

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

Meeting location 1205 Congress Drive
February 28, 2023, 2023
Time: 4:00 PM

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 January, 2022 Financials for LACRC/SCDDDS
 - b. Audit status for years 2018 - 2022
 - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. New Board members
 - 2.
- IX. NEW BUSINESS
 1. Board Member M. Q
 2. Wage increases and budget
 - 3.
 - 4.
 - 5.
 - 6.
- X. OTHER
 - 1.
- XI. DIRECTORS REPORT
 1. Update on the CMRD and transition to a new SEP
 2. Funding for next FY
 - 3 Group homes and Host Homes
 - 5.
 - 6..

ADJOURNMENT

**MINUTES OF BOARD OF DIRECTORS MEETING
LACRC/SCDDS**

DATE: January 31, 2023

TIME: 4:00 PM, The meeting was held in Trinidad

PERSONS PRESENT: Board Members: Board President Spencer, Pando, Blackburn (zoom), Quintero (zoom), Blasi along with Business Manager, 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 Don 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 January 31, 2023 board meeting was reviewed. Following discussion it was M/S/P by Blasi and Quintero to accept the January 31th minutes for LACRC and SCDDS as presented.

TREASURER'S REPORT

Teri Hansford presented the December 2022 financial statements for both LACRC and SCDDS. Teri indicated that revenues and expenses are in line with normal postings for both LACRC and SCDDS. Following discussion it was M/S/P by Pando and Quintero to accept the December finance statements as presented.

Teri gave an update on the audit, she indicated the information for the 2018 audit has been submitted to the auditor. Teri will continue to update the Board on the audit status at the upcoming meetings.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

1. Board Member Replacement

Duane informed the Board that

NEW BUSINESS

1. Frank Vialpando retiring

Duane informed the Board that Frank Vialpando who runs the Walsenburg program is retiring. Duane indicated he would like to change how the Walsenburg program is managed. Duane would like Trinidad based staff to have the overall responsibility of the day, SLS and residential program and then hire lead staff in Walsenburg that work under their supervision. He said the day program would be under the supervision of Carolyn A., Carolyn lives in the Aguilar area and would go to Walsenburg weekly and work closely with their day staff. Currently the day program serves about 14 individuals. SLS would be shifted to the EBD program and Rebecca A., would have Becky S., in Walsenburg as her lead staff person. SLS currently serves about 6 individuals. Residential would remain under Katie S's., supervision and she would select a lead person and work closely with them. The residential program currently serves 8 individuals. Duane stated the rationale for this is overall program quality and compliance. The Trinidad staff have been involved with the overall ongoing program quality. Walsenburg staff would like to give this new management approach a try. Walsenburg staff have been running the program in Frank's absence anyway.

- 2. Board Member M. Q,** Duane informed the board that Board member and consumer representative Monty Quintero has moved into an assisted living facility and may no longer meets the criteria that the state has for consumer representation on the board. The assisted living facility is not funded by any of the IDD waiver programs. Duane will reach out to the state on this. If it is determined that Monty Quintero does not meet this CCB requirement then the board will need to select another consumer representative.
- 3. Staff Wage increase** Duane requested authorization to increase staff wages by 3% and 4%. Duane indicated that LACRC's current P&L statements are showing a positive cash flow and that the state is proposing increased funding with the new FY beginning July 1, 2023. The proposed increases are 3% for Medicaid (common policy increases) along with then higher targeted increases for the group home residential services and transportation. Duane indicated that the increases are being proposed and that the final approval has not been adopted by the state. Following discussion it was the consensus of the board to delay these increases until more information is available on the final ruling of the proposed increases. Duane said this increase will be and interim increase as the state is making the new funding contingent on paying DSP's that work in licensed group home settings at a minimum of \$15.75 per hour affective July 1, this increase will bring our entry wage up to \$14.45 per hour. Hopefully the overall new funding will support a minimum of \$15.75 for all DSP's. Duane will met with Board member Blasi and review in detail the proposed rate increases, the current positive cash flow and how these increases will affect the budget and cash flow thru FY 2024.
- 4. Colorado Sick Leave Program** Duane informed the Board that LACRC/SCDDS will begin contributing to the new Colorado State Sick Leave Program which goes into effect on January 1, 2023. The program requires that both the employer and employee contribute .0045%of their wages to this program. This sick leave program is run and managed by the state of Colorado.
- Directors Report** Duane gave an update on the CMRD process. Duane indicated that the RFP for case management services was released on January 1, 2023 with a 60 day response time frame. The state is hoping to select the successful applicant for the identified regions by July 2023. The new vendor will then have until June 30 2024 to transition services.
- Adjournment** Moved by Blasi to Adjourn, Adjournment at 5:05 pm

Income Statement SubType
(Single Period)

For the period of 1/1/2023 through 1/31/2023

Income Statement SubType
(Single Period)

