



InspirationField Board of Directors Meeting Minutes

June 6, 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, Steve Berg, Margie Gardner, Danny Yost

B. Members Absent

Pat Finkner

C. Staff Present

Johnnie DeLeon, Caitlin Coffield, Cameron Salzbrenner, Nicole Baylor, Brittany Baylor, Niki Liddle, Julia Hoeppner, Barb Manchego

3. Public Comment

N. Baylor announced that Manchego will be retiring, and her last day will be June 29, 2022. DeLeon thanked Manchego for her 11 years with the agency and all her hard work she has given to the Nursing Department.

4. Approval of Minutes

Motioned by Yost and seconded by Snyder and carried unanimously to approve the May 2, 2022 and Special May 23, 2022 meeting minutes.

5. Approval of Financials

Salzbrenner reported FY'22 financial corrections that were made from December 2021 to March 2022. (a copy is included in the minutes).

Salzbrenner reviewed with the board the April 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 65 resources, 12 out of 16 in MW SLS and 1 out of 2 in CES.

Private Pay – MW Comp – Salzbrenner indicated the monthly variance was at \$0 which includes this is a new line time that was added, going back to Dec'21.

Public Support-Contributions/Fundraisers – Salzbrenner indicated the monthly variance was \$6,379.76 over budget which includes \$4,779.76 Golf Tournament, and donations unrestricted \$100/restricted \$4,500.

5 Star Automotive Services – Salzbrenner indicated the monthly variance was \$7,675.67 under budget which includes its closing as of April 14, 2022.

Other Revenue – Salzbrenner indicated the monthly variance was \$99,794.82 over budget which includes \$110,228.80 HRSA PRF Grant (Period #2).

Salaries & PTO – Salzbrenner indicated the monthly variance was \$26,716.71 over budget which included 25 full time vacancies (21 DSP & 4 Admin).

Client Assistance – Salzbrenner indicated the monthly variance was \$2,300 over budget which included an FSSP increase.

We ended April with a monthly net income of \$108,234.33 and a Year to Date income of \$141,157.36.

Salzbrenner reviewed the Balance Sheet as of 4/30/22. I.F. Cash Accounts were at \$679,901.65 and the Operating Account was at \$1,086,828.52. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,831.64, the Designated Funds for Vehicle Maintenance Facility was at \$7,899.36, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,252.71. Total Current Liabilities were at \$470,845.47. Long Term Liabilities were at \$1,375,497.72. Current Year Retained Earnings were at \$141,157.36.

Motioned by Yost and seconded by Snyder and carried unanimously to approve the April 2022 financials.

6. Department Updates

Human Resources Director Report – reported by Johnnie DeLeon for Kirsten Bonds

- ☐ DeLeon reported that we had one termination in the month of May.
- ☐ DeLeon reported that we had three new hires start today.
- ☐ DeLeon reported that the turnover rate for May was 2.4%; YTD, 11.9%.
- ☐ DeLeon reported that we have 19 DSP positions and six other open positions.
- ☐ DeLeon reported that we had a hiring event scheduled for May 19, 2022 and did not have a very good turnout. We will continue exploring different days of the week and times of day.
- ☐ DeLeon reported that we have hired a work experience trainee through the Colorado Workforce Center to a part time position. This collaboration was successful and we will pursue more opportunities of this nature in the future.

Community Support Director Report – Nicole Baylor

- ☐ Baylor reported that Global sales for April were \$9,770.53 which was a decrease of \$3,254.16 from last year.
- ☐ Baylor reported that we had eight individuals who went to Regionals in the Special Olympics for Track and Field. They did a great job. Overall there were five 1st place, six 2nd place, seven 3rd place, and six 4th place winners. The Special Olympics Track and Field State will be held June 17-19th in Grand Junction.
- ☐ Baylor reported that Becky and herself attended the CASTA (Transportation Conference) May 25-27.

Case Management Director Report – Brittany Baylor

- ☐ Baylor reported that she met with HCPF on May 24th for review of our Corrective Action Plan for CAP State SLS. All standard operating procedures are due on 6/30/22 for this program.
- ☐ Baylor reported that we had an individual graduate last Thursday and we are very proud of him and that accomplishment.

- Baylor reported that same individual who graduated has moved out with another individual and into our Belleview Apartments and is living independently. Congrats to both of them.

Community Relations Director – Caitlin Coffield

- Coffield thanked all the volunteers and the golf team for all their hard work in another successful golf tournament.
- Coffield reported that the 2nd Annual On the Spot Security Smoke Out Catering Party will be held June 25th and asked the board to come and enjoy.
- Coffield reported that the Board Planning Session is booked at the Monarch Casino in Black Hawk, CO and asked which board members will need a ride.
- Coffield reported that Johnnie and herself have planned a new event to host at **InspirationField**. She announced a Sip N’ Shop Craft Fair that will take place on November 5, 2022.

Building Loan Transfer – Johnnie DeLeon

DeLeon asked the board for approval to transfer \$30,000 from the operating fund to the Building Loan fund and approval to pay \$50,000 from the operating fund to be used towards a staff bonuses.

Motioned by Berg and seconded by Yost and carried unanimously to approve the transfer of \$30,000 from the operating fund to the Building Loan fund and approval of additional \$50,000 from the operating fund to be used towards a staff bonus.

Chief Executive Officer Report - Johnnie DeLeon

- DeLeon reported that the 37th Annual LJ Trading Company Golf Classic was a successful one with 82 golfers vs. 80 golfers last year. DeLeon thanked McIntyre and LJ Trading Company for their title sponsorship.
- DeLeon reported that we received the commercial insurance package renewal from Flood and Peterson Insurance. We had an approximate 6% rate increase.
- DeLeon reported that we applied for a grant with the City of La Junta and have been included in Phase 1 of a Brownfield assessment with our old building at 1500 San Juan Avenue. A tour of the old building is a part of Phase 1. More details to follow from Rick Klein.
- DeLeon reported that the On the Spot Security Smoke Out Catering Party will be held on June 25th.
- DeLeon reported that planning has started for the Monster Bash that will be held on October 29th.
- DeLeon reported that we will leave on Sunday, July 24th at 12:00pm for Black Hawk, CO and check in at 4:00pm.

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 August 1, 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