

**SOUTHERN COLORADO DEVELOPMENTAL
DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION
CENTER, INC.**

BOARD OF DIRECTORS MEETING

**Meeting location: 1205 Congress Drive, Trinidad, CO 81082
Aug 31, 2017 4:00PM**

AGENDA

- I. CALL TO ORDER**
- II. OPEN FORUM / PUBLIC COMMENT**
- III. ADDITIONS AND DELETIONS TO
THE AGENDA**
- IV. MINUTES TO THE PREVIOUS
MEETING**
- V. TREASURER'S REPORT**
 - Review Financials**
 - Auditor's Review of FY 2015/2016 Audit**
- VI. CORRESPONDENCE**
- VII. COMMITTEE REPORTS**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
- XI. PROGRAM PRESENTATIONS**
 - Programs Director**
 - Case Management**
 - Adult Services**
 - EBD**

ADJOURNMENT

MINUTES OF BOARD OF DIRECTORS MEETING**DATE:** June 29, 2017**TIME:** 4:00 PM, the meeting was held in Walsenburg at 309 W 9th**PERSONS PRESENT:** Board Member De Bono, Nielsen, Shier, Quintero, Spencer, Pando along with Finance Director Mary Beach via phone and Executive Director Duane Roy**ABSENT/EXCUSED:** Board Member Patterson**NOT EXCUSED:**

TOPIC	DISCUSSION
<u>CALL TO ORDER</u>	The meeting was called to order at 4:00 PM by Board President De Bono, the meeting was held in Walsenburg at the Administrative Building conference room.
<u>ADDITIONS AND DELETIONS TO THE AGENDA</u>	None
<u>MINUTES TO THE PREVIOUS MEETING</u>	The minutes to the May 25, 2017 meetings were reviewed. Following discussion it was M/S/P by Nielson and Pando to accept the minutes.
<u>TREASURER'S REPORT</u>	Mary Beach, Finance Director, reviewed the financial statement for April 2017. Following discussion it was M/S/P by Shier and Pando.
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Membership	Prospective Board Member Nellie Barros will be invited to the August Board meeting. Nellie is the sister and guardian of one of the individuals that we serve.
2. Alta Vista – Exec Committee	Duane reported that the School District has released their interest on the reversion clause associated with the initial lease with the county. Duane said that hopefully the county will take action on transferring the deed to LACRC within the next few weeks at which time LACRC will own the land and building.
<u>NEW BUSINESS</u>	
1. Board Officers and board Membership	The Board deferred action on this until the next regular meeting which will be in August.
2. Continuation Budget	Duane requested authorization to operate on a continuation budget until a formal budget can be presented in August and to renew Host Home contracts at their same level.
3. Replacement Vehicle	Duane requested authorization to upgrade one of the mini-vans with a 2014 Dodge Caravan purchased from Direct Auto (broker) at a price of \$19,099. Following discussion it was M/S/P by Shier and Quintero.
4. CM-Rural Exemption	Duane requested authorization to submit the request asking for a rural exemption on Conflict Free Caser Management to the State. If granted this request would allow SCDDS to provide Targeted Case Management and also be a service agency at the time. Following discussion it was M/S/P by Nielson and Shier.
5. No July meeting	Duane reminded everyone that there is no meeting in July and that the August meeting will be held in Trinidad at 4 pm on August 31th.

Las Animas County Rehabilitation Center
Income Statement SubType

SCDDS
Income Statement SubType

(Single Period)

For the period of 6/1/2017 through 6/30/2017

(Single Period)

For the period of 6/1/2017 through 6/30/2017

Revenues

Food Stamps	\$1,148.00
SPCC - Grant Revenue	22,339.00
Administrative Management	1,209.56
Rental Property Income	615.00
SLS Revenue - Medicaid	86,719.69
SLS Revenue - State Fund	7,756.70
EBD Direct Service-Personal Care	47,478.19
EBD Adult Day	5,769.13
Comprehensive - Medicaid	216,439.00
Non-Emergency Medical Transp	5,197.77
Comprehensive R & B	24,820.04
Client production revenue	2,020.00
SPCC - Program Revenue	12,248.52

