



## **InspirationField Board of Directors Meeting Minutes**

February 6, 2023 / 1:00 pm

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

### **1. Call to Order**

President McIntyre called the meeting to order at 1:09 pm.

### **2. Roll Call**

There were sufficient members for a quorum.

#### **A. Members Present**

Elaine McIntyre - President

Pat Finkner - Treasurer

Margie Gardner - Board Member (by phone)

Jennifer Snyder - Board Member

Nate Clem - Board Member

#### **B. Members Absent**

Charles Yost - Vice President

Steve Berg - Secretary

#### **C. Staff Present**

Johnnie DeLeon - Chief Executive Officer

Cameron Salzbrenner Chief Financial Officer

Nicole Baylor Community Supports Director

Niki Liddle - Director of Nursing

Brittany Baylor - Community Relations Director

Ryan Denahy - Adult Services Director

Kirsten Bonds Human Resources Director

Brian Gauna - Program Supervisor

Tom Workman - Program Supervisor

Julia Hoeppner - Program Supervisor

Shaun Rains - Program Supervisor

### **3. Public Comment**

DeLeon noted it is McIntyre's Birthday today and the team wished her a happy birthday. Baylor introduced Rains to the program team. Her official day as a Program Supervisor is February 6, 2023 and has previously carried an Adult caseload and childrens caseload. DeLeon Noted that Rains and Workman were both hired on as temporary employees with the agency and then offered full time positions and did a great job in their roles and then were promoted to supervisors.

### **4a. Approval of Minutes - Monthly Board Minutes 01.09.2023**

Motioned by Finkner and seconded by Snyder and carried unanimously to approve the January 9, 2023 meeting minutes.

#### **4b. Approval of Minutes- Special Board Meeting minutes 01.31.2023**

Motioned by Clem and seconded by Finkner and carried unanimously to approve the January 31, 2022 meeting minutes.

**5. Approval of Financials** - Salzbrenner reviewed with the board the December 2022 Income Statements and Balance Sheets and explained the items of interest, which are highlighted with corresponding footnote explanations.

**Fees for Medicaid Funded Services** – December 2022 See attached MW Resources count for billable resources \$25,314.10.

#### **Public Support-Contributions/Fundraisers –**

Salzbrenner Indicated that there were expenses Donations and Colorado Give Proceeds \$6,426.14.

**5 Star Automotive Services** - Closed effective 04/14/2022

**Other Revenue** – Salzbrenner indicated the Budget includes \$223,000 in possible grants, converted period 4 HRSA PRF grant funds \$152,475.33 deferred revenue.

**Salaries & PTO** – Salzbrenner indicated the monthly variance includes 23 FT vacancies (16 DSP & 7 Admin).

**We ended December with a monthly net income of \$165,819.89 and a Year to Date net income of \$83,306.30.**

Salzbrenner reviewed the Balance Sheet as of 12/31/22. I.F. Cash Accounts were at \$757,273.58 and the Operating Account was at \$829,366.31. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,858.22, the Designated Funds for Vehicle Maintenance Facility was at \$7,913.51 and the Designated Funds for the Global Treasur Building Expansion balance was at \$64,279.12. Total Current Liabilities were at \$527,835.16. Total Long Term Liabilities were at \$955,040.38. Current Year Retained Earnings were at \$ 83,306.30.

Motioned by Finkner and seconded by Snyder and carried unanimously to approve the December 2022 financials.

#### **6. Department Updates**

##### **Human Resources Director Report – Kirsten Bonds**

- ☐ Bonds reported that we had three terminations in the month of January.
- ☐ Bonds reported that we had four new hires for December.
- ☐ Bonds reported that IF has Vacancies: 15 DSP positions and 7 admin positions. 22 total.
- ☐ Bonds reported that the turnover rate for January was 3.97%.
- Bonds reported Hiring events are held in January and February. We hosted events in Las Animas a few weeks ago and did not have a great turn out and only had three people attend. Another hiring event scheduled on February 9, 2023 at the agency. An Ad has been posted on social media and has been boosted and had a number of views. Inspiration Field continues to receive a lot of applications which is good.

- Bonds reported on the changes of the attendance policy being processed to the board. Bonds stated the red items on the policy are to be added to the policy and strike out wording is to be removed. DeLeon stated the board only needs to approve the policy not the procedures but always includes them for the board to see. The attendance policy has been proposed to have the call offs 24 hours in advance vs the current policy of 8 hour notice for call offs. It was suggested that we have reasonable notice for staff to call off policy. Inspiration Field sought out two different attorneys and both felt that 24 hours notice was reasonable. DeLeon asked for the board to review the entire policy as proposed. See attached document.

