

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

BOARD OF DIRECTORS MEETING

Meeting location: 1205 Congress Drive, Trinidad, CO 81082

Jan 25, 2022 4:00PM

AVAILABLE VIA ZOOM MEETING

Jan 25, 2022 Time: 4:00PM

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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

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

DATE: December 15, 2021

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

PERSONS PRESENT: Board Members: Board President Spencer, Quintero, Blasi, Pando along with Business Manager, David Moore, Teri Hansford, and Executive Director Duane Roy.

Absent: Board Members: Verity Blackburn,

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 October 26, 2021 meeting was reviewed. Following discussion it was M/S/P by Blasi and Quintero. There was no Meeting in November.

TREASURER'S REPORT

David Moore, Business Manager reviewed the LACRC/SCDDS finance statements for September 2021 and Year to Date July thru September 2021. Following discussion it was M/S/P Blasi and Quintero to accept the finance statement as presented.

David also gave an update on the audit. David indicated that he is still working with the auditor to get the 2017 audit completed. David said once the 2017 audit is complete the 2018-2021 audits should go smoother. The reconstruction of the data that was lost in the 2017 accounting software program hack is just about complete and staff are working with the auditors to finish this up.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

- 1. Board Member Replacement

None

NEW BUSINESS

- 1. ARPA Funds Received

Duane reported that LACRC received \$35,164 in the latest round of AARP Funds. This was part of phase 4 of the AARP funds.

- 2. Sub Contract HUD Accounting

Duane requested authorization to sub contract the accounting for the 3 HUD accounts to Urlaub Co., PLLC., Urlaub's firm is located in Ada Oklahoma and they specialize in doing books for HUD accounts. Duane indicated that we are always behind with the books and it is creating issues for timely filings. The cost for this service is \$100 per account per month or \$3,600 per year for all 3 HUD projects. Following discussion it was M/S/P by Blasi and Shier to subcontract the accounting for the 3 HUD accounts to Urlaub, Co, PLLC.

- 3. Wage and Salary Scale

Duane indicated that LACRC/SCDDS needs to update the wage and salary plan to be in compliance with the State's new requirement that requires agencies to pay DSP's (direct service staff) at least \$15 per hour effective January 1, 2022. The state is increasing the reimbursement rates for services to pay for this increase. Duane indicated that LACRC/SCDDS will need to then look at the other positions and see if they can be increased.

Duane indicated that approximately 83% of all employees that work for LACRC/SCDDS are employed as DSP's. Duane also indicated that the other positions listed in the wage and salary plan will need to be increased and that he would like to see how the rate increase will affect the revenue and then come in with a recommendation for the other positions. Following discussion it was M/S/P to increase the minimum wage for the DSP position effective January 1, 2022 from the current of \$12.41 per hour to \$15.00 per hour and to bring back a plan to increase the wages for the other positions.

4. Bonuses

Duane requested authorization to pay the staff a bonus for the time worked in 2021. Duane requested authorization to spend up to \$150,000 to include taxes in bonus to staff. Actual amounts to individual staff will be a function of the hours and pay that that staff earned in 2021. Following discussion it was M/S/P by Blasi and Shier to authorize the up to \$150,000 in bonus payments.

Directors Report

Duane requested authorization to sell the 2009 Chevrolet Impala that has been pulled from service because of mechanical repairs. Duane said a staff member is interested. The Blue Book on this vehicle is around \$1,125. Following discussion it was M/S/P by Shier and Blasi to authorize Duane to sell the vehicle.

Adjournment

Duane indicated that the agency will be serving 2 new clients in residential serves bringing the number of clients served to 38 in the residential program. Duane also indicated that the state will be increasing the billing rate for Medicaid funded services in January to pay for the mandated \$15 per hour minimum wage for DSP's.

Motion by Blasi to adjourn at 4:45

Signature and

Date

Income Statement SubType

(Single Period)

For the period of 11/1/2021 thru 11/30/2021

Revenues

Food Stamps	\$3,197
Administrative Management	\$42,369
Rental Property Income	\$2,025
Administrative Management	\$673
Misc Income	\$736
IHAB TRI	\$24,619
Comm Connect TRI	\$1,775
Supported Employment - IHAB Day TRI	\$702
Transportation - Non Med Day TRI	\$798
IHAB WAL	\$11,256
Supported Employment TRI	\$12,210
Transportation - Supported Emp TRI	\$283
Supported Employment WAL	\$506
Transportation - Comprehensive	\$5,121
SLS MW Direct Srv/PC/Homemaker TRI	\$9,820
SLS MW Direct Srv/PC/Homemaker WAL	\$4,358
CES - Direct Service - Medicaid	\$8,260
SLS-Direct Service-State TRI	\$1,604
SLS-Direct Service-State WAL	\$140
SLS Revenue - Medicaid	\$328
SLS Revenue - State Fund	\$61
EBD Direct Service-Personal Care	\$137,991
Comprehensive - Medicaid	\$173,377
Non-Emergency Medical Transp	\$2,871
Comprehensive R & B	\$23,001
Dental/Vision Care	\$200
Client production revenue	\$720

