

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

BOARD OF DIRECTORS MEETING

**Meeting location: 330 W 9th Street, Walsenburg, CO 81089
January 26, 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**
- VI. CORRESPONDENCE**
- VII. COMMITTEE REPORTS**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
- XI. PROGRAM PRESENTATIONS
Programs Director
Case Management
Adult Services
EBD**

ADJOURNMENT

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

DATE: December 15, 2016
TIME: 4:00 PM, the meeting was held in Trinidad

PERSONS PRESENT: Board Member De Bono, Shier, Nielsen, Quintero, and Spencer and Executive Director Duane Roy along with Mary Beach, Marsi Mason, Jeremy Topping, Penny Martinez and Teri Hansford
ABSENT/EXCUSED: Board Member Marge Patterson, Lonnie Brown, Al Pando
NOT EXCUSED:

TOPIC	DISCUSSION
<u>CALL TO ORDER</u>	The meeting was called to order at 4:05 PM by Board President De Bono, the meeting was held in Trinidad in the Administrative Building conference room.
<u>ADDITIONS AND DELETIONS TO THE AGENDA</u>	
<u>MINUTES TO THE PREVIOUS MEETING</u>	The minutes to the October 27, 2016 meetings were reviewed. Following discussion it was M/S/P by Don Spencer and Dave Shier to accept the minutes. There was no meeting in November.
<u>TREASURER'S REPORT</u>	Mary Beach LACRC/SCDDS Finance Director went over the financial statement for October 2016. The agency is still running at a loss. Duane said that staff have been looking at overtime and working to reduce it and cut other expenses where possible. Teri Hansford (HR) presented a recap of overtime for the months of July through November 2016. The scale represented a drop in overtime for SCDDS and LACRC. Following discussion it was M/S/P by Dave Shier and Don Spencer.
<u>CORRESPONDENCE</u>	Duane went over information from PADCO and reviewed the Alliance doc-Perfect Storm.
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u> 1. AV	Nothing new to report. Still waiting on the County and School District.
<u>NEW BUSINESS</u> 1. Appointment to Family Support Council 2. LACRC/SCDDS Investment Policy 3. Recommended Changes to Ameriprise Account 4. Agency Calendar for 2017 5. Changes to Employment Benefits	Duane indicated that SCDDS needs to replace two individuals on the on the Family Support Council. Jamie Pike, Children's Program Director recommends the following two following individuals for the Family Support Council, Josefina Estrada who is a case manager with Catholic Charities and Tracey Sanchez who is a parent of a child enrolled in FS. The two individuals that are leaving the Council are Judy Veris-Decker and Eugene Aragon. Following discussion it was M/S/P to approve Estrada and Sanchez. Duane reported that the finance Committee met with representatives from the Bank of the West to discuss our investments that we have with them and then lead a discussion on investment policies for non-profit organizations. A formal investment policy will be drafted and presented. Duane presented a letter from Mr. Scott Paine regarding changes to LACRC's Ameriprise Account that he manages. See attached letter. Following discussion it was the consensus of those present to defer action until LACRC/SCDDS approves the Investment Policy. Penny distributed the agency calendar for 2017 that lists board meeting dates and other events. The following changes to LACRC/SCDDS personal and benefits policies are recommended: a. Reduce the agency match from Up to 6% to 4% b. Reduce mileage reimbursement paid to staff for personal vehicles from \$.55 per mile to \$.38 per mile. c. Eliminate LACRC/SCDDS participation in dental and life insurance. These benefits will remain available but at the expense of the employee. Following Discussion it was M/S/P by Shier and Spencer to make these changes Effective January 1,

Program Reports

1. Directors

Duane reviewed the preliminary status of the State's Budget and how this will influence rate increases. Duane pointed out that several agencies are having problems find providers for some SLS services because the rates are too low. In our programs it is the SLS program that is losing the most money. The State budget will be set in January. Duane reviewed the impact that the new minimum wage will have on the agency, at present it will only affect some part time staff and staff in the EBD program. The impact is around \$20,000 per year.

2. Residential

Jeremy Topping gave a brief update on the residential program, The program is servicing 37 individuals and we have one vacancy in the six group homes. Jeremy reported on administrative staff changes, Ayla Valerio is no longer working as a Residential House Manager in Trinidad, her position will be filled ASAP.

