



InspirationField Board of Directors Meeting Minutes
January 4, 2022 / 1:30 pm
612 Adams Avenue, La Junta, CO / Tiger Field Board Room

1. Call to Order

President McIntyre called the meeting to order at 1:35 pm.

2. Roll Call

There were sufficient members for a quorum.

A. Members Present

Elaine McIntyre, Nate Clem, Jenny Snyder, Steve Berg, Pat Finkner

B. Members Absent

Margie Gardner, Danny Yost

C. Staff Present

Johnnie DeLeon, Cameron Salzbrenner, Ryan Denahy, Kirsten Bonds, Caitlin Coffield, Nicole Baylor, Brittany Baylor, Julia Hoepfner, Brittany Leyba, Brian Gauna, Niki Liddle

3. Public Comment

Denahy reported that one of our Host Home Providers, John Mestas recently passed away. Denahy stated that Mestas was a provider for 20 years.

DeLeon introduced Salzbrenner as our new CFO. Salzbrenner started yesterday.

McIntyre thanked all the staff for the Christmas parties and events and the Volunteer Appreciation Dinner for all their hard work and making each event high class.

4. Approval of Minutes

Motioned by Finkner and seconded by Snyder and carried unanimously to approve the November, December 2021 Minutes and the Special December 2021 Minutes of the Board of Directors Meetings held on, November 2, December 6, and December 20, 2021.

5. Approval of Financials

DeLeon reported that we have been working with Arkansas Valley Bookkeeping for all of our financials and so far it's been going good, it's just taking a bit longer to track down data.

DeLeon reviewed with the board the October 2021 Income Statement and Balance Sheet and explained the items of interest, which are highlighted with corresponding footnote explanations.

Fees for Medicaid Funded Services – DeLeon indicated the MW Comp billable count was 65 out of 66 resources, 12 out of 16 in MW SLS and 1 out of 2 in CES.

Public Support Contributions/Fundraisers – DeLeon indicated the monthly variance were \$5,752.11 under budget which includes Monster Bash expenses – projecting final revenue proceeds of \$3,500 for the event.

Salaries & PTO – DeLeon indicated the monthly variance was \$9,031.02 under budget which included 24 full time vacancies.

Employer Contribution 401 (k) – DeLeon indicated the monthly variance was \$1,489.36 over budget which included an additional \$1,946 for 3rd pay period in October 2021.

Payroll Taxes, W/C – DeLeon indicated the monthly variance was \$10,510.89 over budget which included an additional \$9,483 in payroll taxes for 3rd pay period in October 2021.

Medical & Other Supplies/Equipment – DeLeon indicated the monthly variance was \$2,923.73 under budget and included \$2,971 for staff appreciation items.

Computer Supplies – DeLeon indicated the monthly variance was \$6,995.47 over budget and included \$10,376 for Therap software annual renewal and \$1,282 for kitchen laptop.

Food – DeLeon indicated the monthly variance was \$1,057.98 under budget and included \$5,791 for food expenses because day program was re-opened.

Other Expenses – DeLeon indicated the monthly variance was \$7,017.04 over budget and included \$10,777 for quarterly unemployment claims (Jul-Sep'21). With COVID, counts are automatically erring on the side of employees and awarding benefits. We have filed appeals on many of the UI claims.

We ended October with a monthly net loss of (\$14,730.02) and a Year to Date loss of (\$49,321.67).

DeLeon reviewed the Balance Sheet as of 10/31/21. I.F. Cash Accounts were at \$606,340.87 and the Operating Account was at \$822,380.13. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,828.21, the Designated Funds for Vehicle Maintenance Facility was at \$7,796.92, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,220.68. Total Current Liabilities were at \$474,465.56. Long Term Liabilities were at \$1,474,820.35. Current Year Retained Earnings were at -\$49,321.67.

Motioned by Berg and seconded by Snyder and carried unanimously to approve the October 2021 financials.

6. Department Updates

Human Resources Director Report – Kirsten Bonds

- ☐ Bonds reported that we had two terminations in December.
- ☐ Bonds reported that we had two new hires this month. Salzbrenner started 1.3.22 and Kelsey Crow a new RN will start on 1.31.22.
- ☐ Bonds reported that we currently have 13 jobs posted in Applicant Pro and 21 vacancies.
- ☐ Bonds reported that we are planning an internal job fair with the workforce center.
- ☐ Bonds reported that Investigator Training has been completed and we now have four new investigators with one more needing to test.
- ☐ Bonds reported that drug tester training will be coming up in the next few months.
- ☐ Bonds reported that she will have the turnover report at the February meeting.

