



InspirationField Board of Directors Meeting Minutes

May 2, 2022 / 1:00 pm

612 Adams Avenue, La Junta, CO / Tiger Field Room

1. Call to Order

President McIntyre called the meeting to order at 12:59 pm.

2. Roll Call

There were sufficient members for a quorum.

A. Members Present

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

B. Members Absent

Margie Gardner, Danny Yost

C. Staff Present

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

3. Public Comment

Clem announced that he is excited because he has a job interview on Wednesday. McIntyre stated that Gardner's husband Dwight just recently passed away and to keep the family in your prayers. DeLeon stated that Dwight was the President of the Board in the past and has been a big part of the agency.

DeLeon and McIntyre recognized four of the five scholarship winners and gave them a certificate.

4. Approval of Minutes

Motioned by Finkner and seconded by Berg and carried unanimously to approve the April 5, 2022 meeting minutes.

5. Approval of Financials

Salzbrenner reviewed with the board the March 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, 11 out of 17 in MW SLS and 1 out of 2 in CES. One MW Comp resource moved to CMHIP.

Resident Room & Board – Salzbrenner indicated the monthly variance was \$7,030.28 over budget which includes \$7,282 for self-pay client.

Public Support-Contributions/Fundraisers – Salzbrenner indicated the monthly variance was \$3,581.64 under budget which includes -\$775 Monster Bash, -\$631 Golf Tournament and -\$435 Mardi Gras.

Other Revenue – Salzbrenner indicated the monthly variance was \$3,151.73 over budget which includes \$14,237 for a W/C Dividend.

Salaries & PTO – Salzbrenner indicated the monthly variance was \$18,634.71 over budget which included 23 full time vacancies (16 DSP & 7 Admin).

We ended March with a monthly net income of \$48,811.83 and a Year to Date income of \$1,218.64. Salzbrenner reviewed the Balance Sheet as of 3/31/22. I.F. Cash Accounts were at \$664,970.20 and the Operating Account was at \$1,086,423.29. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,831.10, the Designated Funds for Vehicle Maintenance Facility was at \$7,899.29, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,247.60. Total Current Liabilities were at \$691,293.11. Long Term Liabilities were at \$1,391,810.37. Current Year Retained Earnings were at \$1,218.64.

Motioned by Berg and seconded by Snyder and carried unanimously to approve the March 2022 financials.

Handbook Policies – Kirsten Bonds

Bonds proposed the following handbook updates to the board:

- Section 100.06 Transfer: The first 60 days in any new position will be considered an Introductory Period.
- Section 200.02 Categories of Employment: PT Eligible an employee in a position scheduled to work 48 hours per pay period is eligible for full benefits. A part-time eligible employee is eligible for Paid Time Off (see the Paid Time Off policy in this handbook). A part-time eligible employee may be eligible to participate in the 401k retirement plan if they work 1000 hours in a 12 month period. Part-time eligible employee's work schedules may be irregular.
- Section 300.02 Paid Time Off (PTO): At resignation/termination/separation, employees will be paid for accrued PTO up to the separation date at the employee's current rate of pay. Terminated Employees will receive the paycheck including accrued PTO on the day of termination.
- Section 400.02 Family Medical Leave: Family Medical Leave Qualifying Events for Military Leave provides:
- Section 400.04 Leave Without Pay: Employees who are not eligible for another type of leave must submit a written request for unpaid Leave Without Pay (LWOP) to their supervisor. LWOP is limited to 5 workdays per rolling calendar year. LWOP that exceeds more than 38 hours per rolling calendar year must be approved by the Program Director in conjunction with the Chief Executive Officer. The Agency will consider such requests on a case-by-case basis. Therefore, no guarantee is made that the time off will be approved as requested. Subject to applicable law and the requirements of any applicable insurance plan, the agency may, in its sole discretion, choose not to continue health insurance and any other accrued benefits to any employee while on LWOP.
- Section 700.05 Driving Policy:

Time Period	Violations	Accidents
One Year	No more than two moving violations in 12 months (any vehicle)	No more than one accident in 12 months (where the individual is at fault) (any vehicle)
Three Years	No more than three moving violations in 36 months (any vehicle)	No more than two accidents in 36 months. (where the individual is at fault) (any vehicle)
* Absolute exclusions (immediate termination of employment)		*DUI, *DWAI *Express *Hit and run or any accident consent violation as defined involving DUI, DWAI, by Colorado Law Reckless driving or express consent violation in the last 60 months (any vehicle) *Reckless driving in the last 60 months (any vehicle)

Motioned by Finkner and seconded by Snyder and carried unanimously to approve the updates to the Handbook Policies.

