Date net income of \$396,566.90.

Salo reviewed the draft Balance Sheet as of 6/30/15. I.F. Cash Accounts were at \$340,280.96 and our Operating Account was at \$781,315.90. Restricted Funds – Building Fund Money Market was at \$48,804.88, the Designated Funds for Building/Equipment/Maintenance balance was at \$21,372.10 and the Designated Funds for Vehicle Maintenance Facility was at \$238,107.24. Total Current Liabilities were at \$432,269.73. Current Year Retained Earnings were at \$396,566.90.

Motion was made by Berg and seconded by Hollar and carried unanimously to approve the May and

June 2015 Financials.

Financials – 2015-16 Proposed Budget

Salo reviewed with the board the FY' 2015-16 Proposed Budget and explained the items of interest, which are highlighted with corresponding footnote explanations.

Medicaid Comprehensive - Salo indicated the proposed budget is \$5,091,000.00 and includes using 71 average billable resources, a 1.7% increase and using any additional resources to offset vacancies.

Cash Donations/Fundraisers – Salo indicated the proposed budget is \$47,500.00 which includes \$15,500 from both restricted and unrestricted donations, \$10,000 from Cinco de Mayo, \$10,000 from the Golf Tourney, \$8,000 from Monster Bash and \$4,000 from the SECPA Golf Banquet.

Grants – Salo indicated the proposed budget is \$161,200.00 which includes \$151,200 from CDOT vehicle & equipment grants, & \$10,000 in other grants.

Gain/Loss on Asset – Salo indicated the proposed budget is \$5,000 which includes selling a bus.

Miscellaneous Income – Salo indicated the proposed budget is \$49,800 which includes \$20,000 rental of 612 Adams facilities, \$20,000 catering business and \$4,800 rental income from potential apartment complex.

Salaries (incl. PTO) – Salo indicated the proposed budget is \$3,541,227.35 which includes substantial base rate increases and a merit pay bonus pool.

Contracted Services – Salo indicated the proposed budget is \$302,920.00 which includes EI Providers, IT Consulting and Behavior Services.

Purchased Services – Salo indicated the proposed budget is \$179,928.73 which includes a rate increase for Host Home Providers and 3 new providers at 6 months.

Payroll Taxes/Work Comp – Salo indicated the proposed budget is \$421,281.00 which includes an increase due to increased salaries as well as a work comp 1.39 experience mod & \$5,000 deductible.

Staff Insurance – Salo indicated the proposed budget is \$404,401.07 which is based on an average employee census + a 12% renewal increase effective 4/1/16.

Staff Training – Salo indicated the proposed budget is \$40,000.00 which includes Person-Centered training.

Supplies – Salo indicated the proposed budget is \$224,000.00 which includes supplies for office, medical, household/cleaning, misc. supplies & furniture & equipment.

Utilities & Rent – Salo indicated the proposed budget is \$318,377.50 which includes a 5% utilities increase.

Interest Expense – Salo indicated the proposed budget is \$91,160.50 which includes the construction loan + a new apartment complex for 6 months.

Depreciation – Salo indicated the proposed budget is \$337,220.78 which includes 6 months for new apartment complex; 6 new vehicles and GPS system; and capital purchases.

Miscellaneous Expense – Salo indicated the proposed budget is \$84,300.00 which includes \$40,000 for client recreation.

DeLeon went into further detail regarding the possible purchase of a 6-unit apartment complex that could meet the needs of our more independent individuals. Any units not used by our individuals would be rented to the community and one unit could possibly be available for live-in staff to provide drop in supports to the individuals in the complex, as well as provide respite to individuals in crisis. DeLeon will obtain information from State licensing entities regarding rules and regulations pertinent to the apartment complex.

Motion was made by Hollar and seconded by Gardner and carried unanimously to approve the Proposed Budget for FY' 2015-16.

Careless and Reckless Driving – Carl Mossman

Mossman shared a scrivener error in our Employee Handbook in the newest addition of 2014. In the 2014 revision, it states Reckless and careless driving on page 32. In the 2011 revision it states reckless or negligent driving on page 31. Mossman stated they he would like it to read Reckless or Negligent

driving because someone can get a careless driving ticket and not be negligent.

Motion was made by Matthews and seconded by Gallegos and carried unanimously to approve the correction in the Employee Handbook to read Reckless or negligent driving.

Human Resources Report – Carl Mossman

- Mossman reported that in June there were three new hires and three resignations and four terminations.
- Mossman reported that in July there were seven new hires and five resignations and two terminations.
- Mossman reported they had an Open Interview session on 6/23/15 with 16 participants.
- Mossman reported they had an Open Interview session on 7/16/15 with 8 participants in Rocky Ford at the Gobin's Building.
- Mossman reported they had an Open Interview session on 7/20/15 in Las Animas at New 2 You with 3 applicants participating.
- Mossman reported they had an Open Interview session on 7/21/15 with 10 applicants participating.
- Mossman reported new hire orientation for August was on August 3, 2015 and we had 9 new hires.
- Mossman reported we currently have twenty-five full-time and ten part-time positions open.
- Mossman reported that the next new hire orientation is August 31, 2015.
- Mossman reported that the next Open Interview sessions are set up for RF on 8/13/15, LJ on 8/18/15, and LA on 8/24/15.

