

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.
BOARD OF DIRECTORS MEETING
Meeting location 1205 Congress Drive, Trinidad, Co
January 29, 2020 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
 - 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. Investment Policy and re-invest matured MLCD's
 2. Adjusted Wage Scale for min wage increase and Update salary scale
 3. Board Meeting Calendar for 2020
 4. Fence Willis St property
 - 5.
- X. OHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report
End the Wait list
Upcoming Legislative Session
DS to Host home

XII. Adjournment

MINUTES OF BOARD OF DIRECTORS MEETING

DATE: December 17, 2019
TIME: 4:00 PM, The meeting was held in Walsenburg

PERSONS PRESENT: Board Members: Board President Spencer, Shier, Nielsen, Pando, Quintero, Business Manager, Teri Hansford and Executive Director Duane Roy

ABSENT/EXCUSED: Board Member: De Bono

NOT EXCUSED:

<u>TOPIC</u>	<u>DISCUSSION</u>
<u>CALL TO ORDER</u>	The meeting was called to order at 4:00 PM by Board President Spencer, the meeting was held in Walsenburg at 330 W 9th.
<u>ADDITIONS AND DELETIONS TO THE AGENDA</u>	None
<u>Public Comment</u>	None
<u>MINUTES TO THE PREVIOUS MEETING</u>	The minutes to the October 23, 2019 meeting was reviewed. Following discussion it was M/S/P by Nielsen and Pando to approve the October 23, 2019 meeting minutes. Note-- there was no meeting in November 2019.
<u>TREASURER'S REPORT</u>	Teri Hansford, Business Manager reviewed the October 2019 Finance Statements for LACRC and SCDDS. Following discussion it was M/S/P by Quintero and Pando to accept the October Statements. Teri gave an update on the Malware attack on our accounting software and documents. Teri said it is taking longer than anticipated to re-construct all of the accounts, she said the posting of revenues is more tedious than the payables. Teri anticipates that it will take another 6 to 8 weeks.
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Member Replacement	No action taken.

NEW BUSINESS

1. **Appointment to HRC** Case Management Director Marsi Mason recommends Laura Shubert for the HRC committee. Laura is a parent and will be representing persons served. Following Discussion it was M/S/P by Nielsen and Quintero to appoint Shubert to the HRC.
2. **Update Policies for SCDDS, see list** Duane indicated that SCDDS needs to update the Case Management policies annually. See list of policies reviewed and updated Following discussion it was M/S/P Shier and Pando to accept the policies as presented.
3. **Wage Increase** Duane informed the board that the Colorado minimum wage is going up to \$12/hr effective January 1, 2020 which represents a 9% wage increase. Duane indicated that the majority of the workforce at LACRC/SCDDS is at minimum wage. Some staff that have been with the agency for the past year or more have not had a wage increase, some for a couple of years. Duane requested authorization to increase those wages affected by the increased minimum wage to the \$12 and then to increase those staff with longevity that have not had a wage increase for the past 2 years by up to 3% based on a merit review. Duane has been meeting with

members of the board on this and projects the cost to be \$170,000 for LACRC and SCDDS for the remaining 6 months in this FY. Teri Hansford indicates that recent billing rate increases will cover the increased cost. Following Discussion it was M/S/P by Nielsen and Quintero to authorize the wage increase.

4. **Bonus** Duane requested authorization to give all staff a bonus of up to 3 % based on their annualized non overtime wages. Duane estimates that this will cost approximately 75,000 for both LACRC and SCDDS. Following discussion it was M/S/P Pando and Quintero to authorize this.
5. **Board meeting Calendar for 2020** Duane handed out a calendar showing the board meeting dates for 2020.
6. **Holiday Schedule** Duane requested authorization to also observe December 26 as a paid Holiday at Christmas time (staff will have the 25 and 26th as holidays). Following discussion it was M/S/P by Quintero and Pando to authorize the 26th as a paid holiday
7. **Directors Report** Duane reviewed the outcome of the recent Survey for SCDDS's Early Intervention Services. See attached report from the State of Colorado Office of Early Childhood.

