



InspirationField Board of Directors Meeting Minutes

October 3, 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 1:07 pm.

2. Roll Call

There were sufficient members for a quorum.

A. Members Present

Elaine McIntyre, President

Danny Yost, Vice President, (by Google Meet)

Margie Gardner, Secretary, (by phone)

Pat Finkner, Treasurer

Steve Berg

Jenny Snyder

Nate Clem

B. Members Absent

None

C. Staff Present

Johnnie DeLeon, Connie Wilson, Cameron Salzbrenner, Nicole Baylor, Brittany Baylor, Niki Liddle, Julia Hoepfner, Ryan Denahy, Brian Gauna and Kirsten Bonds

3. Public Comment

N. Baylor mentioned that Kelsey Crow was hired in January to take Martha's place when Martha semi-retires at the end of October (10/27/2022).

McIntyre mentioned that the tarantula fest is this weekend.

Liddle mentioned that there is a poker run (a turkey trot) starting in Manzanola this weekend.

Finkner mentioned that the Otero Museum Chuckwagon Dinner is also this weekend.

4. Approval of Minutes

Motioned by Snyder and seconded by Finkner and carried unanimously to approve the September 12, 2022 meeting minutes.

5. Approval of Financials

Salzbrenner reviewed with the board the corrected June 2022, July 2022 and August 2022 statements. Salzbrenner explained June only had a few corrections whereas July had many corrections, since the month was still open, the changes were made. Salzbrenner provided the changes to the June statement as: other revenue should have been \$10,090.82 instead of \$10,377.32 and that the interest was \$6,422.78 instead of \$4,296.64. Salzbrenner provided the changes to the July statement as: Public support should

be \$3,423.42 instead of **\$1,376.58**, other revenue should be \$13,788.81 instead of \$10,507.31; Vehicle Fuel & Maintenance should be \$10,585.73 instead of \$10,024.98; Rent/Utilities should be \$25,934.20 instead of \$25,888.20; Medical & other Supplies/Equipment should be \$11,030.50 instead of \$11,025.55; Computer Supplies should be \$13,833.84 instead of \$8,046.34; Dues/Publications/Subscriptions/Fees should be \$17,698.24 instead of \$10,709.7; Food should be \$6,797.68 instead of \$6,876.65; Interest should be \$2,025.17 instead of \$4,151.31; and Other expenses should be \$8,649.93 instead of \$7,499.93. All the changes has the ness loss at **\$56,699.79** instead of **\$ 52,448.70**.

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

Fees for Medicaid Funded Services – See attached MW Resources count for billable resources.

Public Support-Contributions/Fundraisers – Salzbrenner indicated the Expenses for Monster Bash, Sip-N-Shop & Golf detracted from contributions/fundraisers, since they have already occurred.

Other Revenue – Salzbrenner indicated the Budget includes \$223,000 in possible grants, thus we will show a substantial loss here until grants are awarded.

Salaries & PTO – Salzbrenner indicated the monthly variance was **\$14,795.21 under budget which** Includes 21 FT vacancies (15 DSP & 6 Admin).

Staff Development/Staff Travel - Board Planning Session @ Blackhawk, CO & Alliance Summit @ Breckenridge, CO

Vehicle Fuel & Maintenance – Salzbrenner indicated Repairs & maintenance fully outsourced (\$2754) & Increasing fuel costs (\$6589).

Rent/Utilities – Salzbrenner indicated the Increased Utilities (\$21,220) for warmer months.

We ended August with a monthly income loss of **\$29,782.82 and a Year to Date income loss of **\$86,482.61**.**

Salzbrenner reviewed the Balance Sheet as of 08/31/2022. I.F. Cash Accounts were at \$722,801.84 and the Operating Account was at \$1,288,706.41. The Designated Funds for Building/Equipment/Maintenance balance was at \$68,841.53, the Designated Funds for Vehicle Maintenance Facility was at \$7,903.02, and the Designated Funds for the Global Treasurz Building Expansion balance was at \$64,287.81. Total Current Liabilities were at \$944,473.24. Long Term Liabilities were at \$1,287,583.64. Current Year Retained Earnings were at **\$86,482.61**.