6. Department Updates

Human Resources Director Report – Kirsten Bonds

- Bonds reported that we had five terminations in the month of April.
- Bonds reported that we had zero new hires in April.
- Bonds reported that the turnover rate for April was 6%.
- Bonds reported that we have 18 DSP positions and eight other open positions.
- Bonds reported that we have four new hires that started today.
- Bonds reported that we have a hiring event scheduled for May 19, 2022.
- Bonds reported that we have one work experience position started through the Colorado Workforce Center in the Kitchen.

Adult Services Director Report – Ryan Denahy

- Denahy reported that 5 Star Auto is temporarily closed. Doug resigned and we are searching for an Auto Mechanic. We will reopen as soon as we hire for the position.
- Denahy reported that we continue to work on the Plan of Correction for the state survey. We will have all of the follow up documentation submitted to the state by May 19th.
- Denahy reported that the recent wind has further damaged the roof at 1500 San Juan. Zeke will be repairing a section of the roof that has peeled back (approximately 15x40 area).

Community Support Director Report – Nicole Baylor

- Baylor reported that Global sales for March were \$12,123.42 which was a decrease of \$4,802.21 from last year.
- Baylor reported that on April 22, nursing hosted a COVID clinic for staff and individuals to receive their COVID booster.
- Baylor reported that Special Olympics Track and Field Regionals will be May 14th in Fountain. Registration for Bocce has opened up to individuals. Once registration is completed we will start practices.

Case Management Director Report – Brittany Baylor

- Baylor reported that EI referrals are changing; as of today the state will be conducting the evals and sending eligible children to IF.
- Baylor reported that the state SLS review CAP will be turned in on 5-24-22 to review needed information or changes implemented.

Community Relations Director – Caitlin Coffield

- Coffield reported that she will need all Golf Ball Drop tickets returned to her by Thursday this week.
- Coffield reported that we have secured a Title Sponsor for the Monster Bash which will be The State Bank. Coffield reported that we have also secured On the Spot Security to Title Sponsor the Smoke Out Catering Party and Mardi Gras.
- Coffield reported that the Smoke Out Catering Party will be held June 25th and she asked the board to save the date.
- Coffield reported that we have secured the booking of Monarch Casino for the Board Planning Session in July.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that we received our annual health insurance renewal and was pleased to announce that it was only a 6.4% rate increase with no changes to vision, dental, etc.
- DeLeon reported that we received a Workers Compensation (W/C) dividend check in the amount of \$14,237 for the timeframe of July 1, 2019 through June 30, 2020. DeLeon asked the board to distribute the dividend to employees who were employed at that time, who were accident free and must still be currently employed.

Motion by Berg and seconded by Snyder and carried unanimously to approve the W/C dividend check in the amount of \$14,237 for the timeframe of July 1, 2019 to June 30, 2020 to be distributed to employees who were employed at that time, who were accident free and must still be currently employed.

- DeLeon reported that an individual who lived at the S. 7th group home for 18-19 months did damage to the house. After we fix walls, paint it, and lay down new linoleum, we will find a realtor to list it.
- DeLeon reported that JBC did pass the Long bill with a 2% rate increase effective July 1, 2022. DeLeon reported that exempt salaries will increase on January 1, 2023 to \$50,000 and then to \$55,000 in 2024.
- DeLeon reported that there was a \$58.5 million increase in HCBS-IDD, with the \$15 minimum wage increase for DSP's becoming permanent.

- DeLeon reported that new guidance for day program regarding masks and in-person case management visits will soon be released.
- DeLeon reported that the upcoming Golf Tournament will be held this weekend.
- DeLeon reported that the event Title Sponsors will contribute as follows: LJ Trading Company at \$3,000, The State Bank at \$3,000, On the Spot Security for Mardi Gras at \$3,000 and the Smoke Out Catering Party at \$1,500. DeLeon thanked Coffield for securing four title sponsors for the agencies main fundraising events.

8. Meeting Adjourned

Motioned by Finkner and seconded by Snyder and carried unanimously to adjourn the board meeting and move into Executive Session at 2:14 pm.

The next scheduled meeting will be June 6, 2022 at 1:00 pm in Tiger Field.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Caitlin Coffield, Community Relations Director

Elaine McIntyre, President

Margie Gardner, Secretary