Adult Services Director Report – Johnnie DeLeon

- DeLeon reported a lot of changes that have taken place in Residential. Hoepfner is now back in Residential as a Residential Program Supervisor.
- DeLeon reported that Joni Stevens is no longer with us, her last day was June 25th.
- DeLeon reported that Hoepfner is joined by Robert Montejano, and Sara Coe, the Residential Team Leader has taken on some Supervisor duties temporarily while we continue to look for another Supervisor and Director.
- DeLeon thanked Jossi Malden for creating a due date check list that is daily, weekly, and monthly for all residential staff.
- DeLeon will serve as the Interim Adult Services Director for at least three months to stabilize residential.

Director of Community Supports Report – Ryan Denahy

- Denahy reported sales in May for Global Treasurz La Junta at \$19,751 and Rocky Ford was \$5,893. Sales in June for Global Treasurz La Junta were at \$22,339 and Rocky Ford was \$5,830. Denahy reported the total revenue for the Fiscal year for Global Treasurz Rocky Ford and Global Treasurz La Junta was \$59,742 greater than last year.
- Denahy reported a group of 16 staff and individuals attended a Rockies game on June 25th. The group had lunch at Jackson's Hole before enjoying the game at Coors Field.
- Denahy reported a group of 16 staff and individuals went on our annual Broncos Training Camp Trip last week. On Wednesday, the group spent the day at Elitch Gardens and Thursday went to Broncos practice where the highlight was Von Miller taking off one of his cleats after practice, signing it, and giving it to one of our individuals.
- Denahy reported that they have unlocked the doors separating the Learning Center from the Commons and the Commons going into Admin. This will allow the individuals to have free access to all areas of the building during the day.

Case Management Director Report – Sharon Church

- Church reported they have completed four determinations of developmental disability since July 1, 2015. Three of four individuals were determined to have a developmental disability. Two of the

individuals have requested SLS services and one has requested to be placed on the wait list for the DD Waiver.

- Church reported there were two enrollments into SLS Waiver program since June 2015. There is one child receiving services in the CES Waiver and they are working on two additional enrollments.
- Church reported there have been no new enrollments and no terminations in the DD Waiver since June 2015. The emergency enrollment requested from the division was approved and this enrollment should be completed during the month of August.
- Church reported they have received six referrals for Early Intervention services since July 1, 2015. The average enrollment for Early Intervention was twenty-seven.
- Church reported the eligibility determination committee awarded fifteen children and their families a total of \$33,147 in Family Most in Need funding for the new fiscal year. This funding will cover a variety of needs including respite, home modifications, parent/sibling support, and assistive technology as well as reimburse for medical expenses that are not covered by the state plan.
- Church reported that Case Management hosted the annual children's and adult swim parties during the month of July.

Board of Directors 3-Year Term Renewal – Johnnie DeLeon

DeLeon reported that Bob Samaniego, Jim Clawson, John Gallegos, and Melvina Skinner are all up for another 3-Year term renewal. DeLeon reported that Samaniego has decided to retire from the board and wished the board well wishes and he loved serving on the board. DeLeon stated he will present Samaniego with a card and \$100 in gift cards to say thank you for his 11 years on the board. Clawson, Gallegos, and Skinner all agreed to another 3-Year Term Renewal.

Motion was made by Hollar and seconded by Berg and carried unanimously to approve the 3-Year Term Renewal for Clawson, Gallegos, and Skinner on the Board of Directors.

Board Member Responsibilities and Pledge – Caitlin Coffield

Coffield shared the Board Member Responsibilities and Pledge that was presented at the Board Planning Session in Breckenridge at July for the board members that were not present. The board discussed that they felt this was intimidating and demanding. The board asked if the responsibilities and pledge could be softened and not come across so strongly. DeLeon suggested to take off the pledge and change the wording to Board Member Expectations and Understanding of Board Responsibilities. Action will take place once an update has been made.

Approval of 50th Anniversary Logo – Caitlin Coffield

Coffield reported that **InspirationField's** 50th Anniversary is coming up in June 2016 and herself and DeLeon have been working with the team at the Tribune to create a new logo to unveil. Coffield shared the new logo which is included with the meeting minutes.

Motion was made by Gallegos and seconded by Haberman and carried unanimously to approve the 50th Anniversary Logo and change it for the upcoming year.

Community Relations Director – Caitlin Coffield

- Coffield reported that SECOM held their 28th Annual Golf Tournament in July which was a big success.
- Coffield reported that The Colorado Trust's Directed Contributions Program chose us to receive \$1,500.00 in honor of Betty Velasquez.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that Barb Ramsey from DDD came down to visit with himself and Church regarding the changes in Case Management and invited her to our 50th Anniversary.
- DeLeon reported that JBC Analyst Robin Smart visited us mostly regarding the children side of the

agency.

- DeLeon reported that Coffield worked with Reggie Bicha's staff and they hosted the CDHS State Strategic Planning session here last week. They tour around the state with a team of 11 leaders.
- DeLeon reported the Unified Special Olympics Relay Across of America was held on June 24th and was a great, once-in-a-lifetime event.
- DeLeon reported the directors attended the Copper Mountain Summit for great networking and training opportunities in June.
- DeLeon reported that Coffield and he are going to start working on the Vehicle Maintenance Facility Campaign on our own and see if we can secure funding without paying for help from Illene Roggensack with Third Sector Innovations.
- DeLeon thanked Church and her staff for putting on the children's and adult swim parties.
- DeLeon thanked Coffield for putting on the board member and staff appreciation party.
- DeLeon reported that the annual Wake Up Breakfast at **Inspiration**Field is October 20, 2015 and we will be doing our own cooking and will need more help in the kitchen with food prep, cooking, etc.

The board adjourned the meeting at 1:45 p.m.

The next scheduled meeting will be, **Tuesday, September 8, 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