Motioned by Gardner and seconded by Finkner and carried unanimously to approve the Attendance Policy as Proposed on February 6, 2023.

- Bonds reported on the changes of the Paid Time Off (PTO) policy being proposed to the board. DeLeon and Bonds covered the Health Families Workplace Act requirements. See attached Document. DeLeon asked for the board to review the entire policy as proposed. See attached document.

Motioned by Synder and seconded by Finkner and carried unanimously to approve the Paid Time Off Policy as Proposed on February 6, 2023.

#### **Adult Services Director Report – Ryan Denahy**

- ☐ Denahy discussed an onsite visit from the state in January for the Provider Transition Plans at our last meeting. Inspiration Field received final approval and is in full compliance. Ongoing compliance with the Final Settings Rule will be reviewed during agency surveys from the state.
- ☐ Denahy would like to give a big THANK YOU to the Program Supervisors for completing Annual Performance Evaluations. It is a big undertaking and all evaluations were all administered by the agency deadline of January 31 st .
- ☐ Denahy invited the board to the Valentines Ball, Wednesday at 5:30pm in the commons. There will be a dinner and a dance and crowning of the King and Queen.

#### **Community Support Director Report – Nicole Baylor**

- ☐ Baylor reported Global Treasurz - December sales were \$9,455.82, a decrease of \$3,336.87.
- ☐ Baylor welcomes new Program Supervisor - Shaun Rains. Starting date is February 6. She will take over her program area starting April 3. During her 2 months, she will be training.
- ☐ Baylor stated that in the month of August, Transportation Manager, Rebecca, completed a grant for 2 vans. Inspiration Field received notice on Friday that IF was awarded one van. The total cost of the grant was \$86,865. Still need to complete a pre-awarded letter from CDOT that requires an agreement before funds can be released.
- ☐ Baylor reported that the Special Olympics will be held on February 26 2023 At CSU Pueblo and 12 individuals will be attending. McInyre thanked Baylor for getting everything set up for them to enjoy.

#### **Community Relations Director -Brittany Baylor**

- ☐ Baylor reported February 14, 2023 from 4:30-7:30PM Sweet Inspirations Catering will be hosting the Lovers Steak Night in the commons area.
- ☐ February 18, 2023 From 11:00am- 4:30 PM the Mardi Gras Will be in the commons and open up to the public.

- ☐ Baylor confirmed that the Save the Date cards were mailed out and extras are available at La Junta Trading Company to hand out there in the store.

### **Chief Executive Officer Report - Johnnie DeLeon**

- ☐ DeLeon thanked the supervisors and directors for completing their performance evaluations, this is a very challenging task that needs to be completed each year.
- ☐ DeLeon mentioned that IDD Awareness Day is going to be a hybrid model this year and only has 100 seats in person. DeLeon noted that Inspiration Field will still be taking a group of individuals up to Denver for the night and will not attend IDD day since there isn't enough room.
- ☐ DeLeon reported CMA RFP issued on 12-28-2022 and all responses are due February 28, 2023. A Contractor will review and present the information and present the information in the late summer/end of year.
- ☐ DeLeon reported the JBC tentatively voted for 3.0% provider rate increase instead of 0.5% increase for 2023-2024. This is big because it's on top of the minimum wage increase to \$15.75 from \$15.00 and other targeted rate increases.
- ☐ DeLeon reported the close on S7th PCA on February 27, 2023.
- ☐ DeLeon Thanks Rebecca for her hard work with the CDOT Grant and the Agency received \$87,865.00 from the CDOT grant. Inspiration Field's Portion is \$17,373.00.
- ☐ DeLeon mentioned that Lover Steak Night is February 14, 2023 from 4:30pm-7:30pm and Mardi Gras is February 18, 2023 from 11:00 AM- 4:30PM. Live Auction Starts at 12:45pm Silent Auction Starts at 11am-3:30 pm.

### **7. Meeting Adjourned**

Motioned by Finker and seconded by Snyder and carried unanimously to adjourn the board meeting at 2:06 pm.

The next scheduled meeting will be March 6, 2023 at 1:00 pm in Tiger Field.

Respectfully, submitted by Brittany Baylor, Community Relations Director.

---

Brittany Baylor, Community Relations Director

---

Elaine McIntyre, President

---

Steve Berg, Secretary