

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

BOARD OF DIRECTORS MEETING

Meeting location 1205 Congress Drive

August 26, 2020 Time: 4:00PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81384572174>

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
 - a. Review Financials LACRC/SCDDS
 - b. Update on Accounting program and restoration of files
 - c. Audit status
 - d.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. Board Member Replacement
- IX. NEW BUSINESS
 1. Board Officers
 2. Budget for FY 2020/2021
 3. Possible funding under the Cares Act
 4. Annual wage Increase across the board for all positions
 - 5.
- X. OTHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report
 - a. Update on Covid Day, Res
 - b. New funding methodology for CM
- XII. Adjournment

MINUTES OF BOARD OF DIRECTORS MEETING**DATE:** June 24, 2020**TIME:** 4:00 PM, The meeting was held in Trinidad**PERSONS PRESENT:** Board Members: Board President Spencer (via phone), Shier, Pando, Quintero (via phone), Business Manager, Teri Hansford and Executive Director Duane Roy**ABSENT/EXCUSED:** Board Member: De Bono, Nielsen**NOT EXCUSED:****TOPIC****DISCUSSION****CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board President Spencer, the meeting was held in Trinidad at 1205 Congress Drive.

**ADDITIONS AND DELETIONS
TO THE AGENDA**

None

Public Comment

None

**MINUTES TO THE PREVIOUS
MEETING**

The minutes to the May 27, 2020 meeting was reviewed. Following discussion it was M/S/P by Shier and Quintero to approve the meeting minutes as presented.

TREASURER'S REPORT

Teri Hansford, Business Manager reviewed the April 2020 Finance Statements for LACRC and SCDDS. Teri gave an update on the Malware attack on our accounting software and documents. Following discussion it was M/S/P Pando and Shier to accept the finance statement.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS**1. Board Member
Replacement**

No action taken.

NEW BUSINESS**1. Update on the
preparedness of
Covid-19 virus**

Duane reported on how COVID is impacting the way the agency is doing business. With the Governor's order for safer at home along with local health department directives clients are still not attending the day program and staff occupancy levels are at 59% or lower. Some agency staff are working from home. Some clients with jobs in the community are beginning to go back to work with support from the agency staff. Licensed group homes are treated as nursing homes and LACRC restricts visits to the homes by outsiders and for staff is limited to essential staff and services only. Some day staff are going to the homes and providing day related services but clients are ask to not leave the home except for essential services. Clients leaving the home may have to quarantine for 2 weeks. Nonresidential clients are not coming to the center because of group sizes, transportation and social distancing. The state continues to pay retainer payments for day program and related activities. LACRC has filed policies and protocols on how we will handle any exposure or outbreak related to Covid 19. LACRC hopes to reopen the day program on limited bases in August. Some clients/guardians have expressed that they will not return until a cure is found. Duane indicated that one of the individuals served tested positive for Covid 19 in June. Upwards of 30 staff were tested 3 times with no positive results. No sure the person had Covid 19 or if the test yielded a false positive.

**2. Status of the Payroll
Protection Program
(PPP) Funds**

Duane reported that LACRC received the PPP on May 6, 2020. The funds should be received by the first week of July.

