



InspirationField Board of Directors Monthly Meeting Minutes

August 7, 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 1:08 pm.

2. Roll Call

There were sufficient members for a quorum.

A. Members Present

Elaine McIntyre - President

Pat Finkner - Treasurer

Steve Berg - Secretary

Margie Gardner - Board Member (by Phone)

Jennifer Snyder - Board Member

Nate Clem - Board Member

B. Members Absent

Charles Yost - Vice President

C. Staff Present

Johnnie DeLeon - Chief Executive Officer

Cameron Salzbrenner - Chief Financial Officer

Niki Liddle - Director of Nursing

Brittany Baylor - Community Relations Director

Ryan Denahy - Adult Services Director

Kirsten Bonds Human Resources Director

Brian Gauna - Program Supervisor

Thomas Workman - Program Supervisor

Julia Hoeppner - Program Supervisor

Shaun Rains - Program Supervisor

Parker Bickel - Network Administrator

D. Staff Absent

Nicole Baylor - Community Supports Director

3. Public Comment

Individual Hanna G got a local community job at the La Junta Trading Center working two days a week.

4. Approval of Minutes

Motioned by Finkner and seconded by Clem and carried unanimously to approve the May 1, 2023 meeting minutes.

5. Approval of Special Board Meeting Minutes

Motioned by Finkner and seconded by Clem and carried unanimously to approve the July 27, 2023 special board meeting minutes.

6. Approval of Financials - Salzbrenner reviewed the FY-23 Monthly Board Financial Corrections Letter written on August 7, 2023. This letter included a breakdown of service from July 2022- March 2023. Letter included income statements for the entire year and the balance sheets as of August 31, 2022- March 31, 2023. (see Attachment)

Salzbrenner reviewed with the board the April 2023 Income Statements and Balance Sheets and explained the items of interest, which are highlighted with corresponding footnote explanations.

Fees for Medicaid Funded Services – April 2023 See attached MW Resources count for billable resources \$14,440.34. Funds for State SLS and FSSP were held back to recoup billing overage (\$7,785.00.)

Public Support-Contributions/Fundraisers –

Salzbrenner Indicated that there were expenses Memorials \$2,000.00, CM Retention Bonus \$1,000.00, Golf Tickets and Sponsorship \$1,200.00 , Mardi Gras \$3667.00

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

Other Revenue – Salzbrenner indicated the unsuccessful Air purifier Grant \$223K. Gain on Real Estate Sales \$215,589 (\$117,768.00 south 7th /\$97,841.00 San Juan).

Salaries & PTO – Salzbrenner indicated the monthly variance \$268,416.08. 24 FT vacancies (18 DSP & 6 Admin).

Payroll Taxes, W/C- Salzbrenner indicated No work Comp Payment in April.

Food- SNAP Benefits decreased to \$3,800.00 from Feb/March. and - \$230 From March/April.

We ended April with a monthly net income of \$204,265.53 and a Year to Date net income of \$190,234.05.

Salzbrenner reviewed the Balance Sheet as of 04/30/23. I.F. Cash Accounts were at \$800,9670.91 and the Operating Account was at \$923,732.59. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,864.94, the Designated Funds for Vehicle Maintenance Facility was at \$0.00 and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,285.41. Total Current Liabilities were at \$581,134.92. Total Long Term Liabilities were at \$890,519.10. Current Year Retained Earnings were at \$190,234.05.

Salzbrenner reviewed with the board the May 2023 Income Statements and Balance Sheets and explained the items of interest, which are highlighted with corresponding footnote explanations.

Fees for Medicaid Funded Services – May 2023 See attached MW Resources count for billable resources \$25,894.22.

Public Support-Contributions/Fundraisers – Salzbrenner Indicated LJTC Golf tournament \$5,451.00 (approx \$12,000.00 profit).

5 Star Automotive Services - Salzbrenner reported \$393.90 income. Continued Fleet Maintenance. Reopened for minor services this month.

Other Revenue – Salzbrenner indicated the unsuccessful Air purifier Grant \$223K. Insurance payments for damages to units 502/513 \$5,583.00.

Salaries & PTO – Salzbrenner indicated the monthly variance \$298,132.13. 28 FT vacancies (22 DSP & 6 Admin).

Payroll Taxes, W/C- Salzbrenner indicated No work Comp Payment in May.

Vehicle Fuel and Maintenance - Salzbrenner reported \$3,326.00 to Ruby's Auto Body for unit #502 Repairs (Insurance Pmt.)

