

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

Meeting location 1205 Congress Drive
July 25, 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 May & June 2023 Financials for LACRC/SCDDS
 - b. Audit status for years 2018 – 2022
 - c. CD at In Bank cash in and renew
 - d.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 - 1.
 - 2.
- IX. NEW BUSINESS
 1. Budget for FY 2023-24 –Continuation Budget
 2. HH Contracts – renew with increase of 6 to 7%
 3. Wage increase for Staff & New Wage Scale
 4. SL & Vacation Buyback
 5. Bonus Set aside for FY 22-23
 6. Employee Retention Funds
 7. Election of Officers
 - 8.
- X. OTHER
 - 1.
- XI. DIRECTORS REPORT
 - 1.Update on the CMRD process and the transition to LCDSS
 2. Funding for next FY 23-24
 - 3 IRSS is serving 2 new individuals
 5. Other

ADJOURNMENT

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

DATE: May 23, 2023

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

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

Absent: None
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 April 25, 2023 board meeting was reviewed. Following discussion it was M/S/P by Pando and Quintero to accept the March 28, 2023 minutes for LACRC and SCDDS as presented.

TREASURER'S REPORT

Teri Hansford presented the April 2023 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 April 2023 finance statements as presented.

Teri gave an update on the audit, she indicated the information for the 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. CCB Application and LRP Update

Duane reported that SCDDS has been re-appointed as the Community Centered Board (CCB) for the coming fiscal year. Duane said with the transition of CM services to another agency he is not entirely sure what the function of a CCB will be in the future and he does not know how this will be funded.

2. Transfer Checking Funds to CD's

Duane presented a plan to reduce the checking account balance for LACRC down to about \$1,000,000 and place the balance of funds into CD's with the Bank of the West, Edward Jones, IN Bank, Century Savings and Loan and the First National Bank. The goal is to spread the funds out so that they are insured by the FDIC with maturity dates of 6 months to 15 months. Interest rates will be between 4% and 5.3%. Following discussion it was recommended that Duane meet with Brian Blasi before repositioning the funds. Duane will report back at the June meeting where the fund are held along with the interest and maturity rates.

Directors Report

Duane updated the Board on the CMA transition process. He stated that there are no new developments. The said the transition still needs to be completed by June 2024. The State should announce who will be awarded the CMA contract for our area by the end of June 2023. Once the new agency is identified SCDDS will begin working with them on the final phases the transition process.

The State FY 23-24 budget is going through the final hearing and review process. Duane said that the recommendation is for a 6 to 7.5% common policy increase for all Medicaid funded services with some targeted rate increases for GRSS and transportation services.

Adjournment

Adjournment by Blasi at 4:45 pm

Las Animas County Rehabilitation Center

SCDDS

Income Statement

Income Statement SubType

For the period of 6/1/2023 through 6/30/2023

(Single Period)

For the period of 6/1/2023 through 6/30/2023

Revenues

Food Stamps	\$1,327
Administrative Management	\$2,980
Rental Property Income	\$2,280
IHAB TRI	\$28,886
Comm Connect TRI	\$4,582
Transportation - Non Med Day TRI	\$6,964
IHAB WAL	\$14,734
Comm Connect WAL	\$545
Supported Employment - IHAB Day WAL	\$217
Transportation - Non Med Day WAL	\$2,333
Supported Employment TRI	\$12,984
Transportation - Supported Emp TRI	\$747
SLS MW Direct Srv/PC/Homemaker TRI	\$17,937
SLS MW Direct Srv/PC/Homemaker WAL	\$4,833
CES - Direct Service - Medicaid	\$6,473
SLS-Direct Service-State TRI	\$4,531
SLS-Direct Service-State WAL	\$347
SLS Revenue - Medicaid	\$514
SLS Revenue - State Fund	\$443
EBD Direct Service-Personal Care	\$176,004
Comprehensive - Medicaid	\$168,127
Non-Emergency Medical Transp	\$2,433
Comprehensive R & B	\$30,365
Client production revenue	\$1,305

