



INSPIRATION F I E L D

Board of Directors Meeting Minutes

August 6, 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
Rob Oquist
Pat Finkner
Scott Monarco
Melvina Skinner, Secretary

MEMBERS ABSENT

Margie Gardner, Treasurer
John Gallegos, Vice President

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
Caitlin Coffield, Community Relations Director
Ryan Denahy, Adult Services Director

Call to Order

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

Public Comment

DeLeon introduced Robyn Platt who has been hired as the new Store Manager at Global Treasurz. DeLeon also introduced Cayle Hines who has been hired as the new Behavioral Specialist.

Minutes

Monarco mentioned that Oquist was on the absent list, but in fact he was present at the meeting in June 2018. Correction will be made.

Motioned by Skinner and seconded by Oquist and carried unanimously to approve the Minutes of the Board of Directors Meeting June 4, 2018.

Financials – May 2018

Salo reviewed with the board the May 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 \$45,562.48 under budget. The MW Comp billable count was 62 out of 62 resources, 22 out of 23 in MW SLS and 1 out of 1 in CES.

Public Support – Contributions/Fundraisers – Salo indicated revenue was \$9,041.77 over budget and included Cinco de Mayo and Golf revenue of \$6,206. Net proceeds for Golf Tourney was \$2,347.

Other Revenue – Salo indicated revenue was \$19,279.74 over budget and included a \$31,400 CDOT grant.

Salaries+PTO – Salo indicated expenses were \$42,815.14 under budget and included 22 full-time vacancies / budgeted position still contracting services.

Professional Services – Salo indicated expenses were \$17,153.61 over budget which included contracting services budgeted for in salaries.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$2,390.48 over budget which included \$2,470 for standing desks for Case Management, HR & Finance and a \$835 freezer for 2112

Colorado.

Dues/Publications/Subscriptions/Fees – Salo indicated expenses were \$2,730.93 over budget which included VMF engineering fees of \$6,500.

Salo indicated we ended May with a monthly net income of \$25,710.83 and a Year to Date net income of \$175,950.80.

Salo reviewed the Balance Sheet as of 5/31/18. I.F. Cash Accounts were at \$589,522.04 and the Operating Account was at \$490,267.75. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,161.23 and the Designated Funds for Vehicle Maintenance Facility was at \$82,099.24. Total Current Liabilities were at \$410,206.94. Long Term Liabilities were at \$2,136,207.63. Current Year Retained Earnings were at \$175,950.80.

Financials – June 2018

Salo reviewed with the board the June 2018 Draft 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 \$68,044.71 under budget. The MW Comp billable count was 62 out of 62 resources, 21 out of 22 in MW SLS and 1 out of 1 in CES.

Public Support – Contributions/Fundraisers – Salo indicated revenue was \$7,593.43 under budget and included Cinco de Mayo advertising expenses of \$4,632. Net proceeds for Cinco were a negative \$1,276.19.

Salaries+PTO – Salo indicated expenses were \$665.36 over budget and included 26 full-time vacancies / \$39,500 longevity bonus / budgeted salary positions still contracting services.

Employer Contribution 401(k) / HSA – Salo indicated expenses were \$5,076.11 over budget which included three pay periods in June'18 and an add'l \$4,020 ER 401K contribution.

Payroll Taxes, W/C – Salo indicated expenses were \$3,582.44 under budget. 3 pay periods in June'18 resulted in additional \$11,933 in payroll taxes.

Professional Services – Salo indicated expenses were \$13,597.43 over budget which included contracting services budgeted for in salaries.

Rent/Utilities – Salo indicated expenses were \$2,898.68 under budget which included \$6,128 in quarterly housing reimbursements.

Building/Equipment Maintenance – Salo indicated expenses were \$578.07 under budget which included \$3,818 in quarterly housing reimbursements.

Medical & Other Supplies/Equipment – Salo indicated expenses were \$1,924.46 over budget which included \$1,533 in quarterly housing reimbursements.

Computer Supplies – Salo indicated expenses were \$20,660.61 over budget which included \$9,035 for backup software, \$7,361 for seven replacement PCs/laptop and \$5,476 for video camera equipment and storage.

Salo indicated we ended June with a monthly net loss of \$136,065.30 and a Year to Date net income of \$39,885.50.