Medical and Other Supplies/Equipment - Salzbrenner reported a total \$16,965.70. \$1,238.00 Industrial Chem Lab (Carpet Cleaner), \$1,181.00 Dell (laptop), \$948.00 OBS (Washing Machine -South 6th Group Home.)

Other Expenses- Individual recreation -Camping Trip and Rockies Game \$11,286.11.

We ended May with a monthly net loss of (\$39,545.93) and a Year to Date net income of \$150,313.60.

Salzbrenner reviewed the Balance Sheet as of 05/31/23. I.F. Cash Accounts were at \$824,847.66 and the Operating Account was at \$866,312.95. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,866.81, the Designated Funds for Vehicle Maintenance Facility was at \$0.00 and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,287.15. Total Current Liabilities were at \$592,722.88. Total Long Term Liabilities were at \$874,480.89. Current Year Retained Earnings were at \$150,313.60.

Salzbrenner reviewed with the board the June 2023 Income Statements and Balance Sheets and explained the items of interest, which are highlighted with corresponding footnote explanations.

Fees for Medicaid Funded Services – June 2023 See attached MW Resources count for billable resources \$36,085.95.

Public Support-Contributions/Fundraisers – Salzbrenner Indicated LJTC Golf tournament expenses (\$2,656.00) and SECOM golf \$1,098.00. Smoke Out \$1,488.00.

Work Activities/Store revenues- Global Treasurz Closed on 05/31/2023.

5 Star Automotive Services - Salzbrenner reported \$1,837.08 income. Continued Fleet Maintenance. Reopened for minor services this May 2023.

Other Revenue – Salzbrenner indicated the unsuccessful Air purifier Grant \$223K. EI retention grant \$3,435.00.

Salaries & PTO – Salzbrenner indicated the monthly variance \$303,561.66. 12 FT vacancies (8 DSP & 4 Admin).

Payroll Taxes, W/C- Salzbrenner indicated No work Comp Payment in June.

Staff Development and Travel- Wishes for Wheels \$5,531.00. BOD Planning \$5,877.00.

Medical and Other Supplies/Equipment - Salzbrenner reported furniture \$5,806.00, Smoker \$3,418.00. Security Camera \$2,755, Nursing Equipment \$2,200.00, Appliances \$1,333. BOD Gifts \$1,022.00

5 Star Automotive Retail Purchases- Salzbrenner reported Adams wrecking \$2,950.00, Valley Auto Parts \$411.00, O'Reilly Auto Parts \$80.00.

Compute Supplies - Sophos Proo \$35,433 #YR, Google Workspace \$10,200.00 Annual, Unitrends \$6,440.00 Annual.

Dues/Publications/Subscriptions/Fees- Audit Fees \$ 15,200.00

We ended May with a monthly net loss of (\$132,861.34) and a Year to Date net income of \$17,452.26.

Salzbrenner reviewed the Balance Sheet as of 06/30/23. I.F. Cash Accounts were at \$826,153.44 and the Operating Account was at \$829,135.96. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,868.51, the Designated Funds for Vehicle Maintenance Facility was at \$0.00 and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,288.73. Total Current Liabilities were at \$592,030.09. Total Long Term Liabilities were at \$858,949.84. Current Year Retained Earnings were at \$121,043.43.

Motioned by Berg and seconded by Clem and carried unanimously to approve the April, May, June 2023 financials and FY-23 Monthly Board Financial Corrections Letter written on August 7, 2023.

Salzbrenner presented the Fiscal Year 2024 Budget to the board. Slazbrenner presented each line item to the board.

Motioned by Berg and seconded by Finkner and carried unanimously to approve the Fiscal Year 2024 Budget.

7. Department Updates

Human Resources Director Report – Kirsten Bonds

- ☐ Bonds reported that we had 4 Terminations in May, 5 in June, 5 in July.
- ☐ Bonds reported that we had 1 new hire in May, 14 in June, 7 in July.
- ☐ Bonds reported that IF has Vacancies: 22 DSP positions and 6 admin positions, 28 Total in May, 8 DSP positions and 4 admin positions, 12 Total in June, 11 DSP positions and 2 admin positions, 13 Total in July .
- ☐ Bonds reported that the turnover rate for May was 5.19%, June turnover rate was 7.89%, July turnover Rate was 6.17%.
- ☐ Bonds reported Steven Johnson is retiring and the Agency is having a celebration for retirement on Thursday 08/10/2023 @ 2:30 PM in the commons.

