



InspirationField Board of Directors Meeting Minutes

March 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 1:37 pm.

2. Roll Call

There were sufficient members for a quorum.

A. Members Present

Elaine McIntyre, Nate Clem, Jenny Snyder, Danny Yost, Pat Finkner

B. Members Absent

Steve Berg, Margie Gardner

C. Staff Present

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

3. Public Comment

Finkner asked the board for their annual donation of \$50 towards the golf tournament. McIntyre stated that her recent birthday party was held here at **InspirationField** and she thanked Sweet Inspirations Catering for the great meal and service. Yost stated that OJC is hosting the regional basketball tournament this weekend.

4. Approval of Minutes

Motioned by Yost and seconded by Finkner and carried unanimously to approve the February 1, 2022 meeting minutes.

5. Approval of Financials

Salzbrenner 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 – Salzbrenner 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 – Salzbrenner indicated the monthly variance was \$5,752.11 under budget which includes Monster Bash expenses – projecting final revenue proceeds of \$3,500 for event.

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

Employer Contribution 401(k) – Salzbrenner 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 – Salzbrenner 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 – Salzbrenner indicated the monthly variance was \$2,133.01 under budget which included \$2,971 for staff appreciation items.

Computer Supplies – Salzbrenner 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 – Salzbrenner indicated the monthly variance was \$1,057.98 under budget and included re-opening day program – food expenses include \$5,791 for lunches.

Other Expenses – Salzbrenner indicated the monthly variance was \$7,017.89 over budget and included \$10,777 for Quarterly unemployment claims (Jul-Sep'21).

We ended October with a monthly net loss of (\$30,556.71) and a Year to Date loss of (\$65,148.36).

Salzbrenner 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 -\$65,148.36.

Salzbrenner reviewed with the board the January 2022 Income Statement and Balance Sheet and explained the items of interest, which are highlighted with corresponding footnote explanations.

Fees for Medicaid Funded Services – Salzbrenner 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.

Resident Room & Board – Salzbrenner indicated the monthly variance was \$8,167.37 over budget which included \$7,200 for new self-pay client.

Public Support Contributions/Fundraisers – Salzbrenner indicated the monthly variance was \$4,500 over budget which includes a Colorado Trust donation of \$5,000.

Salaries & PTO – Salzbrenner indicated the monthly variance was \$24,555.63 under budget which included 24 full time vacancies (18 DSP and 6 Admin).

Staff Development/Staff Travel – Salzbrenner indicated the monthly variance was \$3,223.33 under budget and includes a refund from Mtn Valley LRA Invest.

Building/Equipment Maintenance – Salzbrenner indicated the monthly variance was \$6,548.46 over budget which included McKinney Door for \$4,195 and Dignity Fire \$5,542.

We ended January with a monthly net income of \$32,519.99 and a Year to Date loss of (\$21,584.79).

Salzbrenner reviewed the Balance Sheet as of 1/31/22. I.F. Cash Accounts were at \$640,180.25 and the Operating Account was at \$995,171.90. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,829.98, the Designated Funds for Vehicle Maintenance Facility was at \$7,899.17, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,237.22. Total Current Liabilities were at \$621,926.34. Long Term Liabilities were at \$1,421,368.06. Current Year Retained Earnings were at -\$21,584.79.

Motioned by Finkner and seconded by Yost and carried unanimously to approve the January 2022 financials.

6. Department Updates

Human Resources Director Report – Kirsten Bonds

- Bonds reported that in February we had no new hires and no terminations.
- Bonds reported that the turnover rate for February was 0%.
- Bonds reported that we have six vacancies in Admin and 18 in DSP's.
- Bonds reported that we have a hiring event scheduled for March 10, 2022 from 7am to 10am.
- Bonds reported that we are currently working on training enhancements in HR.