Net Revenues

\$491,889

Program Expenses

CES Program Expenses	\$85
Staff Salaries	\$296,853
Client Wages	\$532
Payroll Taxes - FICA	\$22,476
Payroll Taxes - CO EE PFML	\$1,455
Payroll Taxes - Unemp	\$4,069
Payroll Taxes - WC	\$7,171
Health Ins - Company Portion	\$6,300
Retirement Benefit - Company Portio	\$1,127
Residential Provider	\$17,519
Program Supply	\$1,852
Office Supply	\$111
Custodial Supplies	\$1,026
First Aide & Safety Supplies	\$36
Safety Supplies	\$472
Telephone	\$1,038
Dues & Publications	\$48
Maintenance - Equipment	\$1,105
Maintenance - Computers	\$2,021
Advertising & PR	\$60
Mileage Reimbursement	\$194
Food	\$6,464
Recreation	\$1,220
License & Fees	\$425
Payroll Processing Expense	\$3,526
Office Equipment Lease	\$254
General Insurance	\$8,263

Revenues

SLS MW Direct Service Revenue	\$22,791
SLS MW IHAB Revenue	\$15,505
CES Direct Service-Medicaid	\$6,473
SLS Revenue - State Fund	\$9,829
Early Intervention Program Revenue	\$25,145
Family Support Program Revenue	\$11,494
Comprehensive - Day Hab	\$40,246
Comprehensive - Residential	\$168,127
Transportation	\$8,665
Case Management	\$43,535

Net Revenues

\$351,809

Program Expenses

CO EE PFML Payable	\$71
CES EXPENSE	\$6,473
CO EE PFML Payable	\$36
CO EE PFML Payable	\$2
Staff Salaries	\$25,641
Payroll Taxes - FICA	\$1,854
Payroll Taxes - Unemp	\$63
Payroll Taxes - WC	\$55
Payroll Deductions - Health Ins	\$1,680
Payroll Deductions - 401(k)	\$863
Program Supply	\$7,244
Office Supply	\$4,736
Telephone	\$798
Postage	\$2
Advertising & PR	\$163
Mileage Reimbursement	\$106
License & Fees	\$8
Office Equipment Lease	\$169
Management Service	\$280
General Insurance	\$295
Depreciation	\$26
Utilities	\$282
Building Maintenance	\$39
Family Reimbursement-FSSP	\$7,923
Therapy	\$5,839
SLS EXPENSE: MEDICAID	\$39,884
SLS EXPENSE: STATE	\$9,829

Unemployment Services Expense	\$197	Comprehensive	\$215,592
Depreciation	\$6,061		
Utilities	\$391		
Building Maintenance	\$11,126		
Gas & Oil - Auto	\$1,882		
Vehicle Repair & Maintenance	\$8,144		
Client Transportation	\$605		
Medical Supply	\$437		
Assistive Tech/Home Mod	\$273		
Behavioral / Mental Health	\$214		
Pharmacy	\$730		
Tenant Rent Contributions	\$6,507		
Personal Needs	\$4,208		
Total Program Expenses	\$426,477	Total Program Expenses	\$329,951
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$30,954	Program Supply	\$402
Payroll Taxes - FICA	\$2,251	Payroll Processing Expense	\$609
Payroll Taxes - Unemp	\$185	Audit & Accounting	\$737
Unallocated W/C Expense	\$200		
Health Ins - Company Portion	\$2,560		
Retirement Bene - Company Portion	\$943		
Office Supplies	\$866		
Custodial Supplies	\$783		
Telephone	\$1,100		
Maintenance - Computers	\$504		
Advertising & PR	\$252		
Per Diem Reimbursements	\$64		
Mileage Reimbursement	\$276		
Travel Allowance	\$250		
License & Fees	\$307		
Legal-Admin	\$300		
Office Equipment Lease	\$976		
Miscellaneous	\$159		
General Insurance	\$1,874		
Audit & Accounting	\$1,000		
Depreciation	\$827		
Utilities	\$3,047		
Cable TV & Internet Service	\$170		
Building Maintenance	\$2,035		
Gas & Oil - Auto	\$60		
Vehicle Repair & Maintenance	\$805		
Total General & Administrative Expenses	\$52,747	Total General & Administrative	\$1,748
Total Expenses	\$479,224	Total Expenses	\$331,700
Income (Loss) from Operations	\$12,665	Income (Loss) from	\$20,110
COMBINED INCOME (LOSS)	\$32,775		

Preliminary - Unaudited

Las Animas County Rehabilitation Center

SCDDS

Income Statement SubType

Income Statement SubType

(Single Period)

(Single Period)