Net Revenues

\$433,760.60

Program Expenses

Medical Supply - Res - TRI	\$224.00
Medical Supply - Res - WAL	112.00
Medical Supply - PCAs - TRI	112.00
Medical Supply - PCAs - WAL	179.31
Medical Supply - MW SLS - TRI	56.00
Cost of Goods Sold - Materials	70.38
EBD Program Expenses	3,201.66
SPCC Program Expenses	3,454.85
Staff Salaries	183,113.03
EBD Salaries & Benefits	48,397.57
SPCC Salaries & Benefits	14,481.39
Client Wages	971.93
Payroll Taxes - FICA	13,320.88
Payroll Taxes - Unemp	2,971.36
Payroll Taxes - WC	14,349.35
Health Ins - Company Portion	12,948.88
Retirement Benefit - Company Portio	1,814.03
Other Benefits - Company Portion	9.00
Residential Provider	11,035.50
Program Supply	3,436.77
Office Supply	598.16
Custodial Supplies	2,604.50
Telephone	2,040.34
Postage	23.22
Dues & Publications	25.89
Maintenance - Equipment	242.58
Maintenance - Computers	1,242.62
Staff Development	560.80
Per Diem Reimbursements	7.08
Mileage Reimbursement	683.37
Travel Allowance	626.77
Food	8,836.19
Recreation	412.06
License & Fees	1,163.40
Payroll Processing Expense	3,806.90
Office Equipment Lease	1,246.75
Miscellaneous	(11.84)
General Insurance	4,638.22
Retirement Plan Maintenance	1,468.00
Unemployment Services Expense	180.33
Depreciation	10,975.50
Utilities	4,267.70
Rent	380.55
Cable TV & Internet Service	483.38
Building Maintenance	404.84
Gas & Oil - Auto	3,729.15
Vehicle Repair & Maintenance	3,313.64
Client Transportation	4,342.50
Therapy	266.00
Assistive Tech/Home Mod	436.92
Vision Care	147.26
Behavioral / Mental Health	13,860.00
Pharmacy	590.13
Tenant Rent Contributions	7,051.00
Personal Needs	5,012.04

Total Program Expenses

\$399,915.84

Revenues

Part C Income	\$175
SLS Revenue - Medicaid	\$40,476
CES Direct Service-Medicaid	\$542
SLS Revenue - State Fund	\$8,657
Early Intervention Program Revenue	\$1,030
Family Support Program Revenue	\$2,878
Comprehensive - Medicaid	\$200,752
Behavioral/Mental Health	\$15,687
Case Management	\$25,716

Net Revenues

\$295,913

Program Expenses

Staff Salaries	\$18,593
Payroll Taxes - FICA	\$1,287
Payroll Taxes - Unemp	\$2
Payroll Taxes - WC	\$159
Payroll Deductions - Health Ins	\$1,962
Payroll Deductions - 401(k)	\$211
Program Supply	\$42
Office Supply	\$154
Telephone	\$280
Postage	\$24
Maintenance - Computers	\$53
Staff Development	\$22
Mileage Reimbursement	\$123
License & Fees	\$200
Office Equipment Lease	\$60
General Insurance	\$408
Depreciation	\$185
Utilities	\$92
Building Maintenance	\$69
Gas & Oil - Auto	\$20
Family Reimbursement-FSSP	\$2,991
Therapy	\$2,086
SLS EXPENSE: MEDICAID	\$40,476
SLS EXPENSE: STATE	\$7,757
Comprehensive	\$218,439

