

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

Meeting location 1205 Congress Drive  
January 31, 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 December, 2022 Financials for LACRC/SCDDS
  - b. Audit status for years 2019 - 2022
  - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
  1. New Board members
  - 2.
- IX. NEW BUSINESS
  1. Walsenburg services, Frank is retiring
  2. Board Member M. Q
  3. Wage increases and budget
  - 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

ADJOURNMENT

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

**DATE:** December 13, 2022

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

**PERSONS PRESENT:** Board Members: Board President Spencer, Blackburn (zoom), Quintero, Blasi along with Business Manager, Teri Hansford and Executive Director Duane Roy.

**Absent:** Board Members: Pando

**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 25, 2022 board meeting was reviewed (there was no meeting in November). Following discussion it was M/S/P by Blasi and Quintero to accept the October 25<sup>th</sup> minutes for LACRC and SCDDS as presented.

**TREASURER'S REPORT**

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

None

**NEW BUSINESS**

- 1. Update on the Roof Repairs from the July hail Storm

Duane reported that the roof contractor had started on the roof and because of the rain/snow along with temperature the roofer is stating that they need to wait till the weather warms to finish. Duane indicated the materials to complete the roof are stored in the building. The roof is sealed but does not have all of the coatings.

- 2. Review of the Preliminary Building Design for the AV Building

Duane reviewed the preliminary drawings produced by the architectural students for the remodeling of the Indiana Street building.

3. **Staff Bonus** Duane requested authorization to go forward with the staff bonuses and charging the expense off to June 30, 2022 as was discussed at the June board meeting. The amount of the bonus to include taxes is not to exceed \$190,000. Following discussion it was M/S/P by Blasi and Blackburn to authorize up to \$190,000 in staff bonuses to be charged off to FY ending June 30, 0222.
4. **January Board Meeting** Duane asked if the Board was ok with moving the January board meeting up to the 17th if staff can get the recommendations done for the wage and salary scale. The board was ok with the alternate date.
5. **Closure of GH's** Duane talked about the agency budget and the impact that the loss of 8 clients since July 1, 2022 is having on the agency. With the recent loss of one of the residents at the White House GH Duane is suggesting that we look at who is living there and change it into a home that does not require 24 staff supervision. By doing this we can eliminate about 50% of the wages that we are paying and meet the needs of other clients that have expressed a desire to live on their own with less than 24 hour supervision. The two clients currently living at the White house will go to the Madison home or to a host home.

#### **Directors Report**

Duane gave a brief update on what the agency can expect from the States budgeting process for the FY 23-24. At the moment it does not look good and the rate increases if any will be less that what we have received in previous years. The actual budget will not be approved until the early part of 2023. Duane then talked more about the impact that the loss of clients will have the agencies budget as we go into the coming years. He said we are not getting new enrollments at the rate we are losing clients. This will be an ongoing issue.

Duane also gave an update on the CMRD process. He indicated that the RFP will be released at the end of December 2022 for agencies to respond to their interested in providing case management services for the waivers in Las Animas and Huerfano counties. The state will then select the new CMA and they will then have 1 year to transition our case managers and services to their employment. Duane assumes that the local Department of Human Services will respond to the RFP.

#### **Adjournment**

Moved by Blasi to Adjourn, Adjournment at 5:05 pm

**Las Animas County Rehabilitation Center**

**SCDDS**

Income Statement SubType  
For the period of 11/1/2022 through 11/30/2022

Income Statement SubType  
For the period of 11/1/2022 through 11/30/2022

**Revenues**

Food Stamps	\$4,045
Administrative Management	\$2,004
Rental Property Income	\$2,025
Misc Income	\$731
IHAB TRI	\$30,966
Comm Connect TRI	\$2,006
Transportation - Non Med Day TRI	\$7,011
IHAB WAL	\$10,186
Comm Connect WAL	\$230
Transportation - Non Med Day WAL	\$2,179
Supported Employment TRI	\$11,007
Transportation - Supported Emp TRI	\$1,068
Supported Employment WAL	\$349
SLS MW Direct Srv/PC/Homemaker TRI	\$8,561
SLS MW Direct Srv/PC/Homemaker WAL	\$5,572
CES - Direct Service - Medicaid	\$4,620
SLS-Direct Service-State TRI	\$1,907
SLS-Direct Service-State WAL	\$94
SLS Revenue - Medicaid	\$291
SLS Revenue - State Fund	\$430
EBD Direct Service-Personal Care	\$176,119
Comprehensive - Medicaid	\$183,433
Non-Emergency Medical Transp	\$2,606
Comprehensive R & B	\$22,487
Dental/Vision Care	\$500
Client production revenue	\$720

