



## INSPIRATION FIELD

### Board of Directors Meeting Minutes

September 8, 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  
Candi Hill  
Margie Gardner, Treasurer  
Steve Berg  
John Haberman

#### MEMBERS ABSENT

Michael Matthews  
Melvina Skinner, Secretary

#### 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  
Joseph Archuleta, Community Supports Supervisor  
Kidron Backes, Community Supports Supervisor  
Carl Mossman, HR Director  
Caitlin Coffield, Community Relations Director

#### Call to Order

President Clawson called the meeting to order at 11:40 a.m.

#### Public Comment

No comment was given.

#### Minutes

Clawson stated that it needs to state Secretary next to Melvina Skinner's name under Members Present.

Motioned by Berg and seconded by Hollar and carried unanimously to approve the Minutes of the Board of Directors Meeting held August 10, 2015.

#### Financials – July 2015

Salo reviewed with the board the July 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 \$21,304.73 over budget. The MW Comp billable count was 71 out of 71 resources, and 34 out of 30 in MW SLS.

**Salaries + PTO** – Salo indicated expenses were \$12,564.74 under budget. We had twenty-eight full-time vacancies at the end of July 2015.

**Employer Contribution 401(k)** – Salo indicated expenses were \$754.07 over budget which included 3 pay periods in July for an additional \$1,450.

**Payroll Taxes, W/C** – Salo indicated expenses were \$12,660.38 over budget which included 3 pay periods in July for an additional \$9,773 in payroll taxes.

**Employee Benefits-Health/Life Ins.** – Salo indicated expenses were \$4,554.97 over budget which included more new hires signing up for health insurance.

**Medical & Other Supplies/Equipment** – Salo indicated expenses were \$3,606.45 over budget which included \$8,819 in annual dinner and staff appreciation gifts.

**Insurance** – Salo indicated expenses were \$3,335.29 over budget which included \$2,515 for annual crime bond and \$1,600 for annual personal needs bond.

**Other Expenses** – Salo indicated expenses were \$1,625.92 under budget which included \$7,822 in unemployment claims.

Salo indicated we ended July with a monthly net income of \$13,404.65, and a Year to Date net income of \$13,404.65.

Salo reviewed the Balance Sheet as of 7/31/15. I.F. Cash Accounts were at \$364,232.06 and our Operating Account was at \$629,187.42. Restricted Funds – Building Fund Money Market was at \$48,810.87, the Designated Funds for Building/Equipment/Maintenance balance was at \$35,322.06 and the Designated Funds for Vehicle Maintenance Facility was at \$238,407.59. Total Current Liabilities were at \$310,623.56. Long Term Liabilities were at \$2,365,373.21. Current Year Retained Earnings were at \$13,404.65.

Salo reported that the annual fiscal audit was last week and as far as she knows it went well. There could be one pass adjustment from an invoice received in August from the previous year.

Motion was made by Gardner and seconded by Berg and carried unanimously to approve the Financials for July 2015.

#### **Employee Classifications – Carl Mossman**

Mossman shared a new employee classification in the Employee Handbook for a Family Caregiver Employee which states an Employee who is a family member to the individual receiving services hired to provide services to the individual in the family's home. These employees are recruited and scheduled by the individual, supervisor and/or family. Family Caregiver Employees are not eligible for benefits.

Mossman also shared the new classification for a Family Recruited Employee which states an Employee who is recruited by an individual receiving services or his/her family member to work solely with that individual. These employees are scheduled by the individual, supervisor and/or family. Family Recruited Employees are not eligible for benefits.

Motion was made by Gardner and seconded by Hill and carried unanimously to approve the new classifications for Family Caregiver Employee, and Family Recruited Employee in the Employee Handbook. (see attached Motions).