Adult Services Director Report – Ryan Denahy

- Denahy reported the total revenue at 5 Star Auto for jobs completed in January was \$3,548.
- Denahy reported that we had some issues with a frozen water pipe and the boiler heating system at 1500 San Juan. Upon inspection, it was determined that the boiler system is no longer operational. We are currently receiving bids to remove the boiler and install a forced air heating system in the main program room.
- Denahy reported that we had an individual who had been temporarily renting our house on South 7th in Rocky Ford. He has moved out so we are in the process of cleaning the house, completing minor repairs, and preparing the home to be put on the market to be sold.
- Denahy invited the board to the annual St. Patrick's Day Dinner and Talent Show which will be held in the commons on Tuesday, March 15th at 5:30pm. Head Cook Rafael will be cooking a great Irish meal and you cannot beat the entertainment.

Community Support Director Report – Nicole Baylor

- Baylor reported that Global sales for December was \$11,631.66 which was an increase of \$5,166.91 from last year. Sales for January were \$9,110.91 which was an increase of \$2,739.60 from last year.
- Baylor reported that we have had five individuals and five staff within the month of February test positive for COVID. Due to the positive cases this has caused the group homes to quarantine and not attend Day Program. Once the homes complete their rounds of testing and all rounds are negative, the group homes can come back to the Day Program.
- Baylor reported that we will be starting Track and Field for the Special Olympics.

Case Management Director Report – Brittany Baylor

- Baylor reported that CM is working towards training with the County this upcoming week. To help provide insight into the services Case Management provides.
- Baylor reported that with Early Intervention, intake and referrals are going to be changed in how they are conducted. Starting July 1, care navigators will complete these tasks and will schedule with the CCB and providers. During the months of May-June, **InspirationField** will use contracted providers to help complete intakes and referrals.

Community Relations Director – Caitlin Coffield

- Coffield reported that the toner increase back in November 2021 was due to her printer in need of more toner and four new image drums which are costly. She also reported that a large purchase of banner paper was ordered for the upcoming Santa's Workshop signs.
- Coffield reported that we have contracted with Southeast Health Group and their RAC program. We will now provide them all three meals Monday through Friday.
- Coffield asked the board for their help in selling golf ball drop tickets for the upcoming Golf Tournament on May 6-7, 2022.

- Coffield asked the board to discuss the Board Planning Session and upcoming dates and places to hold it. It was decided that Coffield will send out a survey to the board to decide which dates work best since some board members were absent.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that the national public health order was extended on January 16, 2022 for 90 days through April. Biden indicated he will try to give at least a 60-day notice prior to ending PHE.
- DeLeon reported that the JBC has set preliminary 2.0% rate increase for providers as a placeholder for 2022-23 budget.
- DeLeon reported that proceeds from the 2021 Golf Tournament and Monster Bash will go into the Dream and Investing for the Future Funds. \$2,000 from the Golf event will go into the Dream fund and \$1,000 into the Investing for the Future fund. \$1,000 from Monster Bash will go into the Dream fund and \$1,000 into the Investing for the Future fund.
- DeLeon reported that the agency's workers compensation experience modifier dropped to 0.92 for the insurance period July 1, 2022 – June 30, 2023 term. This is the lowest experience mod in 18 years and will result in a large savings in premiums.
- DeLeon reported that as of today, a total of 26 individuals and staff have tested positive for COVID-19 in 2022. January totaled 16 staff and February totaled five staff and five individuals.
- DeLeon reported that we will hold the April board meeting in person if COVID cases continue to decrease.
- DeLeon invited the board to the upcoming St. Patrick's Day Dinner and Talent Show on March 15th at 5:30 pm.

8. Meeting Adjourned

Motioned by Yost and seconded by Finkner and carried unanimously to adjourn the board meeting and move into Executive Session at 2:27 pm.

Motioned by Finkner and seconded by Yost and carried unanimously to adjourn executive session at 2:47 pm.

The next scheduled meeting will be April 5, 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