Motioned by Berg and seconded by Finkner and carried unanimously to approve the May / 2022 financials.

6. Department Updates

Human Resources Director Report – Kirsten Bonds

Bonds reported that we had two terminations in the month of September.

Bonds reported that we had no new hires in September, 3 new hires in October. Bonds reported that the turnover rate for May was 2.4%; YTD, 21.5%.

Bonds reported that we have 18 positions open: 13 DSP positions and 5 Admin positions.

Bonds reported that the workforce hiring event had a good turn out. Bonds stated that 10 out of 12 did not meet the requirements (no license, no diploma, etc.). The people that they were seeing were not students from the college. McIntyre asked if we were a member of the Chamber of Commerce. The answer was yes. McIntyre mentioned that we contact the Chamber of Commerce when we have our next hiring fair and get them to place it on their website.

Bonds reported that they were trying to improve the recruitment process.

Bonds reported that Lewis went to \$18.00 an hour for a new hire.

Adult Services Director Report - Ryan Denahy

Denahy reported that the Governor declared a “fee holiday” for residential facilities so we will not have to pay for our annual group home license fee for fiscal year 2022-23. This will be a \$391.90 savings per group home.

Denahy reported that we are still searching for an Auto Mechanic so we can reopen 5 Star Automotive. Unfortunately, we do not have any qualified applicants to interview at this time. We are also still searching for an Auto Detailer and are in a similar situation with applicants. We will re-open the shop just for Auto Detailing only, if we were to hire that position first.

Community Support Director Report - Nicole Baylor

Global Treasurz - July sales \$11,057.50, increase of \$2,517.11. Global had a break-in on September 23. It is unknown for sure what items they took. The suspect broke Global’s front window. The window is ordered. McIntyre mentioned that the old Gibson building had windows missing and some of the brick is coming off. It was mentioned that the brick found at Global could have come from there.

Special Olympics - Bowling practice started Wednesday, September 28. We have a total of 13 individuals participating. At this time, State is set for November 26 and 27 in Englewood.

Baylor thanked Eliane for donating her time and helping an individual with an activity. Jenny Snyder will be hosting an Apple activity on October 6. Brittany Baylor and Nicole will be hosting painting pumpkins with the individuals; the date will be determined later in October. A reminder to other Directors and Supervisors that they will need to schedule their activity.

Knapp’s food market has donated 150 pumpkins. The individuals who live in Group homes, HHP, live independently, and SLS will go to the pumpkin patch and get their pumpkins then. InspirationField will pick pumpkins for the children’s program. DeLeon mentioned that we should acknowledge them with a card and a \$50.00 gift certificate to Sweet Inspirations as a way of thanking them.

Baylor reported that the adult individual’s Halloween party is October 25, 2022 from 5:30 pm to 8:30 pm.

Baylor reported that nursing held a vaccination clinic and vaccinated 9 staff members and 57 individuals.

Baylor mentioned that there will be a Flu and Covid-19 booster vaccination clinic held for Admin and it is open to the board members. DeLeon mentioned to bring your vaccination card if you attend.

Case Management Director Report – Brittany Baylor

Baylor reported that Case Management was transitioned over to Otero County today; the contract should be signed later today.

Baylor reported that they have hired someone to take Shaun's position

Baylor reported that the children's Halloween Party will be October 24, 2022 from 5:30 pm to 8:30 pm.

Baylor mentioned that the Monster Bash tickets need to be turned back in if not sold.

Baylor mentioned that Trunk or Treat is coming up and we need trunkers, if you would like to volunteer or just come and enjoy the event.

Building Loan Refinancing

DeLeon reported that the refinancing of 612 Adams loan was finalized at \$1 million. The goal is to pay off the loan in 7 years but believes it will be paid off early.

