



INSPIRATION

F I E L D

Board of Directors Meeting Minutes

October 1, 2018 – 11:30 a.m. at

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

MEMBERS PRESENT

Helen Hollar, President
John Gallegos, Vice President
Pat Finkner
Danny Yost
Scott Monarco
Steve Berg

MEMBERS ABSENT

Melvina Skinner, Secretary
Margie Gardner, Treasurer
Rob Oquist

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer
Rosa Salo, Chief Financial Officer
Caitlin Coffield, Community Relations Director
Julia Hoepfner, Program Supervisor
Barb Manchego, Director of Nursing
Candi Hill, Human Resources Director

Call to Order

President Hollar called the meeting to order at 11:41 AM

Public Comment

No Public Comment

Minutes

Motioned by Monarco seconded by Yost and carried unanimously to approve the Minutes of the Board of Directors Meeting September 10, 2018.

Financials - June 2018

Salo had previously reviewed with the board the draft June 2018 Income Statement and Balance Sheet. Salo reviewed the final June 2018 financials, which resulted in a YTD net income of \$20,118.85. Motioned by Berg seconded by Monarco and carried unanimously to approve the final Financials for June 2018.

Financials- August 2018

Salo reviewed with the board the August 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 \$22,353.87 under budget. The MW Comp billable count was 61 out of 62 resources; 20 out of 20 in MW SLS and 1 out of 1 in CES. We did enroll a new individual in MW Comp services, however only billed 4 days in August. Another individual will be enrolled in MW Comp services effective Oct 1, 2018. We had one individual in MW SLS services term at the end of August.

Salaries + PTO - Salo indicated expenses were \$12,261.93 under budget and included 18 FT vacancies.

Payroll Taxes/Work Comp - Salo indicated that the annual work comp premium is billed in 9 month installments and included \$4,306 in work comp deductible claims. We have a \$5,000 deductible.

Vehicle Fuel and Maintenance - Includes \$1,451 for air conditioner repairs to vehicle #244 and \$771 for struts & alignment for vehicle #276.

Building/Equipment Maintenance – Includes \$2,750 for re-stripping the parking lot and \$1,732 for Belleview apartment bathroom repairs.

Insurance – Includes annual \$3,446 D&O Liability; \$3,600 cyber liability and \$1,761 wind/hail deductible buy down for 612 Adams due to large hail claims in past several years.

Other Expenses – Includes \$1,500 for college scholarship payouts; \$3,850 for client recreation (Broncos training camp/ State Fair/ Proceed camping trip).

Salo indicated we ended August with a monthly net loss of \$55,324.94 and a Year to Date net loss of \$143,660.98. Salo reminded the Board that several budgeted revenue items will come in later in the fiscal year, ie: new MW comp resources, a 6.5% Medicaid base rate increase on 3/1/19, CDOT vehicle grants, hot lunch program reimbursement, and the sale of assets. Salo reported that the Cottonwood group home was sold on 9/18/18 and will help offset losses.

Salo reviewed the Balance Sheet as of 8/31/18. I.F. Cash Accounts were at \$604,313.16 and the Operating Account was at \$318,512.53. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,729.34 and the Designated Funds for Vehicle Maintenance Facility was at \$84,908.40. Total Current Liabilities were at \$339,616.71. Long Term Liabilities were at \$2,439,732.07. Current Year Retained Earnings were at (\$143,660.98).

Motion was made by Finkner, seconded by Yost and carried unanimously to approve the Financials for August 2018.

Human Resources Director Report- Candi Hill

Destruction of hiring records and employee records

- Hill explained to the board the process of destruction of records on file.
- Records will be retained for three years after the no-hire decision is made.
- Employee files will be maintained while the employee is employed with IF.
- All personnel or employment paper records will be retained for five years from the date of termination and all electronic records will be retained for seven years from termination.
- Destruction of files after the required length of time will be done one of two ways: shredding, or dumping documents into a locked shredding container of a contracted shredding company and erase all records kept electronically permanently from their locations.

Motioned by Yost seconded by Monarco carried unanimously to approve the Destruction of Records Policy

PTO Sell Back

- Hill informed the board about the new policy for selling back PTO.
- Upon completion of 24 consecutive months of employment, and during the pay periods closest to October 31 and April 1 of each year, the Human Resources Department will accept employee requests to sell back PTO.

- Eligible employees may sell back up to 76 hours (or 8 days for exempt employees) of their accrued PTO in October and they may sell up to 76 hours (or 8 days for exempt employees) in April.
- The Human Resources Department will notify employees of their eligibility to sell back and provide request forms. Payment for requested sell back hours will be made to the employee on the pay period closest to Thanksgiving and the first pay period in May. Employees' PTO accrual bank will be reduced by the number of hours that are sold back.

Motion was made by Yost, seconded by Monarco and carried unanimously to approve the policy of PTO Sell Back Policy in the handbook.

CNA Policy

- 200.18 Certified Nursing Assistant Wage Differential Inspiration Field Direct Support Professional employees who have CNA license will receive an hourly rate increase to their base wage. Their license must remain current to continue receiving the differential.
- The employee is responsible for informing the Agency if there are any changes made to the license. If the employee does not inform Inspiration Field of changes the employee will be responsible for reimbursement of the wage differential from the time of the change in the license to the most recent pay period with the wage differential.

Motion by Berg seconded by Monarco carried unanimously to approve CNA Policy changes in the handbook.