3. **Status of the Enhanced Funding for COVID** Duane indicated that the enhanced funding that was received because of Covid 19 is being passed on to staff and Host Home Providers.
 4. **Staff Bonuses** Duane requested authorization to take some of the excess revenue generated in FY 2019-20 and pay this out as bonuses to staff before June 30th. The amount of the bonus will be \$159,562 for LACRC and \$15,955 For SCDDS. Following discussion it was M/S/P by Pando and Quintero.
 5. **Buy out Excess Vacation and Personal Leave** Duane requested authorization to buy out excess vacation from staff that have reached the cap who have not been able to take the vacation due to Covid or other work related reasons. Duane would also like authorization to buy out or transfer all personal time that is currently on the books to vacation if the vacation amount is under the cap. By doing this it will close out the personal hours benefit. Staff stopped accruing personal time when we changed the sick leave policy in April. Duane said the anticipated dollar amount for excess vacation is \$35,000 and \$9,000 for personal time.
 6. **Staff wage increase** Duane indicated that the agency will need to increase wages for all staff that provide PC/HM services under the EBD and SLS waiver to a minimum of \$12.41/hr as per HB 1407 effective July 1, 2020. As a result of this other DSP's staff who were not included in the HB 1407 are going to expect an increase in wages along with management staff. Duane said he would like to look at the budget and see if we can offer this same % increase or less to all direct care and management staff not included in HB 1407. The annual cost of the increase to \$12.41 per hour minimum for all DSP's, which represents a 3.5% increase if applied to all staff is expected to cost \$85,000 annually. Duane would like to see the entry level wage for program and case managers at a minimum of \$17.00/hr. Duane suggested that discussions on wage increases for staff not included in HB 1407 be delayed for 60 to 90 days to see how the budget cuts of 1% in Medicaid funds, which represents approximately \$50,000, 10% in EI funding along with lower attendance as a result of Covid will have on revenue. Duane also indicated that a few staff has approached him regarding a wage increase as a result of COVID. Duane will address this at the next meeting.
 7. **Budgets and State Contracts and Host Home Contracts** Duane requested authorization to operate on a continuation budget and requested authorization to sign new Host Home contracts for FY 20/21 with provider agencies at the same rate that we paid in FY 2019-20 and to sign or have the contracts from the state of Colorado signed as they are received for FY 20/21. Following discussion it was M/S/P by Pando and Quintero.
 8. **Change Board Meeting Date to the Last Wednesday of the month** Board members requested that the regular meeting date for the Board of Directors be changed to the last Wednesday of the month; the meeting will be at 4:00 pm. Meeting will continue to be offered via zoom or call in.
 9. **Election of Board Officers** The Board will appoint new officers at the next meeting
- Directors Report** Duane reviewed the status of the state budget and indicated that Medicaid programs are being cut by 1% and EI services are being cut by 10%. Duane indicated that Case Management services are being funded differently starting July 1 which might result in less revenue. Case Management services are being funded by individual services instead of a bundled rate. Duane reported that one of the long standing clients (CW) in residential passed away on May 27, 2020. LACRC is currently serving 35 people in residential services. Duane briefed the board on new state mandates for "paid sick leave" and "equal work, equal pay policies that go into effect January 1, 2021.

Adjournment

_____ By Ronald Nielsen, Secretary

Date: _____

Income Statement
For the period of 6/1/2020 through 6/30/2020

<u>Revenues</u>		<u>Revenues</u>	
Food Stamps	\$2,395	SLS Revenue - Medicaid	\$17,658
Administrative Management	\$9,446	SLS MW Day	\$25,003
Rental Property Income	\$1,425	CES Direct Service-Medicaid	\$7,098
Misc Income	\$5,025	SLS Revenue - State Fund	\$2,124
Transportation - SLS Direct Srv Medicaid	\$239	Early Intervention Program Revenue	\$9,674
SLS Revenue - Medicaid	\$42,661	Family Support Program Revenue	\$2,592
SLS Revenue - State Fund	\$2,124	Comprehensive - Day Hab	\$57,880
EBD Direct Service-Personal Care	\$111,850	Comprehensive - Residential	\$189,892
Comprehensive - Medicaid	\$247,772	Transportation	\$239
Non-Emergency Medical Transp	\$1,339	Dental & Vision Care	\$235
Comprehensive R & B	\$23,626	Case Management	\$27,377
Dental/Vision Care	\$235		
Client production revenue	\$720		
Net Revenues	\$448,857	Net Revenues	\$339,773
<u>Program Expenses</u>		<u>Program Expenses</u>	
EBD Program Expenses	\$8,962	Staff Salaries	\$44,827
Staff Salaries	\$439,747	Payroll Taxes - FICA	\$2,940
Client Wages	\$345	Payroll Taxes - WC	\$244
Payroll Taxes - FICA	\$31,848	Payroll Deductions - Health Ins	\$2,358
Payroll Taxes - Unemp	\$2,914	Payroll Deductions - 401(k)	\$442
Payroll Taxes - WC	\$11,939	Program Supply	\$288
Health Ins - Company Portion	\$9,758	Therapy	\$980
Retirement Benefit - Company Portio	\$2,873	Office Supply	\$543
Residential Provider	\$20,272	Telephone	\$636
Program Supply	\$4,467	Postage	\$3
Office Supply	\$322	Maintenance - Computers	\$1,005
Custodial Supplies	\$856	Mileage Reimbursement	\$701
First Aide & Safety Supplies	\$605	Office Equipment Lease	\$39
Safety Supplies	\$629	Management Service	\$3,382
Telephone	\$1,680	General Insurance	\$491
Postage	\$450	Depreciation	\$36
Dues & Publications	\$42	Utilities	\$190
Maintenance - Equipment	\$286	Building Maintenance	\$94
Maintenance - Computers	\$1,790	Family Reimbursement-FSSP	\$2,549
Staff Development	\$734	Therapy	\$9,674
Mileage Reimbursement	\$154	Homemaker Enhanced Prof Svcs	\$606
Food	\$5,209	SLS EXPENSE: MEDICAID	\$43,135
Recreation	\$269	SLS EXPENSE: STATE	\$1,708
License & Fees	\$177	Comprehensive	\$247,772
Payroll Processing Expense	\$3,034		
Office Equipment Lease	\$826		
General Insurance	\$5,214		
Unemployment Services Expense	\$197		
Depreciation	\$8,474		
Utilities	\$2,836		
Cable TV & Internet Service	\$460		
Building Maintenance	\$4,054		
Gas & Oil - Auto	\$924		
Vehicle Repair & Maintenance	\$635		
Client Transportation	\$90		
Medical Supply	\$394		
Assistive Tech/Home Mod	\$591		
Vision Care	\$235		