For the period of 1/1/2023 through 1/31/2023

Revenues

Food Stamps	\$3,749
Administrative Management	\$2,980
Rental Property Income	\$2,025
Misc Income	\$850
IHAB TRI	\$30,388
Comm Connect TRI	\$3,004
Transportation - Non Med Day TRI	\$7,698
IHAB WAL	\$14,895
Comm Connect WAL	\$335
Transportation - Non Med Day WAL	\$2,227
Supported Employment TRI	\$11,463
Transportation - Supported Emp TRI	\$705
Supported Employment WAL	\$403
SLS MW Direct Srv/PC/Homemaker TRI	\$9,413
SLS MW Direct Srv/PC/Homemaker WAL	\$4,943
CES - Direct Service - Medicaid	\$5,396
SLS-Direct Service-State TRI	\$1,982
SLS-Direct Service-State WAL	\$163
SLS Revenue - Medicaid	\$194
SLS Revenue - State Fund Asst Tech	\$61
EBD Direct Service-Personal Care	\$175,109 ***
Comprehensive - Medicaid	\$187,322
Non-Emergency Medical Transp	\$2,544
Comprehensive R & B	\$24,156
Vision Care	\$235
Client production revenue	\$720

Net Revenues**\$492,962**Program Expenses

Staff Salaries	\$312,458
Client Wages	\$269
Payroll Taxes - FICA	\$23,460
Payroll Taxes - Unemp	\$4,600
Payroll Taxes - WC	\$7,967
Health Ins - Company Portion	\$8,015
Retirement Benefit - Company Portio	\$1,376
Residential Provider	\$16,715
Program Supply	\$904
Office Supply	\$753
Custodial Supplies	\$1,924
Telephone	\$2,055
Dues & Publications	\$32
Maintenance - Computers	\$2,021
Advertising & PR	\$6,081
Mileage Reimbursement	\$227
Food	\$7,257
Recreation	\$826
License & Fees	\$528
Payroll Processing Expense	\$5,491
Office Equipment Lease	\$624
General Insurance	\$8,263
Unemployment Services Expense	\$197
Depreciation	\$6,061

Revenues

SLS MW Direct Service Revenue	\$14,550
SLS MW IHAB Revenue	\$15,204
CES Direct Service-Medicaid	\$5,396
Early Intervention Program Revenue	\$14,147
Early Intervention - Other Revenue	\$3,045
Comprehensive - Day Hab	\$42,333
Comprehensive - Residential	\$187,322
St SLS	\$6,965
FSSP	\$4,345
Transportation	\$9,205
Dental & Vision Care	\$235
Case Management	\$27,293

**missing St SLS/FSSP CM

Net Revenues**\$330,039**Program Expenses

CES EXPENSE	\$5,396
Staff Salaries	\$25,617
Payroll Taxes - FICA	\$1,765
Payroll Taxes - Unemp	\$175
Payroll Taxes - WC	\$55
Payroll Deductions - Health Ins	\$1,680
Payroll Deductions - 401(k)	\$685
Program Supply	\$1,225
Office Supply	\$927
Custodial Supplies	\$671
Telephone	\$850
Postage	\$22
Dues & Publications	\$1,376
Advertising & PR	\$612
Staff Development	\$45
Mileage Reimbursement	\$257
License & Fees	\$8
Payroll Processing Expense	\$524
Audit & Accounting	\$737
Office Equipment Lease	\$54
Management Service	\$280
General Insurance	\$295
Depreciation	\$26
Utilities	\$403

Utilities	\$4,863	In-Kind Rent	\$600
Cable TV & Internet Service	\$270	Building Maintenance	\$59
Building Maintenance	\$392	Family Reimbursement-FSSP	\$4,001
Gas & Oil - Auto	\$1,825	Therapy	\$6,116
Vehicle Repair & Maintenance	\$2,046	SLS EXPENSE: MEDICAID	\$31,297
Client Transportation	\$590	SLS EXPENSE: STATE	\$6,965
Medical Supply	\$605	Comprehensive	\$237,553
Assistive Tech/Home Mod	\$298		
Vision Care	\$235		
Pharmacy	\$1,958		
Tenant Rent Contributions	\$6,507		
Personal Needs	\$4,526		

Total Program Expenses	<u>\$442,218</u>	Total Program Expenses	<u>\$330,276</u>
<u>General & Administrative Expenses</u>			
Staff Salaries	\$31,604		
Payroll Taxes - FICA	\$2,280		
Payroll Taxes - Unemp	\$447		
Unallocated W/C Expense	\$200		
Health Ins - Company Portion	\$2,560		
Retirement Bene - Company Portion	\$873		
Office Supplies	\$58		
Custodial Supplies	\$31		
Telephone	\$299		
Postage	\$4		
Maintenance - Computers	\$232		
Advertising & PR	\$1,684		
Staff Development	\$563		
Mileage Reimbursement	\$251		
Travel Allowance	\$250		
License & Fees	\$85		
Legal-Admin	\$300		
Office Equipment Lease	\$60		
General Insurance	\$2,418		
Audit & Accounting	\$1,000		
Depreciation	\$827		
Utilities	\$719		
Cable TV & Internet Service	\$17		
Building Maintenance	\$18		
Vehicle Repair & Maintenance	\$63		
Total General & Administrative	<u>\$46,842</u>		
Total Expenses	<u>\$489,060</u>	Total Expenses	<u>\$330,276</u>
	<u>\$3,902</u>		<u>\$(237)</u>
COMBINED INCOME (LOSS)		\$3,664	

*** Does not include \$ 19,666 not yet billed for Jan '23

Preliminary ~ Unaudited