



## INSPIRATION FIELD

Board of Directors Meeting Minutes

September 10, 2018 - 11:30 a.m. at

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

### **MEMBERS PRESENT**

John Gallegos, Vice President  
Danny Yost  
Helen Hollar, President  
Rob Oquist  
Pat Finkner  
Scott Monarco  
Melvina Skinner, Secretary  
Margie Gardner, Treasurer

### **MEMBERS ABSENT**

Steve Berg

### **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

### **Call to Order**

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

### **Public Comment**

DeLeon introduced Tracy Maes, Program Aide as taking over board duties such as meeting minutes, correspondence, etc to give Coffield more time to work on additional duties.

### **Minutes**

Motioned by Skinner and seconded by Yost and carried unanimously to approve the Minutes of the Board of Directors Meeting August 6, 2018.

### **Financials – July 2018**

Salo reviewed with the board the July 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 \$40,522.61 under budget. The MW Comp billable count was 61 out of 62 resources, 21 out of 22 in MW SLS and 1 out of 1 in CES.

**Staff Development/Staff Travel** – Salo indicated revenue was \$11,148.13 over budget and included \$12,174 for Board Planning and Director Training in Colorado Springs.

**Building/Equipment Maintenance** – Salo indicated revenue was \$2,997.92 over budget and included \$2,250 for Cottonwood garage/roof repairs; \$2,028 for card reader/mag lock on receiving door.

**Salaries+PTO** – Salo indicated expenses were \$9,975.32 under budget and included 21 full-time vacancies.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$5,812.53 over budget which included \$5,617 for staff appreciation, BOD/Supervisor training, and Wake Up Breakfast giveaways.

**Insurance** – Salo indicated expenses were \$5,968.14 over budget which included annual \$2,550 EE Dishonesty; \$2,519 Umbrella policy and \$2,000 Commons rental liab insurance.

Salo indicated we ended July with a monthly net loss of \$88,336.04 and a Year to Date net loss of

\$88,336.04. Salo reminded the Board that several budgeted revenue items will come in later in the fiscal year, ie: new MW Comp resources, 6.5% Medicaid base rate increase on 3/1/19, CDOT vehicle grants, hot lunch program reimbursement, and sale of assets (Cottonwood & South 7<sup>th</sup>). Salo advised the Board to expect another deficit month for August 2018 and to be back in balance in September with the sale of Cottonwood Group Home.

Salo reviewed the Balance Sheet as of 7/31/18. I.F. Cash Accounts were at \$596,738.57 and the Operating Account was at \$362,736.93. The Designated Funds for Building/Equipment/Maintenance balance was at \$57,170.78 and the Designated Funds for Vehicle Maintenance Facility was at \$82,247.97. Total Current Liabilities were at \$338,411.19. Long Term Liabilities were at \$2,112,082.47. Current Year Retained Earnings were at -\$88,336.04.

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

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

- Hill reported that we had four terminations in the month of August.
- Hill reported that the turnover rate for August was 3.96%
- Hill reported that we had three new hires start today, Sept. 10<sup>th</sup>.
- Hill reported that the All-staff training will be held this Thursday, Sept. 13<sup>th</sup> with a flu clinic offered for free for employees and board members.
- Hill reported that they will attend a Job Fair on Sept. 26<sup>th</sup> at OJC. The Fair is hosted by the Colorado Workforce.
- Hill reported that at the end of the month, we will be offering a fingerprint background check service that will be open to the public.

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

- Denahy reported that July store sales were \$11,377, which is \$2,400 less than last year.
- Denahy reported that they are putting up a fence screen on the outside sales area and thrift donation drop off.
- Denahy reported that they are adding a card swipe to the gate and putting in automatic closure loops to improve the security and ease of use for the automatic gate.
- Denahy reported that Hoepfner and Platt have been doing a great job on the store cleanup and organization of the thrift processing and storage areas.
- Denahy reported that the Eubanks sisters will be having a house warming party at their new home tomorrow evening, Sept. 11<sup>th</sup> from 4:30 to 6:30 pm. Denahy invited the board to stop by and tour their new home.
- Denahy reported that nine individuals and five staff attended a Rockies game on August 7<sup>th</sup> and Broncos Training Camp on the 8<sup>th</sup>. It was a great trip and everyone had a fun time.
- Denahy reported that the county is reviewing our initial set of architectural plans for the Vehicle Maintenance Facility and they will notify us of any necessary changes and we will have the plans finalized and start the process. We want to get the parking lot asphalt and concrete completed asap.

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

- Backes reported that a new individual started service on Aug. 28<sup>th</sup>.
- Backes reported that an individual who suffered a major stroke at the beginning of the year will be back in service in September.
- Backes reported that 49 children are active in EI services as of August.
- Backes reported that we have two apartments open on Belleview and are currently working with our attorney to update the screening process.

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

- Coffield reminded the board that the Wake Up Breakfast will be held here on October 16<sup>th</sup> and asked the board to wear their pink polos. Coffield had everyone sign up for a volunteer spot to help the morning of.
- Coffield asked the board, directors and supervisors to help sell tickets to the upcoming Monster Bash.
- Coffield reported that we are celebrating Staff Appreciation Month and showed the flyer of all the events taking place this month.

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

- DeLeon reported that the closing for Cottonwood Group Home is set for Sept. 13<sup>th</sup> with an appraisal of at least \$134,900. Items in the garage were fixed such as exposed wires, chipped paint and missing outlet covers.
- DeLeon reported that the report through the Office of the State Auditor is set to be released either Dec. 3<sup>rd</sup> or 4<sup>th</sup>, 2018.
- DeLeon reported that the EVV has a new deadline for compliance of Jan. 1, 2020. The state indicated they will continue working on system this fall and implement shortly after Jan. 1, 2019.
- DeLeon reported that HCPF is looking at Rural Stabilization and is looking to add a 5<sup>th</sup> category – reserve capacity-local area sustainability.
- DeLeon reported that the rural exemption for Conflict-Free Case Management was approved as of Aug. 22<sup>nd</sup>.
- DeLeon reported that staff from Alliance will be visiting our facility on Oct. 9<sup>th</sup>.
- DeLeon reiterated that September is Staff Appreciation Month.
- DeLeon reported that he met with the Southeast Colorado Creative Partnership regarding partnering for a Brewfest in June 2019. DeLeon is unsure if partnering will happen at this time.
- DeLeon reminded the board of the upcoming Wake Up Breakfast on Oct. 16<sup>th</sup>, be here at 6:00 am to volunteer that morning and wear pink polo shirts.
- DeLeon reported that after the November board meeting, Backes will meet with certain board members to complete their 1-page PCT profile.
- DeLeon invited the board and staff to the Eubanks sisters Housewarming party tomorrow from 4:30 to 6:30 pm at 906 Lincoln Ave in La Junta.

The board adjourned the meeting at 12:37 pm.

The next scheduled meeting will be, October 1, 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