Net Revenues

\$469,000Program Expenses

Depreciation - IHAB Day TRI	\$365
CES Program Expenses	\$7
Staff Salaries	\$265,622
Client Wages	\$354
Payroll Taxes - FICA	\$18,655
Payroll Taxes - Unemp	\$1,168
Payroll Taxes - WC	\$10,286
Health Ins - Company Portion	\$7,860
Retirement Benefit - Company Portio	\$1,037
Residential Provider	\$15,347
Program Supply	\$1,055
Office Supply	\$474
Custodial Supplies	\$2,086
Safety Supplies	\$112
Telephone	\$2,092
Postage	\$10
Dues & Publications	\$30
Maintenance - Equipment	\$16
Maintenance - Computers	\$1,749
Advertising & PR	\$188
Staff Development	\$112
Mileage Reimbursement	\$169

Revenues

SLS MW Direct Service Revenue	\$12,493
SLS MW IHAB Revenue	\$12,467
CES Direct Service-Medicaid	\$8,260
SLS Revenue - State Fund	\$5,090
Early Intervention Program Revenue	\$10,813
Family Support Program Revenue	\$5,016
Comprehensive - Day Hab	\$32,943
Comprehensive - Residential	\$173,377
Transportation	\$7,537
Dental & Vision Care	\$200
Case Management	\$24,529

Net Revenues

\$292,726Program Expenses

CES EXPENSE	\$8,260
Staff Salaries	\$26,581
Payroll Taxes - FICA	\$1,865
Payroll Taxes - WC	\$63
Payroll Deductions - Health Ins	\$2,007
Payroll Deductions - 401(k)	\$351
Program Supply	\$31
Office Supply	\$140
Telephone	\$855
Postage	\$6
Maintenance - Computers	\$299
Advertising & PR	\$189
License & Fees	\$10
Office Equipment Lease	\$82
Management Service	\$2,878
General Insurance	\$155
Utilities	\$307
In-Kind Rent	\$600
Building Maintenance	\$205
Family Reimbursement-FSSP	\$3,808
Therapy	\$2,122
SLS EXPENSE: MEDICAID	\$27,414

Food	\$5,798
Recreation	\$296
License & Fees	\$390
Payroll Processing Expense	\$3,284
Office Equipment Lease	\$719
Management Service	\$37,916
General Insurance	\$6,855
Unemployment Services Expense	\$197
Depreciation	\$8,474
Utilities	\$3,471
Cable TV & Internet Service	\$330
Building Maintenance	\$827
Gas & Oil - Auto	\$2,313
Vehicle Repair & Maintenance	\$907
Client Transportation	\$1,085
Medical Supply	\$1,072
Assistive Tech/Home Mod	\$550
Vision Care	\$740
Pharmacy	\$562
Tenant Rent Contributions	\$6,341
Personal Needs	\$3,401

SLS EXPENSE: STATE \$5,090
Comprehensive \$211,603

Total Program Expenses \$414,322

General & Administrative Expenses

Staff Salaries	\$32,357
Payroll Taxes - FICA	\$2,190
Payroll Taxes - Unemp	\$1
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$2,005
Retirement Bene - Company Portion	\$692
Office Supplies	\$35
Custodial Supplies	\$103
Telephone	\$294
Maintenance - Computers	\$276
Advertising & PR	\$497
Mileage Reimbursement	\$69
Travel Allowance	\$250
Food	\$105
License & Fees	\$89
Legal-Admin	\$300
Office Equipment Lease	\$66
General Insurance	\$1,937
Audit & Accounting	\$1,000
Depreciation	\$1,694
Utilities	\$712
Cable TV & Internet Service	\$17
Building Maintenance	\$437
Gas & Oil - Auto	\$62
Vehicle Repair & Maintenance	\$10

Total General & Admin Expenses \$45,398

Total Expenses \$459,720

Income (Loss) from Operations \$9,281

\$9,281

Combined Income (Loss)

Total Program Expenses \$294,921

General & Administrative Expenses

Payroll Processing Expense	\$397
Audit & Accounting	\$737

Total General & Admin Expenses \$1,134

Total Expenses \$296,055

Income (Loss) from Operations \$(3,329)

\$(3,329)

\$5,952

Income Statement SubType

(Single Period)