Pharmacy	\$696
Tenant Rent Contributions	\$6,458
Personal Needs	\$3,326

Total Program Expenses	\$584,771
<u>General & Administrative Expenses</u>	
Staff Salaries	\$16,858
Payroll Taxes - FICA	\$1,112
Payroll Taxes - Unemp	\$51
Unallocated W/C Expense	\$156
Health Ins - Company Portion	\$653
Retirement Bene - Company Portion	\$404
Program Supply	\$1,822
Office Supplies	\$764
First Aide & Safety Supplies	\$141
Telephone	\$418
Postage	\$57
Dues & Publications	\$399
Maintenance - Equipment	\$377
Maintenance - Computers	\$10,204
Advertising & PR	\$5,935
Staff Development	\$166
Per Diem Reimbursements	\$54
Mileage Reimbursement	\$82
Travel Allowance	\$250
License & Fees	\$334
Legal-Admin	\$300
Office Equipment Lease	\$147
General Insurance	\$839
Audit & Accounting	\$12,188
Depreciation	\$1,156
Utilities	\$678
Cable TV & Internet Service	\$17
Building Maintenance	\$452
Gas & Oil - Auto	\$26
Vehicle Repair & Maintenance	\$73

Total General & Admin Expenses **\$56,112**

Total Expenses **\$640,883**

Income (Loss) from Operations **\$(192,027)**

Net Income (Loss)

Other Income (Expense)

Mutual Funds \$1,955

Total Other Income (Expense) **\$1,955**

Total Program Expenses	\$364,644
<u>General & Admin Expenses</u>	
Program Supply	\$4,032
Telephone	\$112
Advertising & PR	\$113
License & Fees	\$12
Payroll Processing Expense	\$272
General Insurance	\$399
Audit & Accounting	\$737

Total General & Admin Expenses **\$5,677**

Total Expenses **\$370,321**

Income (Loss) from Oper **\$(30,548)**

Net Income (Loss) **\$(222,575)**

Other Income (Expense)