Salo reviewed the Balance Sheet as of 6/30/18. I.F. Cash Accounts were at \$585,558.68 and the Operating Account was at \$421,698.49. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,165.77 and the Designated Funds for Vehicle Maintenance Facility was at \$82,140.76. Total Current Liabilities were at \$329,640.30. Long Term Liabilities were at \$2,124,252.88. Current Year Retained Earnings were at \$39,885.50.

Motion was made by Finkner and seconded by Berg and carried unanimously to approve the Financials for May 2018. The final June 2018 financials will be approved at the next board meeting.

Financials – 2018-19 Proposed Budget

Salo reviewed with the board the FY'2018-19 Proposed Budget and explained the items of interest, which are highlighted with corresponding footnote explanations.

Medicaid Comprehensive - Salo indicated the proposed budget is \$4,495,000.00 and includes 61 resources; 2 new resources 9/1/18 & 1/1/19; 1% rate increase 7/1/18; 6.5% rate increase 3/1/19.

Hot Lunch – Salo indicated the budgeted revenue is \$61,114.61 which includes \$2.50 per lunch for admin employees and CACFP hot lunch reimbursement for 11 months.

Cash Donations/Fundraisers – Salo indicated the proposed budget is \$35,000.00 which includes \$13,000 from donations, \$6,000 from Cinco de Mayo, \$10,000 from the Golf Tourney, and \$6,000 from Monster Bash.

Grants – Salo indicated the proposed budget is \$140,608.00 which includes \$115,608 from CDOT vehicle grants, and \$25,000 in other grants.

Vehicle Maintenance Facility – Salo indicated the budgeted revenue of \$40,000 includes opening to the public in Jan'19.

Gain/Loss on Asset – Salo indicated the the proposed budget is \$169,325.00 which includes the sale of a bus \$5,000 / sale of Cottonwood \$125,000 / sale of South 7th \$75,000.

Miscellaneous Income – Salo indicated the proposed budget is \$72,000 and includes \$20,000 from the rental of 612 Adams facilities, \$10,000 catering business and \$40,000 rental income from the Belleview apartment complex.

Salaries – Salo indicated the proposed budget is 3,421,985.10 which includes minimum wage increases, add'l positions previously contracted (behavior specialist, mechanic) / closure of N. 13th 11/30/18.

Contracted Services – Salo indicated the proposed budget is \$146,200.00 and includes EI Providers, and Offender Behavioral Specialist.

Payroll Taxes/Work Comp – Salo indicated the proposed budget is \$435,317.07 which includes a work comp 1.50 experience mod & \$5,000 deductible.

Supplies – Salo indicated the proposed budget is \$197,000.00 which includes office, medical, household/cleaning, misc supplies and furniture and equipment; \$15,000 VMF supplies.

Utilities & Rent – Salo indicated the proposed budget is \$278,400.00 which includes LJHS to pay utilities at 1500 San Juan, LJ / closing N. 13th GH / Opening VMF.

Vehicle Expense – Salo indicated the proposed budget is \$64,000.00 which includes \$46,000 in fuel and \$18,000 in maintenance and repairs, including a cost-savings of \$6,000.00 once we begin doing our own repairs to our fleet.

Depreciation – Salo indicated the proposed budget is \$374,291.33 which includes 8 months for 1 new vehicle, 6 months for 2 vehicles and capital purchases.

Food – Salo indicated the proposed budget is \$180,000 which includes \$30,000 for hot lunch program beginning Jan'18 and Cottonwood closure mid-year.

Miscellaneous Expense – Salo indicated the proposed budget is \$60,000.00 which includes \$25,000 for client recreation.

Motion was made by Berg and seconded by Yost and carried unanimously to approve the Proposed Budget for FY 2018-19.

Salo also shared the breakdown from the FY'18 Fundraisers/Events. A copy is included with the meeting minutes.

Human Resources Director Report – Candi Hill

- Hill reported that we had 14 terminations and resignations in the months of June and July.
- Hill reported that the turnover rate for June was 7.2% and July was 6.09%.
- Hill reported that we had 10 new hires start in June and July. This includes a Behavior Specialist.

We had six new hires start today, including a Store Manager.