For the period of 12/1/2021 through 12/31/2021

Revenues

Food Stamps	\$2,852
Administrative Management	\$2,523
Rental Property Income	\$1,425
Misc Income	\$286
IHAB TRI	\$26,392
Comm Connect TRI	\$1,936
Supported Employment - IHAB Day TRI	\$562
Transportation - Non Med Day TRI	\$120
IHAB WAL	\$12,694
Comm Connect WAL	\$112
Transportation - Non Med Day WAL	\$30
Supported Employment TRI	\$8,171
Transportation - Supported Emp TRI	\$924
Supported Employment WAL	\$149
Transportation - Comprehensive	\$5,330
SLS MW Direct Srv/PC/Homemaker TRI	\$10,453
SLS MW Direct Srv/PC/Homemaker WAL	\$3,738
CES - Direct Service - Medicaid	\$6,699
SLS-Direct Service-State TRI	\$2,036
SLS-Direct Service-State WAL	\$223
SLS Revenue - Medicaid	\$337
SLS Revenue - State Fund	\$270
EBD Direct Service-Personal Care	\$170,726
Comprehensive - Medicaid	\$192,346
Non-Emergency Medical Transp	\$2,189
Comprehensive R & B	\$22,981
Client production revenue	\$720

Net Revenues**\$476,223**Revenues

SLS MW Direct Service Revenue	\$13,160
SLS MW IHAB Revenue	\$10,870
CES Direct Service-Medicaid	\$6,699
SLS Revenue - State Fund	\$10,469
Early Intervention Program Revenue	\$2,528
Family Support Program Revenue	\$5,594
Comprehensive - Day Hab	\$35,046
Comprehensive - Residential	\$192,346
Transportation	\$7,009
Case Management	\$30,937

Net Revenues**\$314,658**Program Expenses

Depreciation - IHAB Day TRI	\$365
CES Program Expenses	\$7
Staff Salaries	\$372,561
Client Wages	\$359
Payroll Taxes - FICA	\$27,836
Payroll Taxes - Unemp	\$2,800
Payroll Taxes - WC	\$9,469
Health Ins - Company Portion	\$8,253
Retirement Benefit - Company Portio	\$1,502
Residential Provider	\$14,953
Program Supply	\$1,275
Office Supply	\$358
Custodial Supplies	\$850
Telephone	\$1,973
Dues & Publications	\$30
Maintenance - Equipment	\$28
Maintenance - Computers	\$1,749
Advertising & PR	\$166
Staff Development	\$830
Mileage Reimbursement	\$164
Food	\$6,146
Recreation	\$100
License & Fees	\$2,009

Program Expenses

CES EXPENSE	\$6,699
Staff Salaries	\$39,989
Payroll Taxes - FICA	\$2,954
Payroll Taxes - Unemp	\$90
Payroll Taxes - WC	\$63
Payroll Deductions - Health Ins	\$1,965
Payroll Deductions - 401(k)	\$522
Program Supply	\$16
Telephone	\$785
Postage	\$7
Maintenance - Computers	\$69
Advertising & PR	\$408
License & Fees	\$10
Office Equipment Lease	\$38
Management Service	\$275
General Insurance	\$155
Utilities	\$388
Building Maintenance	\$35
Family Reimbursement-FSSP	\$3,039
Therapy	\$2,528
SLS EXPENSE: MEDICAID	\$25,581
SLS EXPENSE: STATE	\$7,357
Comprehensive	\$232,884

Payroll Processing Expense	\$3,329
Office Equipment Lease	\$918
General Insurance	\$6,855
Unemployment Services Expense	\$197
Depreciation	\$8,474
Utilities	\$3,283
Cable TV & Internet Service	\$330
Building Maintenance	\$1,203
Gas & Oil - Auto	\$1,970
Vehicle Repair & Maintenance	\$603
Client Transportation	\$711
Medical Supply	\$704
Assistive Tech/Home Mod	\$530
Vision Care	\$315
Pharmacy	\$1,178
Tenant Rent Contributions	\$6,341
Personal Needs	\$3,401

Total Program Expenses	\$494,125
<u>General & Administrative Expenses</u>	
Staff Salaries	\$51,122
Payroll Taxes - FICA	\$3,744
Payroll Taxes - Unemp	\$243
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$2,005
Retirement Bene - Company Portion	\$1,073
Office Supplies	\$293
Custodial Supplies	\$33
Telephone	\$294
Maintenance - Computers	\$348
Advertising & PR	\$8,536
Staff Development	\$176
Mileage Reimbursement	\$87
Travel Allowance	\$250
License & Fees	\$185
Legal-Admin	\$300
Office Equipment Lease	\$96
General Insurance	\$1,937
Audit & Accounting	\$1,000
Depreciation	\$1,694
Utilities	\$467
Cable TV & Internet Service	\$17
Building Maintenance	\$116
Gas & Oil - Auto	\$37
Vehicle Repair & Maintenance	\$280
Total General & Admin Expenses	\$74,534
Total Expenses	\$568,659

Total Program Expenses	\$325,855
<u>General & Administrative Expenses</u>	
Program Supply	\$144
Dues & Publications	\$1,354
Payroll Processing Expense	\$380
Audit & Accounting	\$737
Total General & Admin Expenses	\$2,615
Total Expenses	\$328,469
Income (Loss)	\$(13,811)

Combined Income (Loss) \$(106,247)