

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.
BOARD OF DIRECTORS MEETING

Meeting location 1205 Congress Drive
December 15, 2020 Time: 4:00PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88497794486?pwd=MTUyZ2VCTWgrWDMvLzFxcGVXRUE4UT09>

Meeting ID: 884 9779 4486

Passcode: 090559

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. Audit status
 - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. Board Member Replacement
- IX. NEW BUSINESS
 1. EI Position
 2. Holiday Schedule
 3. January Meeting
 4. Bonus
- X. OTHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report
 - a. Update on Covid 19
- XII. Adjournment

MINUTES OF BOARD OF DIRECTORS MEETING

DATE: October 27, 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), Nielsen, Business Manager, David Moore, Teri Hansford and Executive Director Duane Roy

Absent:

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 September 29, 2020 meeting was reviewed. Following discussion it was M/S/P by Nielsen and Quintero to approve the meeting minutes.

TREASURER'S REPORT

David Moore, Business Manager reviewed the finance statements for September and Y to D for July through September 2020. Following discussion it was M/S/P Nielsen and Shier to accept the finance statement. David gave an update on the audit. David indicated that he is working with the auditor to get the 2017 audit completed, once completed the 2018 and 2019 audits should be not take as much time. Duane asked David to give and a more detailed timeline for the audit at the November meeting.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

1. Board Member Replacement

No action taken.

NEW BUSINESS

1. Annual Wage Increase

Duane requested authorization to increase staff wages not covered by the HB1407 that required the agency to increase all DSP wages that provided home maker and personal care services to \$12.41 per hour. Duane said this increase did not include direct care staff that work in residential, day program or administrative staff. Duane requested authorization to go forward and increase wages for staff working for the residential, day and administrative staff that are not making \$12.41 per hour to the \$12.41 level. For direct care staff with longevity and administrative staff Duane requested authorization to increase these wages by 2%. Duane indicated that these increases would likely put LACRC/SCDDS's P and L's in the red. Funds to pay for this would come from the Cares/HHS grant. Following discussion it was M/S/P by Nielsen and Quintero to increase wages for staff making less than \$12.41 per hour to \$12.41/hr and then for staff with longevity along with management staff to increase their wages by 2%.

2. Change in 401 K Advisors

Duane reviewed a proposal from Mutual of America, financial investors to take over and help LACRC/SCDDS along with the employees to manage the 401 K plan and the individual employee investments. Currently the plan is being administered by ADP payroll services. LACRC switched Payroll services fro ADP to Paycom last July. Mutual of America works closely with Paycom. Duane indicated that he wanted to get input form

the employees in the plan before switching. Philip Holmes, representative with Mutual of America will set up meeting with the employees and Duane will bring back recommendations from the employees regarding changing investment advisors. Philip Holmes indicated that mutual of America's fee structures for the agency for the various tax filing and that what employees pay is less than the current plan form ADP.

3. Status of HHS Application

Duane informed the board that LACRC and SCDDS received \$88,393.68 and \$7,758.38 respectively from the Cares Act Application. These funds can be used as the agency chooses.

4. EI

Duane informed the board that the director of SCDDS's EI (early Childhood program) has tendered her resignation. Duane indicated that the agency has been interviewing prospective candidates for the position and the position has been offered to 2 different people and both later resigned partly because of the wage and the other was the level of paper work involved with the program/position. Duane indicated that the EI group at the state level would like to pilot a new management approach in Trinidad where the program hires someone that is a therapist to both run and provide direct services to the children in the program. The emphasis of the pilot would be to increase quality at the local level in terms of services and paperwork. The EI program is funded on a cost basis and funds budgeted for and not spent are returned to the state. Duane indicated that if we do this the new wage for the EI Director would be in the \$26.44 per hour range verses 18.51/per hour. Duane indicated that this is outside our wage and salary plan. The state is encouraging SCDDS to pilot this program and they will pay the costs. Duane said he will continue to work with the state and get something in writing. The consensus of the board was to go forward and if the state will pay for everything to change the salary scale and hire the new position.

