



InspirationField Board of Directors Meeting Minutes

February 1, 2022 / 1:30 pm

612 Adams Avenue, La Junta, CO / Virtual Google Meeting

1. Call to Order

President McIntyre called the meeting to order at 1:42 pm.

2. Roll Call

There were sufficient members for a quorum.

A. Members Present

Elaine McIntyre, Nate Clem, Jenny Snyder, Margie Gardner, Danny Yost

B. Members Absent

Steve Berg, Pat Finkner

C. Staff Present

Johnnie DeLeon, Cameron Salzbrenner, Ryan Denahy, Kirsten Bonds, Nicole Baylor, Brittany Baylor, Julia Hoeppner, Brittany Leyba, Brian Gauna, Barb Manchego, Niki Liddle

3. Public Comment

Liddle introduced our new RN, Kelsey Crow. N. Baylor introduced our new Transportation Manager, Becky Gallegos and Program Aide, Connie Wilson

4. Approval of Minutes

Motioned by Snyder and seconded by Clem and carried unanimously to approve the January 4, 2022 meeting minutes.

5. Approval of Financials

DeLeon reviewed with the board the November 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 67 resources, 12 out of 16 in MW SLS and 1 out of 2 in CES.

Public Support Contributions/Fundraisers – DeLeon indicated the monthly variance was \$5,735.59 over budget which includes Monster Bash income of \$5,505.

5 Star Automotive Services – DeLeon indicated the monthly variance was \$6,077.41 under budget which included both income and expenses are down proportionally.

Salaries & PTO – DeLeon indicated the monthly variance was \$25,213.64 under budget which included 32 full time vacancies (20 DSP and 12 Admin).

Payroll Taxes, W/C – DeLeon indicated the monthly variance was \$2,552.66 over budget which included W/C is higher than budgeted.

Staff Development/Staff Travel – DeLeon indicated the monthly variance was \$3,478.50 under budget which included \$1,950 credit for the Alliance Summit.

Medical & Other Supplies/Equipment – DeLeon indicated the monthly variance was \$9,760.29 over budget and large purchases for Christmas/Annual Dinner and a large amount of toner.

5 Star Automotive Retail Purchases – DeLeon indicated the monthly variance was \$3,559.35 under budget.

We ended November with a monthly net income of \$11,875.42 and a Year to Date loss of (\$53,272.94).

DeLeon reviewed the Balance Sheet as of 11/30/21. I.F. Cash Accounts were at \$618,754.05 and the Operating Account was at \$644,498.01. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,828.82, the Designated Funds for Vehicle Maintenance Facility was at \$7,796.99, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,226.31. Total Current Liabilities were at \$491,227.14. Long Term Liabilities were at \$1,458,955.01. Current Year Retained Earnings were at -\$53,272.94.

DeLeon reviewed with the board the December 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, 11 out of 16 in MW SLS and 1 out of 2 in CES.

Resident Room & Board – DeLeon indicated the monthly variance was \$6,062.97 over budget which included \$6,000 for new self-pay client.

Public Support Contributions/Fundraisers – DeLeon indicated the monthly variance was \$3,757.33 over budget which includes Monster Bash \$2,000 and Annual CO Gives \$2,700.

Salaries & PTO – DeLeon indicated the monthly variance was \$13,531.32 under budget which included 34 full time vacancies (21 DSP and 13 Admin).

Employee Benefits – Health/Life Ins – DeLeon indicated the monthly variance was \$6,375.71 over budget.

Computer Supplies – DeLeon indicated the monthly variance was \$6,453.17 under budget which included ink and toner was stocked in Nov. and very little in Dec.

Food – DeLeon indicated the monthly variance was \$2,031.85 over budget which included food for retirement party and annual dinner.

We ended December with a monthly net loss of (\$1,146.84) and a Year to Date loss of (\$54,419.78).

DeLeon reviewed the Balance Sheet as of 12/31/21. I.F. Cash Accounts were at \$631,313.50 and the Operating Account was at \$760,474.44. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,829.40, the Designated Funds for Vehicle Maintenance Facility was at \$7,797.06, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,231.76. Total Current Liabilities were at \$613,194.74. Long Term Liabilities were at \$1,444,256.23. Current Year Retained Earnings were at -\$54,104.78.

DeLeon also reported that \$15,000 was posted in October financials and should have been posted in November financials.

Motioned by Yost and seconded by Clem and carried unanimously to approve the November and December 2021 financials.