**Net Revenues**

**\$481,142**

**Program Expenses**

CES Program Expenses	\$9
Staff Salaries	\$309,036
Client Wages	\$242
Payroll Taxes - FICA	\$23,209
Payroll Taxes - Unemp	\$1,735
Payroll Taxes - WC	\$7,171
Health Ins - Company Portion	\$6,924
Retirement Benefit - Company Portio	\$1,281
Residential Provider	\$16,038
Program Supply	\$1,016
Office Supply	\$116
Custodial Supplies	\$1,544
First Aide & Safety Supplies	\$116
Safety Supplies	\$409
Telephone	\$2,052
Postage	\$2
Dues & Publications	\$32
Maintenance - Computers	\$2,021
Advertising & PR	\$297
Mileage Reimbursement	\$119

**Revenues**

SLS MW Direct Service Revenue	\$14,423
SLS MW IHAB Revenue	\$15,640
CES Direct Service-Medicaid	\$4,620
SLS Revenue - State Fund	\$7,364
Early Intervention Program Revenue	\$11,634
Family Support Program Revenue	\$6,081
Comprehensive - Day Hab	\$35,678
Comprehensive - Residential	\$183,557
Transportation	\$9,566
Dental & Vision Care	\$500
Case Management	\$23,488

**Net Revenues**

**\$312,550**

**Program Expenses**

CES EXPENSE	\$4,620
Staff Salaries	\$25,286
Payroll Taxes - FICA	\$1,678
Payroll Taxes - WC	\$55
Payroll Deductions - Health Ins	\$1,587
Payroll Deductions - 401(k)	\$509
Program Supply	\$420
Office Supply	\$772
Custodial Supplies	\$97
Telephone	\$770
Postage	\$4
Maintenance - Computers	\$275
Advertising & PR	\$113
Mileage Reimbursement	\$355
License & Fees	\$8
Office Equipment Lease	\$92
Management Service	\$280
General Insurance	\$295
Depreciation	\$26
Utilities	\$343

Food	\$6,510	In-Kind Rent	\$600
Recreation	\$738	Building Maintenance	\$10
License & Fees	\$1,506	Family Reimbursement-FSSP	\$4,394
Payroll Processing Expense	\$3,422	Therapy	\$4,461
Office Equipment Lease	\$703	SLS EXPENSE: MEDICAID	\$31,069
General Insurance	\$8,263	SLS EXPENSE: STATE	\$6,518
Unemployment Services Expense	\$197	Comprehensive	\$226,581
Depreciation	\$6,061		
Utilities	\$3,559		
Cable TV & Internet Service	\$280		
Building Maintenance	\$577		
Gas & Oil - Auto	\$1,689		
Vehicle Repair & Maintenance	\$921		
Client Transportation	\$702		
Medical Supply	\$366		
Assistive Tech/Home Mod	\$333		
Dental Care	\$351		
Vision Care	\$500		
Pharmacy	\$2,527		
Tenant Rent Contributions	\$6,507		
Personal Needs	\$3,767		
<b>Total Program Expenses</b>	<b>\$422,845</b>	<b>Total Program Expenses</b>	<b>\$311,216</b>
<b><u>General &amp; Administrative Expenses</u></b>		<b><u>General &amp; Administrative Expenses</u></b>	
Staff Salaries	\$31,331	Program Supply	\$101
Payroll Taxes - FICA	\$2,275	Payroll Processing Expense	\$396
Payroll Taxes - Unemp	\$17	Audit & Accounting	\$737
Unallocated W/C Expense	\$200		
Health Ins - Company Portion	\$1,963		
Retirement Bene - Company Portion	\$899		
Office Supplies	\$114		
Custodial Supplies	\$62		
Telephone	\$296		
Maintenance - Computers	\$196		
Advertising & PR	\$405		
Staff Development	\$103		
Mileage Reimbursement	\$225		
Travel Allowance	\$455		
License & Fees	\$140		
Legal-Admin	\$300		
Office Equipment Lease	\$63		
General Insurance	\$2,418		
Audit & Accounting	\$1,000		
Depreciation	\$827		
Utilities	\$656		
Cable TV & Internet Service	\$17		
Building Maintenance	\$62		
Vehicle Repair & Maintenance	\$9		
<b>Total General &amp; Admin Expenses</b>	<b>\$44,031</b>	<b>Total General &amp;</b>	<b>\$1,235</b>
<b>Total Expenses</b>	<b>\$466,877</b>	<b>Total Expenses</b>	<b>\$312,451</b>
	<b>\$14,266</b>		<b>\$100</b>
<b>COMBINED NET GAIN (LOSS)</b>		<b>\$14,365</b>	