- Hill reported that the Security Team continues to meet and the panic button installation is almost complete. When pushed, the buttons will lock down the facility. They are located in the front office, nursing and learning center. We have received a few qualified applicants for armed security guard and will review heavily this week.

Adult Services Director Report – Ryan Denahy

- Denahy reported that May store sales were \$15,077, which is \$1,163 less than last year. June sales were \$11,253, which is \$2,664 less than last year. Denahy reported a new store manager started today.
- Denahy reported that Nancy and Audrey E. closed on their home on July 31st. We will have a volunteer work day this Thursday, August 9th to do an initial deep clean and prep for new interior paint and carpet. Details will be sent in an email.
- Denahy reported that in recreation a group of 24 individuals and staff attended a Sky Sox game on July 8th and again on July 29th with a group of 6. A group is leaving tomorrow for Broncos Training Camp and Proceed Day Site will be taking their annual camping trip to Monument Lake on August 21st.
- Denahy reported that we have completed our annual performance evaluations for the year. Denahy thanked Hoepfner, Gauna, Archuleta and Fernandez for completing this as scheduled. As a group over 70 evaluations were written and administered.

Case Management Report – Reported by Rosa Salo

- Salo reported that in June there were nine referrals in EI. Currently there are 49 children actively served. Salo reported that a lot of work is being done to find providers to operate EI successfully with so many more children being referred/found eligible. IF has hired a part time employee for Developmental Intervention.
- Salo reported that 11 children are served through FSSP.
- Salo reported that the children's swim party was held and each family received a gift of a swim pass.
- Salo reported that the adult swim party was a huge success. Salo thanked VonWeller, Baylor, Baker and McIntire for all their hard work for the two swim parties.
- Salo reported the the CM team is developing a self-advocacy program for Individuals. We will begin holding meetings and focus on education about rights and person centered planning. McIntire will be leading the self advocacy group.
- Salo reported that we had our first call with the State auditors giving us an idea of what findings have been identified from their work. Once we have a report, we will be able to share the results in an executive session with the BOD.

Community Relations Director – Caitlin Coffield

- Coffield reported that planning has started for the upcoming Monster Bash and this years theme is the Haunted Hotel. Coffield reported that The Martini Shot band will be returning again this year.
- Coffield thanked everyone who attended the Board Planning Session in Colorado Springs.
- Coffield reported that we will be hosting the last Wake Up Breakfast on October 16th and asked the board to save the date to volunteer the morning of.
- Coffield reported that we have a hired a new prep cook and he seems to work very well with Robles the head cook.
- Coffield reported that our Title Sponsor for Cinco de Mayo the La Junta Tribune-Democrat charged us \$4,600+ in advertising fees for the event which has never happened in the past. Their new in-charge staff ran our old promotions at new rates and didn't give us the discounts like prior management did. Also, they didn't tell us they were using new, higher rates for **Inspiration**Field until after the fact. DeLeon and Coffield met with the paper staff and they offered IF a \$2,000 credit to use towards future advertising in lieu of the high fees for Cinco de Mayo. The \$4,600+ they charged us put us in the negative for the event.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that we ended the contract with Steel City Behavioral Health on June 24th. DeLeon advised the board of some issues with the termination of the contract and Crystal Redner.
- DeLeon reported that the Directors attended the annual Alliance Summit in June and it was held in Breckenridge.
- DeLeon reported that Denahy will be overseeing the renovation of the new Vehicle Maintenance Training Facility and we hoping to open it to the public in January 2019.
- DeLeon reported that we have scheduled the training for new board members on August 29th from 8:30 am to 11:30 am.
- DeLeon reported that we will be holding a work day for staff to help clean and paint a house that was bought by the Eubank sisters.
- DeLeon thanked the Case Management staff for all their hard work in hosting the children's and adult's swim parties.
- DeLeon shared a picture of Salo receiving a "Professional of the Year" award from Colorado Bluesky in Pueblo, CO. Salo assisted the finance department to improve their services.
- DeLeon presented Hill with a certificate for successfully completing a Human Resources course for becoming certified as Society for Human Resources Managers.

The board adjourned the meeting at 12:44 pm.

The next scheduled meeting will be, September 10, 2018 at 11:30 am
at Tiger Field Board Room, **Inspiration**Field, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Melvina Skinner, Secretary

Helen Hollar, President