Directors Report

a. Inquiry to purchase the Willis Street house.

Duane indicated that the host home provider that is leasing the Willis street house is interested in buying the Willis street home. The board gave Duane the authority to have an appraisal done and then the board will decide what to do with the request and the home.

b. COVID Update

Duane gave updated the Board on how COVID 19 is continuing to impacting services. Duane said the agency has not experienced any recent cases of Covid in the people that we serve and or staff.

There will not be a meeting in November. The next meeting will be December 15th.

Adjournment by Shier at 4:45 pm.

_____By Ronald Nielsen, Secretary

Date:_____

Adjournment

Income Statement SubType
For the period of 10/1/2020 through 10/31/2020

Revenues

| | |
|------------------------------------|-----------|
| Food Stamps | \$2,244 |
| Administrative Management | \$13,924 |
| Rental Property Income | \$1,425 |
| IHAB TRI | \$23,298 |
| Transportation - Non Med Day TRI | \$1,606 |
| IHAB WAL | \$8,397 |
| Transportation - Non Med Day WAL | \$799 |
| Supported Employment TRI | \$8,262 |
| Supported Employment WAL | \$653 |
| Comprehensive Fee for Svc Res TRI | \$134,003 |
| Comprehensive Fee for Svc Res WAL | \$45,914 |
| SLS MW Direct Srv/PC/Homemaker TRI | \$11,072 |
| SLS MW Direct Srv/PC/Homemaker WAL | \$6,915 |
| CES - Direct Service - Medicaid | \$7,465 |
| SLS-Direct Service-State TRI | \$2,001 |
| SLS-Direct Service-State WAL | \$134 |
| SLS Revenue - Medicaid | \$1,134 |
| SLS Revenue - State Fund | \$50 |
| EBD Direct Service-Personal Care | \$127,379 |
| Comprehensive - Medicaid | \$236 |
| Non-Emergency Medical Transp | \$1,790 |
| Comprehensive R & B | \$24,762 |
| Dental/Vision Care | \$480 |
| Client production revenue | \$720 |

Net Revenues

\$424,663Program Expenses

| | |
|-------------------------------------|-----------|
| Homemaker Enhanced Svcs - CES | \$606 |
| CES Program Expenses | \$197 |
| Staff Salaries | \$248,900 |
| Client Wages | \$363 |
| Payroll Taxes - FICA | \$18,572 |
| Payroll Taxes - Unemp | \$1,016 |
| Payroll Taxes - WC | \$9,507 |
| Health Ins - Company Portion | \$9,758 |
| Retirement Benefit - Company Portio | \$996 |
| Residential Provider | \$18,357 |
| Program Supply | \$693 |
| Office Supply | \$58 |
| Custodial Supplies | \$1,364 |
| First Aide & Safety Supplies | \$82 |
| Safety Supplies | \$699 |
| Telephone | \$1,930 |
| Postage | \$227 |
| Dues & Publications | \$29 |
| Maintenance - Equipment | \$16 |
| Maintenance - Computers | \$1,770 |
| Staff Development | \$1,571 |
| Mileage Reimbursement | \$125 |
| Food | \$5,406 |
| Recreation | \$256 |
| License & Fees | \$5,269 |
| Payroll Processing Expense | \$4,746 |
| Office Equipment Lease | \$624 |
| General Insurance | \$5,614 |
| Unemployment Services Expense | \$197 |
| Depreciation | \$8,474 |