Human Resources Director Report

- Hill reported that we had three new hires in September.
- Hill reported that we had two terminations in September.
- Hill reported that the turnover rate for September was 2%.
- Hill reported the Year to Date turnover rate is 36.3%.
- Hill reported that flu shots were offered to Staff and Board Members during All Staff. There were 45 shots administered, 17 refused, one requested a voucher to receive the shot at Safeway, and 37 forms have not been turned in.
- Hill stated the emergency panic buttons have been installed throughout the building as part of security team enhancements.

Adult Services Director Report- Ryan Denahy by (Julia Hoepfner)

- Hoepfner reported that August store sales were \$12,370 which is \$3,198 less than last year.
- Hoepfner reported that the fence screen has been installed on the outside area at thrift donation drop off at Global Treasurz to minimize the view of the outside thrift to the public.
- Hoepfner reported that we have an individual returning to services today who has been out since suffering a massive stroke earlier this year.
- Hoepfner reported that for the recreation events we had 5 individuals and 2 staff attend a WWE wrestling event at the World Arena on September 24, 2108.
- Hoepfner reported that we sent out to RFP for the Vehicle Maintenance Facility and will be receiving bids by 10/15/2018. We will select a contractor immediately and hope to begin the project on 10/22/2018.

Case Management Report- Kidron Backes by (Rosa Salo)

- Salo stated that there were 8 children referred for Early Intervention services. Active counts is 48 children in the EI program, and 9 in the family support program.
- Case Management is working on several referrals/emergency enrollment requests, etc.
- Per statewide CFCM call last week, the following responsibilities will still be with CCB's:
 - IDD Intake Eligibility/Determination
 - LTC 100.2 Assessments (To determine functional eligibility)
 - CES Applications
 - Waitlist management
 - State SLS Case Management
 - Family Service and Support Program
 - Early Intervention
 - Human Rights Committee
 - Investigations
 - Contract Deliverables in our contract with HCPF
- Salo indicated that there was much talk about how having CCB's still responsible for some of these things without being able to bill for Targeted Case Management is not a simple solution. There is Targeted Case Management activities intertwined with many of these responsibilities. Taking away the ability to bill Targeted Case Management will be a financial burden without receiving a monetary compensation for those activities.
- Salo indicated that the first CHRP work group met last week. As mentioned in the last board meeting, we were told that as of July 1, 2019 CCB's will be responsible for case management for that waiver. As with the CFCM group there are a lot of questions about how this will tie in if CCB's cannot be Case Management Agencies. More to come over the next months.
- Salo reminded the members that the Children's Halloween Party is scheduled for October 29, 2018 at 5:30PM. Please feel free to join us for one of our favorite events of the year.

Community Relations Director Report

- Coffield reminded the Board of Directors members that they need to have their payments for the Halloween Monster bash in by October 18, 2018.
- Coffield reminded Board members that the Wake-Up Breakfast is on October 16, 2018. She will give out brand new polos for members to wear for the breakfast event.
- Coffield stated that we are conducting the Trunk-or-Treat on Halloween day from 3:30PM-5:15PM in the parking lot.
- Coffield reminded members that the trial audit for state review for the lunch program will be on October 9, 2018.

Chief Executive Officer Report

- DeLeon informed the BOD members that the Annual Dinner is scheduled for December 3, 2018. He may have a conflict with attending. He stated that the office of the state auditor audited all 20 CCB's and stated that now all the CEOs need to be present at the legislature, because they may be called to formally testify.

- DeLeon stated that legislation to being considered to eliminate meaningful employment to individuals in service via the 14-c subminimum wage certificate. DeLeon stated that we have five crews and if we go down to one crew we will have 15-16 individuals that could lose their jobs as well as Global Treasurz individuals. He will keep the board posted.
- DeLeon has joined an Alliance Work Group to review the elimination of the 14-c subminimum wage certificate.
- DeLeon reported that the Department is considering running a host home bill to regulate HHP's and include outside 3rd party inspections.
- DeLeon showed HCPF's CFCM timeline- continuing to review business continuity plans (BCP). New CMA qualifications could be effective 12/30/2018. July 2019 the department will complete the analysis of BCP's.
- DeLeon reported that single entry points and the counties could perform CM for all waivers including IDD, but CCB's could only provide CM for IDD individuals only.
- DeLeon reported the issue with EI contract language re: Guaranteeing CCB payment for services rendered vs. withholding payment like last year. He stated that we have not signed the contract. CCB's want a guarantee that we get paid by the State for services performed. Developmental Pathways reported that their early intervention program is so big that they are processing 87 kids per week and our number is 48 total.
- DeLeon reported that Proposition 110 is for a 0.62% sales tax increase leading to \$18 billion in funding for CDOT over 20 years.
- DeLeon informed the Board that Inspiration Field closed on Cottonwood, resulting in approximately \$120k in net proceeds.
- DeLeon reported that LJHSD purchased a 35 acre lot for \$50,000 located on South San Juan Ave on the west side of road just south of CDS.
- DeLeon scheduled a special board meeting for Person Centered Thinking training on October 22, 2018 from 1:00PM-2:15PM in Tiger Field.
- DeLeon reminded members to wear their pink polos for the wake-up breakfast and to arrive at 6:00AM on Oct 16, 2018.

The board adjourned the meeting at 12:41 PM

Our Annual Dinner and Election of Officers will be held on Tuesday December 4, 2018 at 5:30PM
Commons, 612 Adams Ave. La Junta, CO 81050

The next scheduled board meeting will be held on Monday, January 7, 2019
at Tiger Field Board Room, 612 Adams Ave., La Junta, CO 81050

Respectfully submitted by Tracy Maes, Program Support Aide.

Tracy L. Maes, Program Support Aide

Melvina Skinner, Secretary

Helen Hollar, President