



## INSPIRATION F I E L D

Board of Directors Meeting Minutes  
September 11, 2017 - 11:30 a.m. at  
138 Sixth St., Enrich Day Site, Las Animas, CO 81054

### MEMBERS PRESENT

John Haberman  
Steve Berg  
Helen Hollar  
Michael Matthews  
Melvina Skinner, Secretary  
Scott Monarco  
Margie Gardner, Treasurer

### MEMBERS ABSENT

John Gallegos, Vice President  
Jim Clawson, 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  
Caitlin Coffield, Community Relations Director  
Ryan Denahy, Adult Services Director

### Call to Order

Secretary Skinner called the meeting to order at 11:44 a.m.

### Public Comment

DeLeon welcomed Candi Hill as the new Human Resources Director. A copy of Hill's official resignation letter from the Board of Directors is attached to the meeting minutes.

### Minutes

Skinner reported that the end time on the September 9<sup>th</sup> meeting minutes was incorrect. It needs to change from 1:38 pm to 3:38 pm. Correction will be made on September 9, 2017 minutes. Motioned by Hollar and seconded by Monarco and carried unanimously to approve the Minutes of the Board of Directors Meeting August 7, 2017 and August 9, 2017.

### Financials – July 2017

Salo reviewed with the board the July 2017 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 \$2,835.64 over budget. One individual in MW Comp termed on 7/2/17. The MW Comp billable count was 68 out of 68 resources, 26 out of 27 in MW SLS and 1 out of 2 in CES. One new CES resource was effective 7/25/17.

**Salaries+PTO** – Salo indicated expenses were \$33,403.47 under budget and included 22 full-time vacancies. Not yet hired a Mechanic, HR Director, Community Supports Director, and Accountant.

**Professional Services** – Salo indicated expenses were \$12,526.49 under budget.

**Staff Development/Staff Travel** – Salo indicated expenses were \$9,196.94 over budget which included \$13,189 for Board/Director/Supervisor training.

**Insurance** – Salo indicated expenses were \$12,630.72 over budget which included annual premiums of \$13,403 for Cyber liability, Directors & Officers, EE Dishonesty and Umbrella policies.

Salo indicated we ended July with a monthly net income of \$8,269.42 and a Year to Date net income of \$8,269.42.

Salo reviewed the Balance Sheet as of 7/31/17. I.F. Cash Accounts were at \$529,081.69 and the Operating Account was at \$565,214.15. The Designated Funds for Building/Equipment/Maintenance balance was at \$46,250.36 and the Designated Funds for Vehicle Maintenance Facility was at \$63,567.03. Total Current Liabilities were at \$346,578.65. Long Term Liabilities were at \$2,258,156.39. Current Year Retained Earnings were at \$8,269.42.

Motion was made by Berg and seconded by Gardner and carried unanimously to approve the Financials from July 2017.

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

- Hill reported that there were eight resignations and two terminations in August.
- Hill reported that we held Open Interviews on August 10<sup>th</sup> with four applicants participating and one hired.
- Hill reported that new hire orientation in August had two new hires participating.
- Hill reported that we had a booth at the Arkansas Valley Fair the week of August 16<sup>th</sup>-19<sup>th</sup>.
- Hill reported that as of August 31<sup>st</sup> we have 105 active employees and 21 full-time vacancies.
- Hill reported that we hired a new HR Director, which is herself, and she began on Sept. 5<sup>th</sup>.
- Hill reported that the next new hire orientation was on Sept. 5<sup>th</sup> with five new hires participating.
- Hill reported that the next Open Interview Session will be in La Junta on Sept. 14<sup>th</sup> in the Commons.

### **Adult Services & Community Supports Director Report – Ryan Denahy**

- Denahy reported that July store sales were \$13,867, which is \$4,000 less than July last year. Denahy reported that the hail storm did considerable damage to the structures at Global Treasurz and is estimated at \$57,000. The main roof that was replaced two years ago held strong and is fine but the metal structures took a beating. Denahy is obtaining several quotes for repair at this time.
- Denahy reported that a new Host Home was opened this past Thursday, September 8<sup>th</sup> in Las Animas. One individual has moved in. Denahy reported another Host Home will open on October 1<sup>st</sup> in Rocky Ford.
- Denahy reported that we have finalized our GRSS survey last week by sending all of the follow up documentation to CDPHE as requested. Denahy reported we all look forward to getting back to business as usual.
- Denahy reported that they continue to wait for an occupancy date at Enrich in Las Animas.
- Denahy reported that we entered the fire truck in both the Ark Valley Fair and Early Settler's Day parades. Staff and Individuals handed out water bottles and flyers. Everyone really enjoyed riding the truck. Denahy reported they plan on looking into replacing the seating on top of the fire truck with something more permanent like a bench.
- Denahy reported that two individuals, Londa and Emilio went to Hawaii in August and had an amazing time. Denahy shared pictures with the board.
- Denahy reported that we will be closing Cottonwood Group Home on September 21<sup>st</sup>. Currently there are three individuals living in the home which is licensed for six. One will be moving into a Host Home, another into N. 13<sup>th</sup> in Rocky Ford and the third will move into Prairievew in La Junta. Cottonwood will be put on the market to sell once we are fully moved out.
- Denahy reported that Program Supervisor Mary Medina has resigned to become a Case Manager for Otero County APS. Responsibilities have been divided up and they are actively recruiting a replacement.

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

- Coffield reported that the Wake Up Breakfast for October is confirmed to be held at InspirationField on October 17<sup>th</sup>. Volunteers are needed that morning and Coffield shared a sign up list with the board where help is needed.
- Coffield asked the Board, Directors and Supervisors to help out by selling Monster Bash tickets.

### **Support for La Junta Health Services – Johnnie DeLeon**

DeLeon shared with the board that he is running on the board for the La Junta Health Services District which is based on supporting the initiative to build a new nursing home in La Junta. DeLeon stated that the AVRMC nursing home will be closing by March 31, 2018 and then there will be no local nursing home in La Junta.

Motion was made by Berg and seconded by Haberman and carried unanimously to approve the initiative to Support La Junta Health Services to build a new nursing home.

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

- DeLeon reported that John West the landlord of Global Treasurz Rocky Ford has sent a letter back to DeLeon which included refunding \$733.92 out of \$900.00 of the damage deposit.
- DeLeon reported that the Enrich Day Site has been remodeled just like DeLeon and staff have requested and he is very pleased with how it turned out. DeLeon reported that IT has already installed cameras into the building for security and they are just waiting for an official move in date.
- DeLeon shared the Statement of Loss with the hail damage to Global Treasurz. A copy is included with the meeting minutes.
- DeLeon reported that they plan on closing more group homes in an effort to get more individuals out on their own or into Host Homes. DeLeon thanked Denahy and his team for their work on closing Cottonwood Group Home.
- DeLeon reported that they held their first meeting regarding the Vehicle Maintenance Facility with Matt Schindler. Schindler will soon have a preliminary drawing of the redesign of the office space, work areas, storage and vehicle bay.
- DeLeon reminded the board that Monster Bash will be held on October 28<sup>th</sup> and the Wake Up Breakfast will be held October 17<sup>th</sup>. Please wear your gray polo shirts to the Wake-Up Breakfast.

The board adjourned the meeting at 12:40pm and Motion was made by Gardner and seconded by Matthews and carried unanimously to move into Executive Session.

Motion was made by Monarco and seconded by Matthews to adjourn Executive Session at 1:00 pm.

The next scheduled meeting will be, **October 2, 2017 at 11:30 a.m.**  
**at Tiger Field Room, 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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Jim Clawson, President