Revenues

| | |
|------------------------------------|-----------|
| Management - FSSP Admin | \$268 |
| SLS MW Direct Service Revenue | \$18,231 |
| SLS MW IHAB Revenue | \$10,170 |
| CES Direct Service-Medicaid | \$7,465 |
| SLS Revenue - State Fund | \$2,218 |
| Early Intervention Program Revenue | \$10,595 |
| Family Support Program Revenue | \$3,570 |
| Comprehensive - Day Hab | \$28,794 |
| Comprehensive - Residential | \$180,197 |
| Transportation | \$2,413 |
| Dental & Vision Care | \$480 |
| Case Management | \$26,857 |

Net Revenues

\$291,256Program Expenses

| | |
|---------------------------------|-----------|
| CES EXPENSE | \$7,465 |
| Staff Salaries | \$22,235 |
| Payroll Taxes - FICA | \$1,589 |
| Payroll Taxes - Unemp | \$3 |
| Payroll Taxes - WC | \$46 |
| Payroll Deductions - Health Ins | \$2,358 |
| Payroll Deductions - 401(k) | \$688 |
| Miscellaneous | \$26 |
| Program Supply | \$16 |
| Telephone | \$672 |
| Postage | \$267 |
| Advertising & PR | \$399 |
| License & Fees | \$19 |
| Office Equipment Lease | \$45 |
| Management Service | \$7,199 |
| General Insurance | \$491 |
| Depreciation | \$36 |
| Utilities | \$304 |
| Building Maintenance | \$67 |
| Family Reimbursement-FSSP | \$1,840 |
| Therapy | \$6,585 |
| SLS EXPENSE: MEDICAID | \$30,139 |
| SLS EXPENSE: STATE | \$3,958 |
| Comprehensive | \$210,058 |

| | |
|------------------------------|---------|
| Utilities | \$3,223 |
| Cable TV & Internet Service | \$461 |
| Building Maintenance | \$487 |
| Gas & Oil - Auto | \$2,645 |
| Vehicle Repair & Maintenance | \$2,290 |
| Client Transportation | \$507 |
| Medical Supply | \$378 |
| Assistive Tech/Home Mod | \$500 |
| Vision Care | \$480 |
| Pharmacy | \$631 |
| Tenant Rent Contributions | \$6,458 |
| Personal Needs | \$3,223 |

| | |
|---|------------------|
| Total Program Expenses | \$368,705 |
| <u>General & Administrative Expenses</u> | |
| Staff Salaries | \$31,807 |
| Payroll Taxes - FICA | \$2,325 |
| Payroll Taxes - Unemp | \$38 |
| Unallocated W/C Expense | \$200 |
| Health Ins - Company Portion | \$2,290 |
| Retirement Bene - Company Portion | \$806 |
| Program Supply | \$11 |
| Office Supplies | \$220 |
| Custodial Supplies | \$58 |
| First Aide & Safety Supplies | \$77 |
| Telephone | \$256 |
| Postage | \$95 |
| Maintenance - Computers | \$659 |
| Advertising & PR | \$113 |
| Mileage Reimbursement | \$79 |
| Travel Allowance | \$250 |
| Food | \$137 |
| License & Fees | \$210 |
| Legal-Admin | \$300 |
| Office Equipment Lease | \$62 |
| Miscellaneous | \$18 |
| General Insurance | \$839 |
| Audit & Accounting | \$1,000 |
| Depreciation | \$1,156 |
| Utilities | \$572 |
| Cable TV & Internet Service | \$17 |
| Building Maintenance | \$31 |

Total General & Administrative Expense: **\$43,624**

Total Expenses **\$412,330**

Income (Loss) from Operations **\$12,333**

COMBINED INCOME (LOSS)

Other Income (Expense)

| | |
|-------------------------------------|--------------|
| Mutual Funds | \$524 |
| Total Other Income (Expense) | \$524 |

| | |
|---|------------------|
| Total Program Expenses | \$296,506 |
| <u>General & Administrative Expenses</u> | |
| Telephone | \$110 |
| Dues & Publications | \$1,724 |
| Advertising & PR | \$113 |
| License & Fees | \$12 |
| Payroll Processing Expense | \$456 |
| General Insurance | \$399 |
| Audit & Accounting | \$737 |