**3. Trinidad /
Walsenburg-
Day/SLS**

Jeremy Topping stated that our Trinidad and Walsenburg programs are on track and running smoothly. Jeremy and Frank are working with Chere to make sure we are capturing all of the available funding.

4. Case Management

Marsi gave a brief update on Case Management. Marsi spoke about the waiting list and the difficulties she experiences in enrolling new individuals. Many of the individuals that are applying are from out of state, she is having difficulties getting eligibility documents and then follow through with parents.

5. EBD

Jeremy Topping gave a brief review of the EBD and the Adult Day program. Jeremy stated that the program is hiring additional Direct Care Staff. Jeremy is working with Chere to make sure we are capturing all services when we bill.

Adjournment

Board Member Nielsen/Spencer moved to adjourn the meeting at 5:30 pm.

Approved: _____, Date _____

SCDDS/LACRC Financial
December 2016
FY 2016-17

Revenues

Comprehensive - Medicaid	\$ 221,800
EBD Direct Service-Pers Care	\$ 53,906
SLS Revenue - Medicaid	\$ 32,146
Comprehensive R & B	\$ 25,526
Behavioral/Mental Health	\$ 20,201
TCM	\$ 17,431
SLS Revenue - State Fund	\$ 8,657
EBD Adult Day	\$ 8,649
Spanish Peaks Day Care Rev	\$ 7,320
Non-Emergency Med Transp	\$ 3,702
Early Intervention Program Rev	\$ 3,696
Family Support Program Rev	\$ 2,878
Quality Assurance/Utilization Review	\$ 2,835
Case Management	\$ 1,728
Administrative Mngmnt - HUD	\$ 1,210
Food Stamps	\$ 1,207
Client production revenue	\$ 847
Rental Property Income	\$ 615
CES Direct Service-Medicaid	\$ 347
Part C Income	\$ 336
Early Intervention - Grants	\$ -
Spanish Peaks Day Care Grant Rev	\$ -
Gain/Loss - Properties	\$ (2,775)
Net Revenues	\$ 415,037

Payroll Expenses

Staff Salaries	\$ 253,220
Payroll Taxes - FICA	\$ 18,534
Payroll Taxes - WC	\$ 17,869
Health Ins - Company Portion	\$ 14,983
Payroll Taxes - Unemp	\$ 4,465
Retirement Benefit - Co Portion	\$ 3,592
Client Wages	\$ 942
Total Payroll Expense	\$ 313,605

Program Expenses

Behavioral / Mental Health	\$ 14,175
Host Home Provider	\$ 12,593
Food	\$ 10,240

Utilities	\$	7,839
Tenant Rent Contributions	\$	7,035
General Liability Insurance	\$	6,482
Program Supply	\$	5,465
Personal Needs	\$	5,066
Payroll Processing Expense	\$	4,042
Therapy	\$	3,990
Gas & Oil - Auto	\$	3,099
Telephone	\$	3,030
Advertising & PR	\$	2,611
Client Transportation	\$	2,325
Maintenance - Computers	\$	2,319
Vehicle Repair & Maintenance	\$	2,096
License & Fees / E-Cycling	\$	1,843
Custodial Supplies	\$	1,697
Family Reimbursement-FSSP	\$	1,403
Audit & Accounting	\$	1,390
Maintenance - Building	\$	1,149
Pharmacy	\$	1,008
Office Supply	\$	960
Office Equipment Lease	\$	947
Mileage Reimbursement	\$	626
Staff Development	\$	625
Vision Care	\$	507
Internet & TV	\$	492
Recreation	\$	439
Rent - PCA 16	\$	381
Travel Allowance	\$	376
Assistive Tech/Home Mod	\$	370
Legal-Admin	\$	300
Dental Care	\$	208
Unemployment Services Exp	\$	180
Postage	\$	56
Dues & Publications	\$	24
Loss (Income) from Insurance Claims		
Total Program Expenses	\$	107,389
Total Expenses	\$	420,995
Net Income (Loss)	\$	(8,732)
Depreciation	\$	11,750
Net Inc (Loss) W/Depreciation	\$	(20,482)

Other Revenue

Interest Earned	\$	7
Mutual Funds	\$	3,916
Total Other Income	\$	3,923
Net Income (Loss)	\$	(16,560)