Adult Services Director Report – Ryan Denahy

- ☐ Denahy reported the total revenue at 5 Star Auto for jobs completed in October was \$5,239. Revenue is down even more in November and December due to our mechanic having an injury that limited the jobs we could take. He is 100% now and we are currently booked out a week in advance again so we should see the revenue climb back up.
- ☐ Denahy reported that we had a DD waiver individual transfer out of services to the Denver Metro area so we have an additional vacancy at the South 2nd Group Home.

- Denahy reported that we had a vacancy at the Colorado GH so we had an individual who wanted to move out of their current GH to Colorado so we made the move. This left a vacancy at the Prairieview GH. We moved an individual out of independent living into the Prairieview GH due to increased medical issues requiring greater staff assistance.
- Denahy reported that in December we hosted the Swink Lions Christmas Party for the individuals in service. This is always a great event and the individuals always look forward to it.
- Denahy reported that the Program Supervisors have completed their annual performance evaluations for their direct reports and will individually administer them in January. Denahy thanked the Program Supervisors for completing this very time consuming process.

Community Support Director Report – Nicole Baylor

- Baylor reported that Global Treasurz sales for October were \$10,504.20 which was a decrease of \$2,479.33 from last year.
- Baylor reported that she completed an ARPA funding for our rural area and we received \$48,345.37.
- Baylor reported that our Job Coach, Ruth successfully helped an individual in services get a job in the community. Congratulations to the individual and thank you to Ruth for helping them out.
- Baylor reported that the annual Swink Lions Christmas Dinner was held on Dec. 8th. It was a successful dinner and each individual received a Christmas gift.
- Baylor reported that we are currently working on performance evaluations.
- Baylor reported that we have hired an RN, her name is Kelsey Crow and she will start January 31st.

Case Management Director Report – Brittany Baylor

- Baylor reported that All Early Intervention activities including: service coordination, early intervention services, and evaluations and assessments conducted by CCBs should transition to virtual (telehealth) as soon as possible. This is a recommendation not a requirement. If it is not feasible to conduct these activities virtually (due to reasons such as no access to technology or unstable internet) then the in-person guidelines should be followed. It is anticipated that most services should be able to be conducted virtually. There are not any staff conducting in person visits and have not been since the COVID shut down in March of 2020.
- Baylor reported that the Children's Christmas party was successful with about 80 in attendance and a great turn out for gifts and pictures from Santa. We had a volunteer come in to play Santa.
- Baylor reported that we are working on the transition with the local county Otero DHS to contract out Case Management Functions. At this time we do not have a planned transition move date. We are still working out the logistics with the IF CM team and Otero DHS team. More information will be provided hopefully by the next Board meeting. Case management had a temporary set-back in Case Management due to a COVID outbreak. Staff were out for two weeks.
- Baylor reported that CM received their FY' 2020-2021 QIS Survey Results Performance Measure. The department received 6 deficiencies. The POC is due on Feb 2, 2022 to make needed changes and review from the state team.

Community Relations Director – Caitlin Coffield

- Coffield thanked everyone who volunteered or attended Santa's Workshop. Coffield also thanked everyone who attended the Volunteer & Donor Appreciation Party and the Annual Dinner.
- Coffield reported that we received \$2,754 on Colorado Gives Day. That money will go towards the Investing for the Future fund.
- Coffield reported that we have decided to bring back the Mardi Gras event that will be held on Feb. 26th.

Chief Executive Officer Report - Johnnie DeLeon

- ☐ DeLeon thanked Denahy and staff who helped with the Thanksgiving Luncheon.
- ☐ DeLeon thanked Coffield for the Volunteer and Donor Appreciation Dinner and Casino Night, the Annual Dinner, and Santa's Workshop. DeLeon also thanked all of the elves who helped.
- ☐ DeLeon thanked Brittany Baylor and Case Management for their help with the Children's Christmas Party.
- ☐ DeLeon thanked Swink Lions, N. Baylor and staff for the Adult Christmas Party.
- ☐ DeLeon thanked Bonds for helping with staff supervision in finance and handling payroll.
- ☐ DeLeon reported that we have leased the old building on November 4th for 6 months. It will end on April 30, 2022. DeLeon reported that they agreed to pay all utilities plus an additional \$100 a month. At the end of the lease we will re-evaluate the monthly payment.
- ☐ DeLeon reported that we have implemented \$15/hour minimum wage and increased wages for veteran staff.
- ☐ DeLeon reported that N. Baylor and he are working on bringing back Special Olympics to the valley.
- ☐ DeLeon thanked Baylor for the ARPA funding grant that she prepared and the award of \$48,345 that we received.

8. Meeting Adjourned

The board adjourned the meeting at 2:23 pm.

The next scheduled meeting will be February 1, 2022 at 1:30 pm in Tiger Field.

NOTE: Due to COVID-19, this meeting will be conducted virtually instead of in person.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Elaine McIntyre, President

Margie Gardner, Secretary