Total General & Administrative Expense: **\$3,551**

Total Expenses **\$300,058**

Income (Loss) from Operations **\$(8,801)**

\$3,532

Other Income (Expense)

| | |
|--|---------------|
| Interest Earned | \$8 |
| Mutual Funds - Unrealized Gain or Loss | \$(74) |
| Total Other Income (Expense) | \$(66) |

Income Statement SubType
For the period of 11/1/2020 through 11/30/2020

Revenues

| | |
|------------------------------------|-----------|
| Food Stamps | \$2,244 |
| Administrative Management | \$10,324 |
| Rental Property Income | \$1,425 |
| IHAB TRI | \$21,049 |
| Transportation - Non Med Day TRI | \$1,321 |
| IHAB WAL | \$9,351 |
| Comm Connect WAL | \$14 |
| Transportation - Non Med Day WAL | \$1,140 |
| Supported Employment TRI | \$8,227 |
| Supported Employment WAL | \$625 |
| SLS MW Direct Srv/PC/Homemaker TRI | \$6,278 |
| SLS MW Direct Srv/PC/Homemaker WAL | \$3,237 |
| CES - Direct Service - Medicaid | \$6,808 |
| SLS-Direct Service-State TRI | \$1,633 |
| SLS-Direct Service-State WAL | \$178 |
| SLS Revenue - Medicaid | \$1,957 |
| SLS Revenue - State Fund | \$50 |
| EBD Direct Service-Personal Care | \$117,794 |
| Comprehensive - Medicaid | \$174,387 |
| Non-Emergency Medical Transp | \$1,873 |
| Comprehensive R & B | \$16,823 |
| Dental/Vision Care | \$440 |
| Client production revenue | \$720 |

Net Revenues**\$387,898**Program Expenses

| | |
|-------------------------------------|-----------|
| Homemaker Enhanced Svcs - CES | \$606 |
| CES Program Expenses | \$522 |
| Staff Salaries | \$245,782 |
| EBD Salaries & Benefits | \$125 |
| Client Wages | \$336 |
| Payroll Taxes - FICA | \$19,182 |
| Payroll Taxes - Unemp | \$990 |
| Payroll Taxes - WC | \$9,989 |
| Health Ins - Company Portion | \$8,186 |
| Retirement Benefit - Company Portio | \$1,300 |
| Residential Provider | \$17,852 |
| Program Supply | \$880 |
| Office Supply | \$692 |
| Custodial Supplies | \$1,714 |
| Telephone | \$1,915 |
| Dues & Publications | \$29 |
| Maintenance - Equipment | \$64 |
| Maintenance - Computers | \$1,792 |
| Advertising & PR | \$137 |
| Mileage Reimbursement | \$158 |
| Food | \$6,312 |
| Recreation | \$207 |
| License & Fees | \$5,687 |
| Payroll Processing Expense | \$3,405 |
| Office Equipment Lease | \$658 |
| General Insurance | \$5,614 |
| Unemployment Services Expense | \$197 |
| Depreciation | \$8,474 |
| Utilities | \$3,849 |
| Cable TV & Internet Service | \$461 |

Revenues

| | |
|------------------------------------|-----------|
| Management - FSSP Admin | \$268 |
| SLS MW Direct Service Revenue | \$9,572 |
| SLS MW IHAB Revenue | \$9,057 |
| CES Direct Service-Medicaid | \$6,808 |
| SLS Revenue - State Fund | \$5,001 |
| Early Intervention Program Revenue | \$10,513 |
| Family Support Program Revenue | \$3,303 |
| Comprehensive - Day Hab | \$27,626 |
| Comprehensive - Residential | \$174,387 |
| Transportation | \$2,269 |
| Dental & Vision Care | \$440 |
| Case Management | \$24,222 |