DeLeon reported that there was a subordination agreement. Great Western Bank had put a lien on the Belleview apartments as part of the financing. The State Bank wanted to be the 1st lien holder and Great Western bank to be the 2nd lien holder. Great Western would not go for that. We needed to pay off the Belleview loan before we could close on the loan. We did close on the loan with the agreement that we would pay off the Belleview loan. The other option we could have gone is to use the money that we were going to put down on the loan and use that to pay off the Belleview loan. Decision was made on the spot to pay off Belleview and with the money that comes in from the sale of South 7th would be about the same amount as the payoff which is \$124,168.45 through 10/7/2022. DeLeon asked if a motion could be made to pay off the Belleview loan. Motioned by Berg and seconded by Snyder and carried unanimously to approve the payoff of the Belleview loan.

Drug & Alcohol Policy

DeLeon reported that he and Bonds have been working on the drug testing policy as we were not getting the hires that we need because of the potential hires testing positive for THC. Out of the last 10 offers made, we had to rescind 7 of them due to the positive test for THC. DeLeon has done some research and there is not a way to test for active THC. The only test for THC that is out there if THC was used during an unknown amount of time. Currently we are using a 5 panel drug test and if this is approved we would go to a 4 panel drug test, which will test for all other controlled substances. DeLeon is also thinking of going to a hair follicle test instead of a urine test. They are more expensive but are more accurate for identifying harder drugs. If we do the test it would be cheaper than if we send them to Pueblo to get it done. Snyder asked if we would still test the people that would drive around our individuals like the schools do. It was explained that we would not test them. The school does test the drives as it is a CDL requirement. Bonds reported that Alliance does not have anyone that tests for drugs. It was asked if we could do a reasonable suspicion class. It was agreed that this would be a good thing and set up ASAP. If a decision to test an employee due to reasonable suspicion, it would require one Director and CEO to determine the reasonable suspicion. Denahy, and Baylor stated when they have done the interviews, the applicant does not seem to be high and they were surprised that they tested positive for THC. Denahy mentioned that smoking is very casual now and it is a struggle. Gardner asked if we would still test after an accident? Answer is yes, but would not test for active THC. Liddle mentioned that the nursing home in Rocky Ford is not testing and the Target warehouse is not testing for drugs, either. DeLeon stated the odds are against us since marijuana became legal in Colorado and there

is prevalent use of recreational THC & THC for medical purposes. McIntyre asked the board members if they had any thoughts on changing the drug policy. McIntyre suggested that we take a vote today. Snyder is still struggling with this but will vote for the change if we can get the reasonable suspicion class scheduled before the policy actually gets changed. McIntyre reminded the board that if we see that the new policy is not working, we can always change back to the previous policy. McIntyre asked for a motion. It was motioned by Berg and seconded by Snyder and carried unanimously to change the drug policy. DeLeon stated he will keep watch on the MANE reports to see if there is an increase in MANE once the policy is changed. DeLeon mentioned that the directors and supervisors need to watch for red flags during the interview process. (See attached old policy and the proposed new policy).

Chief Executive Officer Report - Johnnie DeLeon

DeLeon reported that the sale of South 7th fell through due to a bad inspection report. A copy of the report was asked for, but was denied stating if we want a copy of the report we would have to pay for it. There still has been showings of the house. We will wait to see if the showings slow down to make a decision to do some repairs to the house. Salzbrenner stated inspections are not that expensive that we may need to have one of our own done.

DeLeon reported that the CMA with Otero County DHS was implemented today and that B. Baylor will be monitoring the changes.

DeLeon mentioned that the Monster Bash tickets and or money needs to be turned into B. Baylor.

DeLeon mentioned that the Trunk or Treat will be taking place on October 31, 2022 from 3:15 pm to 5:15 pm.

DeLeon mentioned that the new bank signature cards needed to be signed by McIntyre, Gardner and Finkner.

DeLeon made the announcement that B. Baylor will be taking on Caitlin's position as well as her Case Management duties which are decreasing to the Case Management transition. Now, we won't have to backfill a position, resulting in a large cost savings.

8. Meeting Adjourned

Motioned by Finkner and seconded by Yost and carried unanimously to adjourn the board meeting and move into Executive Session at 2:34 pm.

The next scheduled meeting will be November 7, 2022 at 1:00 pm in Tiger Field.

Respectfully, submitted by Connie Wilson, Program Aide.

Connie Wilson, Program Aide

Elaine McIntyre, President

Margie Gardner, Secretary