#### **Human Resources Report – Carl Mossman**

- Mossman reported there were seven new hires and nine resignations in August.
- Mossman reported an Open Interview Session was held on August 13<sup>th</sup> in Rocky Ford with one new hire out of eleven applicants.
- Mossman reported an Open Interview Session was held on August 24<sup>th</sup> in Las Animas with two new hires out of seven applicants.
- Mossman reported an Open Interview Session was held on August 18<sup>th</sup> at **InspirationField** with one new hire out of sixteen applicants.
- Mossman reported that New Hire Orientation for September was held on August 31<sup>st</sup> with nine new hires participating.
- Mossman reported that currently there are twenty-two full-time and fourteen part-time positions open.
- Mossman reported the next New Hire Orientation is scheduled for September 28<sup>th</sup>.
- Mossman reported Open Interviews Sessions are scheduled for September 9<sup>th</sup> in La Junta,

September 14<sup>th</sup> in Las Animas, and September 15<sup>th</sup> in Rocky Ford.

### **Adult Services Director Report – Johnnie DeLeon**

- DeLeon thanked Mossman, Nelander, and Coffield for all their help with recruitment and promotions to attract more new hires.
- DeLeon reported that the pay increase we gave agency-wide is really going to help keep staff and hire more new staff.
- DeLeon reported that in Residential they are starting to see some stabilization throughout the department in regards to staffing and issues.

### **Director of Community Supports Report – Ryan Denahy**

- Denahy reported sales in July for Global Treasurz La Junta at \$19,725 and Rocky Ford was \$6,293. Denahy reported this is \$4,925 greater than July of last year.
- Denahy reported that we were partnering with Clean Valley Recycling to recycle broken and unsold electronics that were donated. Clean Valley dropped off bins at Global Treasurz in La Junta and they would pick them up when full, free of charge. Their rates were increased by their recycler and can no longer afford to do this, so for now the program has ceased.
- Denahy reported a group of twelve staff and individuals attended the State Fair last Thursday. The group ate at Golden Corral before enjoying a full day at the fair walking around and riding the rides.
- Denahy reported that himself and Johnnie will be attending the CASTA/CDOT annual fall conference and EXPO next week in Breckenridge from Tuesday through Friday.
- Denahy invited the board to join us Thursday for our September Birthday BBQ at 11:30a, and the annual Fun in the Sun event will follow with volleyball and a water balloon fight on the back lot.

### **Case Management Director Report – Johnnie DeLeon**

- DeLeon reported that Church was admitted to the hospital in Pueblo, CO for a couple different medical reasons. Church is out on FMLA and is currently at home for the next 2-3 weeks.
- DeLeon reported that he met with Case Management to oversee the workload of the Case Managers until Church returns.

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

- Coffield reported that planning for the 4<sup>th</sup> Annual Monster Bash has started with the event taking place on Friday, October 30<sup>th</sup> from 7:00p to 11:30p with the band '6035' from Colorado Springs.
- Coffield reported that the La Junta Class of 1960 will be hosting their reunion this Saturday night here at **InspirationField**.

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

- DeLeon reported that at the State meetings this month the discussion was about conflict free case management. The state of Ohio recently received an extension from CMS and Alliance will be looking at this approach as well.
- DeLeon reported that Obama has issued an executive order for staff that are exempt, and is proposing raising the threshold for non-exempt staff to approximately \$54,000 a year. Several large national firms are fighting this and are asking for a 60-day extension. If this Executive order were to stay intact, it would negatively impact our operating budget.
- DeLeon reported that the SIS - Supports Intensity Scale was a tool to classify individuals and determine their needs, etc. Legislators from the state are asking for validation for billing purposes with the SIS tool or another tool.
- DeLeon reported he will be gone next week with Denahy at a CASTA/CDOT conference in Breckenridge.
- DeLeon thanked Salo and the finance staff for their hard work on the audit that took place last week.

**Board Responsibilities Training – Mike Nicklos**

Mike Nicklos shared an outline of the Colorado Revised Nonprofit Corporation Act Director Rights, Duties, and Responsibilities for **InspirationField** effective July 1, 1998. Nicklos advised the board of their board responsibilities and distinguished them from the Chief Executive Officer responsibilities. A copy is attached with meeting minutes.

The board adjourned the meeting at 1:32 p.m.

The next scheduled meeting will be, **Monday, October 5, 2015 at 11:30 a.m.**  
at **InspirationField**, 612 Adams Avenue, 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