**Las Animas County Rehabilitation Center**

**SCDDS**

**For the period of 12/1/2022 through 12/31/2022**

**For the period of 12/1/2022 through 12/31/2022**

**Revenues**

Food Stamps	\$4,121
Administrative Management	\$2,004
Rental Property Income	\$2,025
Misc Income	\$1,363
IHAB TRI	\$29,251
Comm Connect TRI	\$1,591
Transportation - Non Med Day TRI	\$5,230
IHAB WAL	\$3,274
Comm Connect WAL	\$80
Supported Employment - IHAB Day WAL	\$450
Transportation - Non Med Day WAL	\$1,600
Supported Employment TRI	\$8,991
Transportation - Supported Emp TRI	\$6,275
SLS MW Direct Srv/PC/Homemaker TRI	\$8,291
SLS MW Direct Srv/PC/Homemaker WAL	\$5,524
CES - Direct Service - Medicaid	\$4,365
SLS-Direct Service-State TRI	\$2,537
SLS-Direct Service-State WAL	\$127
SLS Revenue - Medicaid	\$210
SLS Revenue - State Fund	\$105
EBD Direct Service-Personal Care	\$168,929
Comprehensive - Medicaid	\$184,049
Non-Emergency Medical Transp	\$2,150
Comprehensive R & B	\$22,487
Dental/Vision Care	\$1,459
Client production revenue	\$720

**Net Revenues**

**\$467,206**

**Program Expenses**

CES Program Expenses	\$9
Staff Salaries	\$315,898
Client Wages	\$242
Payroll Taxes - FICA	\$23,749
Payroll Taxes - Unemp	\$3,249
Payroll Taxes - WC	\$7,374
Health Ins - Company Portion	\$6,924
Retirement Benefit - Company Portio	\$1,276
Residential Provider	\$16,573
Program Supply	\$700
Office Supply	\$140
Custodial Supplies	\$1,026
Telephone	\$2,055
Dues & Publications	\$32
Maintenance - Computers	\$2,270
Advertising & PR	\$94
Staff Development	\$81
Mileage Reimbursement	\$128
Travel Allowance	\$268
Food	\$6,420
Recreation	\$557

**Revenues**

SLS MW Direct Service Revenue	\$14,024
SLS MW IHAB Revenue	\$11,917
CES Direct Service-Medicaid	\$4,365
SLS Revenue - State Fund	\$7,688
Early Intervention Program Revenue	\$17,261
Family Support Program Revenue	\$8,262
Comprehensive - Day Hab	\$27,011
Comprehensive - Residential	\$184,049
Transportation	\$6,294
Dental & Vision Care	\$1,459
Case Management	\$30,526

**Net Revenues**

**\$312,857**

**Program Expenses**

CES EXPENSE	\$4,365
Staff Salaries	\$25,703
Payroll Taxes - FICA	\$1,659
Payroll Taxes - Unemp	\$85
Payroll Taxes - WC	\$55
Payroll Deductions - Health Ins	\$1,568
Payroll Deductions - 401(k)	\$506
Program Supply	\$541
Office Supply	\$59
Telephone	\$769
Postage	\$6
Advertising & PR	\$1,419
License & Fees	\$8
Office Equipment Lease	\$41
Management Service	\$280
General Insurance	\$295
Depreciation	\$26
Utilities	\$388
In-Kind Rent	\$600
Building Maintenance	\$147
Family Reimbursement-FSSP	\$5,281

License & Fees	\$303
Payroll Processing Expense	\$3,657
Office Equipment Lease	\$864
General Insurance	\$8,263
Unemployment Services Expense	\$197
Depreciation	\$6,061
Utilities	\$4,241
Cable TV & Internet Service	\$260
Building Maintenance	\$739
Gas & Oil - Auto	\$1,597
Vehicle Repair & Maintenance	\$1,891
Client Transportation	\$482
Medical Supply	\$121
Assistive Tech/Home Mod	\$318
Vision Care	\$1,459
Pharmacy	\$1,666
Tenant Rent Contributions	\$6,507
Personal Needs	\$3,767

Therapy	\$4,067
Assistive Technology	\$143
SLS EXPENSE: MEDICAID	\$33,905
SLS EXPENSE: STATE	\$7,714
Comprehensive	\$216,606

**Total Program Expenses** \$431,457

**General & Administrative Expenses**

Staff Salaries	\$32,021
Payroll Taxes - FICA	\$2,320
Payroll Taxes - Unemp	\$240
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$1,963
Retirement Bene - Company Portion	\$907
Program Supply	\$179
Office Supplies	\$135
Custodial Supplies	\$12
Telephone	\$296
Postage	\$2
Maintenance - Computers	\$253
Advertising & PR	\$1,835
Staff Development	\$25
Mileage Reimbursement	\$127
License & Fees	\$66
Legal-Admin	\$300
Office Equipment Lease	\$89
General Insurance	\$2,418
Audit & Accounting	\$1,000
Depreciation	\$827
Utilities	\$757
Cable TV & Internet Service	\$17
Building Maintenance	\$52
Gas & Oil - Auto	\$80
Vehicle Repair & Maintenance	\$86

**Total General & Admin Expenses** \$46,207

**Total Expenses** \$477,663

\$(10,457)

**Total Program Expenses** \$306,234

**General & Administrative Expenses**

Payroll Processing Expense	\$386
Audit & Accounting	\$737

**Total General & Admin Expenses** \$1,123

**Total Expenses** \$307,356

\$5,500

**COMBINED NET GAIN (LOSS)      \$(4,957)**