Net Revenues**\$273,466**Program Expenses

| | |
|---------------------------------|-----------|
| CES EXPENSE | \$6,808 |
| Staff Salaries | \$20,617 |
| Payroll Taxes - FICA | \$1,825 |
| Payroll Taxes - WC | \$46 |
| Payroll Deductions - Health Ins | \$2,358 |
| Payroll Deductions - 401(k) | \$700 |
| Program Supply | \$16 |
| Office Supply | \$264 |
| Telephone | \$666 |
| Postage | \$14 |
| Maintenance - Computers | \$220 |
| Advertising & PR | \$399 |
| Office Equipment Lease | \$63 |
| Management Service | \$3,600 |
| General Insurance | \$491 |
| Depreciation | \$36 |
| Utilities | \$276 |
| Building Maintenance | \$34 |
| Family Reimbursement-FSSP | \$2,558 |
| Therapy | \$5,614 |
| SLS EXPENSE: MEDICAID | \$20,461 |
| SLS EXPENSE: STATE | \$4,635 |
| Comprehensive | \$202,890 |

| | |
|------------------------------|---------|
| Building Maintenance | \$715 |
| Gas & Oil - Auto | \$1,180 |
| Vehicle Repair & Maintenance | \$1,335 |
| Client Transportation | \$356 |
| Medical Supply | \$469 |
| Assistive Tech/Home Mod | \$743 |
| Vision Care | \$690 |
| Pharmacy | \$809 |
| Tenant Rent Contributions | \$6,458 |
| Personal Needs | \$3,223 |

| | |
|---|------------------|
| Total Program Expenses | \$363,089 |
| <u>General & Administrative Expenses</u> | |
| Staff Salaries | \$31,621 |
| Payroll Taxes - FICA | \$2,780 |
| Payroll Taxes - Unemp | \$6 |
| Unallocated W/C Expense | \$200 |
| Health Ins - Company Portion | \$(984) |
| Retirement Bene - Company Portion | \$841 |
| Office Supplies | \$60 |
| Custodial Supplies | \$17 |
| Telephone | \$308 |
| Maintenance - Equipment | \$134 |
| Maintenance - Computers | \$1,222 |
| Advertising & PR | \$113 |
| Per Diem Reimbursements | \$12 |
| Mileage Reimbursement | \$71 |
| Travel Allowance | \$250 |
| Food | \$26 |
| License & Fees | \$422 |
| Legal-Admin | \$300 |
| Office Equipment Lease | \$62 |
| General Insurance | \$839 |
| Audit & Accounting | \$1,000 |
| Depreciation | \$1,156 |
| Utilities | \$744 |
| Cable TV & Internet Service | \$17 |
| Building Maintenance | \$60 |
| Vehicle Repair & Maintenance | \$82 |
| Total General & Administrative Expenses | \$41,360 |
| Total Expenses | \$404,449 |

Income (Loss) from Operations **\$(16,550)**

COMBINED INCOME (LOSS)

| | |
|--------------------------------------|-----------------|
| <u>Other Income (Expense)</u> | |
| Mutual Funds | \$31,111 |
| Total Other Income (Expense) | \$31,111 |

| | |
|---|------------------|
| Total Program Expenses | \$274,592 |
| <u>General & Administrative Expenses</u> | |
| Program Supply | \$163 |
| Telephone | \$110 |
| Advertising & PR | \$113 |
| License & Fees | \$12 |
| Payroll Processing Expense | \$400 |
| General Insurance | \$399 |
| Audit & Accounting | \$737 |
| Total General & Administrative Expenses | \$1,933 |
| Total Expenses | \$276,525 |

Income (Loss) from Operations **\$(3,058)**

\$(19,609)

| | |
|--|----------------|
| <u>Other Income (Expense)</u> | |
| Interest Earned | \$7 |
| Mutual Funds - Unrealized Gain or Loss | \$9,180 |
| Total Other Income (Expense) | \$9,187 |