6. Department Updates

Human Resources Director Report – Kirsten Bonds

- Bonds reported that we had one resignation in January. A kitchen crew member is moving out of state to be closer to family.
- Bonds reported that in November we had 32 vacancies / 12 admin and 20 DSP's, in December we had 34 vacancies / 13 admin and 21 DSP's, and in January we had 25 vacancies / 8 admin and 17 DSP's.
- Bonds reported that we held a hiring event on January 13th and it went really well. We had 11 offers made and 9 of the 11 showed up for our February new hire class that started yesterday.
- Bonds reported that currently in HR we are working on streamlining the training processes, setting up self-onboarding for new hires and we also made some major changes to Paycom that should better reflect the day to day practices of our employees.

Sleep Time Policy – Kirsten Bonds

Bonds reported that she forgot we had already approved the Sleep Time Policy in the special meeting held on December 20, 2021. As a result, the board did not cover this section of the agenda.

Adult Services Director Report – Ryan Denahy

- Denahy reported the total revenue at 5 Star Auto for jobs completed in November was \$4,339. And December was \$3,497.
- Denahy reported that all of the 2021 Annual Performance Evaluations have been administered to the staff in my department. Denahy gave a big thank you to the Program Supervisors.
- Denahy reported that the Valentine's Ball will be held on Tuesday, February 8th in the Commons at 5:30pm. Denahy reported that Rafael will be serving Monte Cristo sandwiches and fries and invited the board to join us.

Community Support Director Report – Nicole Baylor

- Baylor reported that Global sales are not ready at this time.
- Baylor reported that she completed an ARPA funding for our rural area and we received \$48,345.37, plus \$104,129.96 in January.
- Baylor reported that we canceled Basketball practices and events for Special Olympics due to a COVID outbreak.
- Baylor reported that we have hired an RN, her name is Kelsey Crow and a Transportation Manager, Rebecca Gallegos.

Case Management Director Report – Brittany Baylor

- Baylor reported that they had an EI meeting with the state this morning to discuss the next steps for intake and referral for Early Intervention. IF plans to continue using Contractors to help during the transition for intake and referrals until the state takes over. Baylor reported that IF will have to work hard to build a rapport with the agency that takes the RFP to build a rapport to catch those children both in EI and FSSP. Part C has been extended for the children who are about to age out until they can transition over.

Community Relations Director – Nicole Baylor for Caitlin Coffield

- Baylor reported that Sweet Inspirations Catering will be offering a Valentine's Special to the public. Baylor reported that you can see all catering specials on the SI Catering Facebook page and that Coffield will email a flyer to the board.

- Baylor stated that the board needs to discuss the Board Planning Session on where to hold it this year and open dates for availability. The board decided that the week of June 12-14 will work the best.
- Baylor reported that we will not be holding the Mardi Gras event this year due to the loss of the LJ7 band with Al Guadagnoli. The band has officially broken up. Since there is only four weeks to get things planned and find a new band, we decided that was not enough time and hope to bring it back next year.
- Baylor reported that Coffield sent all board members the Conflict of Interest Statements through Adobe Sign and asked that they sign them as soon as possible.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that 10 new hires started on January 31st. Five in Admin and Five DSP's. DeLeon thanked Coffield for running a \$15 an hour marketing campaign. DeLeon thanked Bonds for holding an Open Interviews session and he thanked all Supervisors and Directors for interviewing and hiring quickly.
- DeLeon reported that the 2022-23 budget, the Governor proposed a 1% provider rate increase. The JBC proposed a 2% or higher provider rate increase.
- DeLeon reported that COVID cases as of today are: Staff-14 (Admin-11, DSP-3), Individuals-2, and HHP-0. DeLeon thanked Liddle for her help in putting additional COVID safeguards in place.
- DeLeon reported that N. Baylor received \$48,345.37 in HRSA-ARP funding in November and then received an additional \$104,129.96 in December for a total of \$152,475.33.
- DeLeon reported that we have a tentative date set for the Board Planning Session of June 12-14, 2022.

5 Star Account – Johnnie DeLeon

DeLeon reported that there is a dormant account for 5 Star Automotive that holds \$7,797.06. DeLeon reported that we need to spend down that amount and close the account.

Motioned by Yost and seconded by Clem and carried unanimously to approve to spend down the 5 Star Automotive account that holds \$7,797.06.

8. Meeting Adjourned

The board adjourned the meeting at 2:51 pm.

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

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Elaine McIntyre, President

Margie Gardner, Secretary