Mutual Funds - Unrealized Gain or Loss \$1,316

Income Statement SubType

For the period of 7/1/2020 through 7/31/2020

<u>Revenues</u>		<u>Revenues</u>	
Food Stamps	\$2,328	Management - FSSP Admin	\$268
Administrative Management	\$12,834	SLS MW Direct Service Revenue	\$18,602
Rental Property Income	\$615	SLS MW IHAB Revenue	\$17,328
Misc Income	\$(25)	CES Direct Service-Medicaid	\$9,646
IHAB TRI	\$27,785	SLS Revenue - State Fund	\$5,657
Comm Connect TRI	\$4,932	Early Intervention Program Revenue	\$15,362
Non Med Trans Day TRI	\$492	Family Support Program Revenue	\$3,092
IHAB WAL	\$13,387	Comprehensive - Day Hab	\$40,546
Comm Connect WAL	\$2,483	Comprehensive - Residential	\$179,525
Supported Employment TRI	\$11,533	Transportation	\$244
Supported Employment WAL	\$312	Dental & Vision Care	\$300
SLS MW Direct Srv/PC/Homemaker TRI	\$13,478	Case Management	\$23,549
SLS MW Direct Srv/PC/Homemaker WAL	\$5,424		
CES - Direct Service - Medicaid	\$9,646		
SLS-Direct Service-State TRI	\$2,134		
SLS-Direct Service-State WAL	\$252		
SLS Revenue - State Fund	\$98		
EBD Direct Service-Personal Care	\$137,038		
Comprehensive - Medicaid	\$179,525		
Non-Emergency Medical Transp	\$1,604		
Comprehensive R & B	\$23,626		
Client production revenue	\$720		
Net Revenues	\$450,222	Net Revenues	\$314,120
<u>Program Expenses</u>		<u>Program Expenses</u>	
Staff Salaries	\$281,563	CES EXPENSE	\$9,646
Client Wages	\$363	Staff Salaries	\$21,846
Payroll Taxes - FICA	\$21,049	Payroll Taxes - FICA	\$1,541
Payroll Taxes - Unemp	\$1,552	Payroll Taxes - WC	\$68
Payroll Taxes - WC	\$9,160	Payroll Deductions - Health Ins	\$2,358
Health Ins - Company Portion	\$9,391	Payroll Deductions - 401(k)	\$216
Retirement Benefit - Company Portio	\$1,645	Miscellaneous	\$46
Other Benefits - Company Portion	\$9	Program Supply	\$332
Residential Provider	\$21,090	Office Supply	\$278
Program Supply	\$1,013	Telephone	\$615
Office Supply	\$402	Postage	\$9
Custodial Supplies	\$2,090	Office Equipment Lease	\$74
First Aide & Safety Supplies	\$137	Management Service	\$3,600
Telephone	\$1,754	General Insurance	\$491
Dues & Publications	\$16	Depreciation	\$36
Maintenance - Equipment	\$384	Utilities	\$249
Maintenance - Computers	\$1,770	Building Maintenance	\$34
Staff Development	\$50	Family Reimbursement-FSSP	\$1,810
Mileage Reimbursement	\$106	Therapy	\$5,963
Food	\$5,858	Homemaker Enhanced Prof Svcs	\$606
Recreation	\$161	SLS EXPENSE: MEDICAID	\$36,474
License & Fees	\$5,045	SLS EXPENSE: STATE	\$5,291
Payroll Processing Expense	\$6,075	Comprehensive	\$220,071
Office Equipment Lease	\$707		
General Insurance	\$5,614		
Unemployment Services Expense	\$197		
Depreciation	\$8,474		
Utilities	\$3,957		
Cable TV & Internet Service	\$461		

Building Maintenance	\$426
Gas & Oil - Auto	\$1,514
Vehicle Repair & Maintenance	\$1,460
Client Transportation	\$90
Medical Supply	\$291
Assistive Tech/Home Mod	\$455
Vision Care	\$500
Pharmacy	\$712
Tenant Rent Contributions	\$6,458
Personal Needs	\$3,326

Total Program Expenses \$405,322

Total Program Expenses \$311,652

General & Administrative Expenses

General & Administrative Expenses

Staff Salaries	\$11,127
Payroll Taxes - FICA	\$715
Payroll Taxes - Unemp	\$28
Unallocated W/C Expense	\$181
Health Ins - Company Portion	\$215
Retirement Bene - Company Portion	\$251
Other Benefits - Company Portion	\$9
Office Supplies	\$786
Custodial Supplies	\$23
Telephone	\$292
Dues & Publications	\$163
Maintenance - Computers	\$895
Advertising & PR	\$195
Mileage Reimbursement	\$95
Travel Allowance	\$250
Food	\$87
License & Fees	\$494
Legal-Admin	\$300
Office Equipment Lease	\$131
General Insurance	\$839
Audit & Accounting	\$1,000
Depreciation	\$1,156
Utilities	\$744
Cable TV & Internet Service	\$17
Building Maintenance	\$222
Gas & Oil - Auto	\$62

Office Supply	\$160
Telephone	\$110
Dues & Publications	\$1,724
Advertising & PR	\$113
License & Fees	\$12
Payroll Processing Expense	\$297
Management Service	\$2,510
General Insurance	\$399
Audit & Accounting	\$737

Total General & Administrative Expenses \$20,277

Total General & Admin Expenses \$6,062

Total Expenses \$425,599

Total Expenses \$317,714

Income (Loss) from Operations \$24,622

Net Income (Loss) \$(3,594)

COMBINED INCOME (LOSS) \$21,029

Other Income (Expense)

Other Income (Expense)

Mutual Funds \$14,502

Interest Earned \$8

Mutual Funds - Unrealized Gain or Loss \$3,880

Total Other Income (Expense) \$14,502

Total Other Income (Expense) \$3,888