Adjournment by Nielsen 5:25 PM

_____ By Ronald Nielsen, Secretary

Date: _____

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Income Statement SubType

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(Single Period)

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For the period of 12/1/2019 through 12/31/2019

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Revenues

Gain/Loss Equip Sold	\$627
Administrative Management	\$9,745
Rental Property Income	\$3,495
Misc Income	\$29
Transporation - Comprehensive	\$7,337
Transporation - SLS Direct Srv Medicaid	\$3,982
SLS Revenue - Medicaid	\$36,577
SLS Revenue - State Fund	\$12,721
EBD Direct Service-Personal Care	\$87,400
Comprehensive - Medicaid	\$228,810
Comprehensive R & B	\$16,625
Dental/Vision Care	\$239
Client production revenue	\$1,427

Net Revenues

\$409,014Program Expenses

Medical Supply - Res - TRI	\$616
Medical Supply - Res - WAL	\$112
Medical Supply - PCAs - TRI	\$89
Medical Supply - MW SLS - TRI	\$35
Medical Supply - MW SLS - WAL	\$116
EBD Program Expenses	\$6,400
Staff Salaries	\$228,818
EBD Salaries & Benefits	\$85,995
Client Wages	\$657
Payroll Taxes - FICA	\$17,115
Payroll Taxes - Unemp	\$1,420
Payroll Taxes - WC	\$8,814
Health Ins - Company Portion	\$8,009
Residential Provider	\$18,437
Program Supply	\$1,417
Office Supply	\$55
Custodial Supplies	\$1,293
Telephone	\$968
Dues & Publications	\$13
Maintenance - Equipment	\$18
Maintenance - Computers	\$764
Advertising & PR	\$502
Staff Development	\$981
Mileage Reimbursement	\$220
Food	\$3,911
Recreation	\$382
License & Fees	\$26
Payroll Processing Expense	\$4,504
General Insurance	\$5,214
Depreciation	\$8,474
Utilities	\$360
Cable TV & Internet Service	\$164
Building Maintenance	\$76
Gas & Oil - Auto	\$2,252
Vehicle Repair & Maintenance	\$1,069

Revenues

Donations - Family Support	\$200.00
SLS Revenue - Medicaid	\$13,296
SLS MW Day	\$23,281
CES Direct Service-Medicaid	\$7,603
SLS Revenue - State Fund	\$12,721
Family Support Program Revenue	\$2,592
Comprehensive - Day Hab	\$52,593
Comprehensive - Residential	\$176,217
Early Intervention - Direct	\$9,434
Early Intervention - Indirect	\$10,728
Transportation	\$11,319
Dental & Vision Care	\$239
Case Management	\$26,420

Net Revenues

\$346,643Program Expenses

Staff Salaries	\$32,356
Payroll Taxes - FICA	\$2,293
Payroll Taxes - Unemp	\$68
Payroll Taxes - WC	\$244
Payroll Deductions - Health Ins	\$2,322
Program Supply	\$1,615
Telephone	\$303
Postage	\$19
Advertising & PR	\$2,319
Mileage Reimbursement	\$227
Management Service	\$4,765
General Insurance	\$491
Depreciation	\$36
Utilities	\$445
Building Maintenance	\$72
Family Reimbursement-FSSP	\$2,068
Therapy	\$9,434
Homemaker Enhanced Prof Srvs	\$808
SLS EXPENSE: MEDICAID	\$40,798
SLS EXPENSE: STATE	\$10,922
Comprehensive	\$236,147

Client Transportation	\$2,816
Assistive Tech/Home Mod	\$450
Vision Care	\$239
Pharmacy	\$615
Tenant Rent Contributions	\$6,671
Personal Needs	\$3,307

Total Program Expenses	\$423,393	Total Program Expenses	\$347,753
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$13,150	Program Supply	\$240
Payroll Taxes - FICA	\$891	Telephone	\$104
Payroll Taxes - Unemp	\$178	Advertising & PR	\$113
Unallocated W/C Expense	\$156	Payroll Processing Expense	\$477
Health Ins - Company Portion	\$656	General Insurance	\$399
Other Benefits - Company Portion	\$9	Audit & Acctng	\$737
Office Supplies	\$1,093	Misc Suspense Exp	\$808
Custodial Supplies	\$346		
Telephone	\$951		
Maintenance - Computers	\$3		
Advertising & PR	\$2,214		
Staff Development	\$47		
Per Diem Reimbursements	\$47		
Mileage Reimbursement	\$90		
Travel Allowance	\$162		
License & Fees	\$71		
Legal-Admin	\$300		
Office Equipment Lease	\$1,055		
Miscellaneous	\$8		
General Insurance	\$839		
Depreciation	\$1,156		
Utilities	\$4,268		
Cable TV & Internet Service	\$170		
Building Maintenance	\$511		
Gas & Oil - Auto	\$218		
Vehicle Repair & Maintenance	\$68		
Total General & Admin Expenses	\$28,656	Total General & Admin Expenses	\$2,878
Total Expenses	\$452,048	Total Expenses	\$350,630
Net Income (Loss)	\$(43,035)	Net Income (Loss)	\$(3,988)

Dec COMBINED \$(47,022)

Mutual Funds - Unrealized Gain or Loss	\$46,986	Mutual Funds - Unrealized Gain or Loss	\$2,460
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