Adult Services Director Report – Ryan Denahy

- ☐ Denahy followed up on the repairs to the roof at 612 Adams Ave. Last Month it was discovered that the foam blocks underneath the pipe were deteriorating . Maintenance team replaced them with wood blocks covered in Rhino Liner.
- ☐ Denahy reported that the Agency hired a Service Advisor at 5 Star Auto. Rebecca “Becky” Gallegos was our transportation manager who applied for an internal transfer. Both positions were combined into one. She resides at the Auto shop and still completes transportation manager duties as well.
- ☐ Denahy Reported back in 2020/2021 Inspiration Field held a contract with LifeSafer Interlock to install and maintain breathalyzers in vehicles. Looking to renew the contact and begin services again. 5 Star Auto would receive revenue from the installation and then monthly calibration and reporting download visits.
- ☐ Denahy reported the agency was unable to schedule the annual trip to Broncos Training Camp due to tickets now being required to attend training camp practice. Once aware of this change, all

practice dates were sold out. Denahy will still be taking an overnight trip to Denver in its place, details are still pending. .

Community Support Director Report – Nicole Baylor- Presented by Julia Hoeppner

- ☐ Baylor reported Global Treasurz - April sales were \$9,139.78, a decrease of \$630.75. May sales were \$11,175.70, an increase of \$117.33. June sales were \$2,163.72, a decrease of \$7,746.89. Global Treasurz closed business on May 31 due to economic conditions and staff shortages.
- ☐ Baylor mentioned that the Special Olympics for Inspiration Field attended State Track and Field. Eight individuals participated in 24 events and placed in several events.
- ☐ Baylor stated with unknown changes with the Special Olympics, Inspiration Field will not be attending Bocce Regionals. However, Inspiration Field will be hosting a Bocce tournament with those participating in practices

Community Relations Director -Brittany Baylor

- ☐ Baylor reported the agency started transition meetings in July and the transition will be completed on November 1, 2023 and the agency will be in compliance for conflict free case management. Otero County Department of Human Services will be taking over Case Management activities.
- ☐ Baylor Reported the CACFP Audit will be happening on Sep 20, 2023 .
- ☐ Baylor thanked Elaine, La Junta Trading Company, and the Volunteers for helping with the golf tournament. It was a great turn out.
- ☐ Baylor thanked On The Spot Security and Sweet Inspirations Catering and Whiskey Throttle for making the smoke out a wonderful event for the community.
- ☐ Baylor thanks David Encias and Frolian Lopez and all who donated to make the poker run a successful event. We raised \$5,300.

Chief Executive Officer Report - Johnnie DeLeon

- ☐ DeLeon reported on the camping Trip, 20 individuals attended the camping trip on May 1-4. Thank you Julia, Nicole, Steven, Whitney.it was a great time.
- ☐ DeLeon reported the agency held the childrens', adults', and staff swimming parties in July. Thank you to Brittany and her staff for a great turn out to all events.
- ☐ DeLeon showed the board the new CMA list (See attachment).
- ☐ DeLeon reported on the three phases of transitions and Inspiration Field will be in the first phase and will attend weekly meetings for the next 14 weeks until its completion.
- ☐ DeLeon reported on the new DSP minimum wage of \$15.75 effective July 2023.
- ☐ DeLeon reported on the S2nd Group Home listing. on 01/09/2023 listed at \$269,500, and just lowered it to \$259,500.
- ☐ DeLeon thanked OTS for their sponsorship and hard work with The Annual Smoke Out event.
- ☐ DeLeon thanked Davis Encias and Froilian Lopez for their hard work with the 8th annual poker run event in July they were able to raise over \$5,300.
- ☐ DeLeon reported on the bike give away, Wishes for Wheels, where the agency donated 25 bikes to local schools for the kids.
- ☐ DeLeon Thanked Elaine, La Junta Trading Company, Matt for Sponsoring the 38th Annual La Junta Company Golf Classic.
- ☐ DeLeon reported on the 1st hole in one winner, Joel Salinas, winning \$10,000 and Thanked Andy Holloman with American Family Insurance for sponsoring the hole during the golf tournament.

8. Meeting Adjourned

Motioned by Snyder and seconded by Finkner and carried unanimously to adjourn the board meeting at 2:56 pm and to move in Executive Session to discuss new business Negotiations.

Motioned by Snyder and seconded by Finkner and carried unanimously to adjourn executive session at 3:12 pm.

The next scheduled meeting will be September 11, 2023 at 1:00 pm in Tiger Field.

Respectfully, submitted by Brittany Baylor, Community Relations Director.