Total Program Expenses

\$293,695

General & Administrative Expenses

Loss (Income) from Insurance Claims	\$9,481.82
Staff Salaries	8,819.66
Payroll Taxes - FICA	606.23
Payroll Taxes - Unemp	184.66
Unallocated W/C Expense	107.83
Health Ins - Company Portion	859.69
Retirement Bene - Company Portion	276.12
Program Supply	26.49
Office Supplies	211.25
Custodial Supplies	106.70
Telephone	226.44
Maintenance - Computers	1,263.53
Advertising & PR	353.77
Staff Development	72.87
Mileage Reimbursement	509.52
Travel Allowance	418.55
Food	32.96
License & Fees	1,380.12
Legal-Admin	300.00
Office Equipment Lease	138.53
Miscellaneous	1,284.08
General Insurance	672.12
Audit & Accounting	1,390.00
Depreciation	1,477.39
Utilities	685.78
Cable TV & Internet Service	14.98
Building Maintenance	240.82
Gas & Oil - Auto	227.38

Total General & Administrative Expenses \$31,369.29

Total Expenses \$431,285.13

Income (Loss) from Operations **\$2,475.47**

Other Income (Expense)

Mutual Funds	\$996.20
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Total Other Income (Expense) \$996.20

Net Income (Loss) \$3,471.67

General & Administrative Expenses

Telephone	\$90
Advertising & PR	\$375
Payroll Processing Expense	\$248
General Insurance	\$332
Depreciation	\$43
Utilities	\$10
Building Maintenance	\$1,884

Total General & Administrative Expenses \$2,982

Total Expenses \$296,677

Income (Loss) from Operations **\$(764)**

Other Income (Expense)

Interest Earned	\$7
Mutual Funds - Unrealized Gain or Loss	\$267
Payroll Taxes - FICA	\$0
Suspense	\$(221)

Total Other Income (Expense) \$53

Net Income (Loss) **\$(711)**

Total Net Income (Loss) **\$2,760.67**

Las Animas County Rehabilitation Center
Income Statement SubType

(Single Period)

For the period of 7/1/2017 through 7/31/2017

Revenues

Food Stamps	\$1,201
SPCC - Grant Revenue	\$24,491
Administrative Management	\$1,210
Rental Property Income	\$615
SLS Revenue - Medicaid	\$40,668
SLS Revenue - State Fund	\$6,786
EBD Direct Service-Personal Care	\$50,905
EBD Adult Day	\$1,811
Comprehensive - Medicaid	\$229,790
Non-Emergency Medical Transp	\$4,223
Comprehensive R & B	\$25,530
Client production revenue	\$1,910
SPCC - Program Revenue	\$15,216

Net Revenues \$404,356

Program Expenses

Medical Supply - Res - TRI	\$112
Medical Supply - PCAs - TRI	\$114
Medical Supply - MW SLS - TRI	\$56
Medical Supply - ST SLS - TRI	\$94
EBD Program Expenses	\$2,941
SPCC Program Expenses	\$2,627
Staff Salaries	\$180,733
EBD Salaries & Benefits	\$42,491
SPCC Salaries & Benefits	\$13,940
Client Wages	\$1,035
Payroll Taxes - FICA	\$13,290
Payroll Taxes - Unemp	\$2,148
Payroll Taxes - WC	\$13,530
Health Ins - Company Portion	\$12,556
Retirement Benefit - Company Portio	\$1,709
Other Benefits - Company Portion	\$9
Residential Provider	\$11,403
Program Supply	\$2,933
Office Supply	\$180
Custodial Supplies	\$1,416
Telephone	\$1,156
Postage	\$338
Freight	\$850
Dues & Publications	\$26
Maintenance - Equipment	\$220
Maintenance - Computers	\$1,371
Advertising & PR	\$39
Staff Development	\$379
Mileage Reimbursement	\$539
Travel Allowance	\$1,188
Food	\$7,726
Recreation	\$422
License & Fees	\$128
Payroll Processing Expense	\$2,480

SCDDS
Income Statement SubType

(Single Period)

For the period of 7/1/2017 through 7/31/2017

Revenues

SLS Revenue - Medicaid	\$38,053
CES Direct Service-Medicaid	\$412
SLS Revenue - State Fund	\$8,230
Early Intervention Program Revenue	\$2,650
Family Support Program Revenue	\$2,189
Comprehensive - Medicaid	\$214,363
Behavioral/Mental Health	\$16,767
Case Management	\$29,361
Special Purpose Funds	\$45,118

Net Revenues \$357,144

Program Expenses

Staff Salaries	\$17,870
Payroll Taxes - FICA	\$1,232
Payroll Taxes - WC	\$158
Payroll Deductions - Health Ins	\$1,962
Payroll Deductions - 401(k)	\$211
Program Supply	\$37
Office Supply	\$158
Telephone	\$326
Postage	\$182
Maintenance - Computers	\$910
Advertising & PR	\$47
License & Fees	\$200
Office Equipment Lease	\$53
Utilities	\$272
Building Maintenance	\$22
Gas & Oil - Auto	\$43
Family Reimbursement-FSSP	\$3,895
Therapy	\$2,615
Behavioral/Mental Health	\$16,767
SLS EXPENSE: MEDICAID	\$38,053
SLS EXPENSE: STATE	\$6,786
Comprehensive	\$214,363

Office Equipment Lease	\$552		
General Insurance	\$5,057		
Retirement Plan Maintenance	\$420		
Unemployment Services Expense	\$185		
Board Expense	\$46		
Depreciation	\$10,976		
Utilities	\$4,539		
Rent	\$381		
Cable TV & Internet Service	\$483		
Building Maintenance	\$2,311		
Gas & Oil - Auto	\$4,095		
Vehicle Repair & Maintenance	\$1,251		
Client Transportation	\$3,983		
Assistive Tech/Home Mod	\$513		
Dental Care	\$50		
Vision Care	\$398		
Behavioral / Mental Health	\$12,720		
Pharmacy	\$872		
Tenant Rent Contributions	\$7,051		
Personal Needs	\$5,008		
Total Program Expenses	\$381,070	Total Program Expenses	\$306,164
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Loss (Income) from Insurance Claims	\$3,000	Telephone	\$90
Staff Salaries	\$8,589	Dues & Publications	\$1,836
Payroll Taxes - FICA	\$605	Advertising & PR	\$193
Payroll Taxes - Unemp	\$154	Staff Development	\$176
Unallocated W/C Expense	\$94	Payroll Processing Expense	\$140
Health Ins - Company Portion	\$860	Utilities	\$1
Retirement Bene - Company Portion	\$266	Building Maintenance	\$0
Office Supplies	\$308		
Custodial Supplies	\$23		
Telephone	\$70		
Postage	\$38		
Maintenance - Equipment	\$109		
Maintenance - Computers	\$1,132		
Advertising & PR	\$417		
Staff Development	\$63		
Mileage Reimbursement	\$77		
Travel Allowance	\$1,814		
License & Fees	\$256		
Legal-Admin	\$300		
Office Equipment Lease	\$206		
Miscellaneous	\$(213)		
General Insurance	\$739		
Audit & Accounting	\$1,390		
Depreciation	\$1,477		
Utilities	\$754		
Cable TV & Internet Service	\$15		
Building Maintenance	\$229		
Gas & Oil - Auto	\$97		
Total General & Administrative Expenses	\$22,867	Total General & Administrative Expenses	\$2,436
Total Expenses	\$403,937	Total Expenses	\$308,599
Income (Loss) from Operations	\$419	Income (Loss) from Operations	\$48,545
<u>Other Income (Expense)</u>		<u>Other Income (Expense)</u>	
Interest Earned	\$196	Interest Earned	\$6
Mutual Funds	\$4,629	Payroll Taxes - FICA	\$0

Total Other Income (Expense)

\$4,825

Total Other Income (Expense)

\$6

Net Income (Loss)

\$5,244

Net Income (Loss)

\$53,416

Combined Net Income (Loss)

\$58,659

\$45,118

\$13,541

SLS Special Purpose funding for FY 17-18