For the period of 7/1/2022 through 6/30/2023

For the period of 7/1/2022 through 6/30/2023

Revenues

Food Stamps	\$36,516
Grants	\$3,200
Administrative Management	\$449,211
Rental Property Income	\$25,885
Administrative Management	\$9,727
Misc Income	\$11,979
IHAB TRI	\$344,765
Comm Connect TRI	\$37,920
Transportation - Non Med Day TRI	\$77,977
IHAB WAL	\$154,609
Comm Connect WAL	\$4,800
Supported Employment - IHAB Day WAL	\$1,877
Transportation - Non Med Day WAL	\$26,367
Supported Employment TRI	\$148,873
Transportation - Supported Emp TRI	\$20,006
Supported Employment WAL	\$4,328
Transportation - Supported Emp WAL	\$424
SLS MW Direct Srv/PC/Homemaker TRI	\$106,999
SLS MW Direct Srv/PC/Homemaker WAL	\$61,319
CES - Direct Service - Medicaid	\$86,560
SLS-Direct Service-State TRI	\$25,917
SLS-Direct Service-State WAL	\$2,582
SLS Revenue - Medicaid	\$12,300
SLS Revenue - State Fund	\$2,389
EBD Direct Service-Personal Care	\$2,088,492
Comprehensive - Medicaid	\$2,223,907
Non-Emergency Medical Transp	\$34,806
Comprehensive R & B	\$286,989
Dental/Vision Care	\$6,328
Client production revenue	\$12,938

Net Revenues

\$6,309,990

Revenues

Donations - Case Mgmt	\$20
Early Intervention Grant Revenue	\$6,500
SLS MW Direct Service Revenue	\$180,126
SLS MW IHAB Revenue	\$184,285
CES Direct Service-Medicaid	\$86,560
SLS Revenue - State Fund	\$89,857
Early Intervention Program Revenue	\$174,115
Early Intervention - Other Revenue	\$12,353
Family Support Program Revenue	\$115,236
Comprehensive - Day Hab	\$456,744
Comprehensive - Residential	\$2,224,059
Transportation	\$103,231
Dental & Vision Care	\$6,108
Case Management	\$324,796

Net Revenues

\$3,963,990

Program Expenses

CES Program Expenses	\$509
Staff Salaries	\$3,680,640
Client Wages	\$4,746
Payroll Taxes - FICA	\$276,870
Payroll Taxes - CO EE PFML	\$7,270
Payroll Taxes - Unemp	\$40,061
Payroll Taxes - WC	\$89,831
Health Ins - Company Portion	\$87,286
Retirement Benefit - Company Portio	\$15,612
Residential Provider	\$197,790
Program Supply	\$14,196
Office Supply	\$3,455
Custodial Supplies	\$18,528
First Aide & Safety Supplies	\$166
Safety Supplies	\$976
Telephone	\$23,490
Postage	\$1,364
Dues & Publications	\$401

Program Expenses

CO EE PFML Payable	\$355
CES EXPENSE	\$86,560
CO EE PFML Payable	\$176
CO EE PFML Payable	\$10
Staff Salaries	\$309,939
Payroll Taxes - FICA	\$21,196
Payroll Taxes - Unemp	\$918
Payroll Taxes - WC	\$656
Payroll Deductions - Health Ins	\$18,868
Payroll Deductions - 401(k)	\$8,038
Program Supply	\$24,998
Office Supply	\$7,380
Custodial Supplies	\$904
Telephone	\$9,812
Postage	\$472
Dues & Publications	\$5,503
Maintenance - Computers	\$1,476
Advertising & PR	\$10,628

Maintenance - Equipment	\$1,675	Staff Development	\$635
Maintenance - Computers	\$25,158	Mileage Reimbursement	\$1,489
Advertising & PR	\$6,667	Travel/Lodging	\$516
Staff Development	\$301	License & Fees	\$358
Per Diem Reimbursements	\$238	Office Equipment Lease	\$715
Mileage Reimbursement	\$1,992	Management Service	\$28,969
Travel Allowance	\$936	General Insurance	\$3,378
Food	\$77,548	Depreciation	\$309
Recreation	\$9,874	Utilities	\$3,707
License & Fees	\$5,574	In-Kind Rent	\$6,600
Payroll Processing Expense	\$45,045	Building Maintenance	\$1,191
Office Equipment Lease	\$7,759	Family Reimbursement-FSSP	\$67,194
Management Service	\$397,636	Therapy	\$58,619
General Insurance	\$97,820	Assistive Technology	\$143
Unemployment Services Expense	\$2,360	SLS EXPENSE: MEDICAID	\$386,384
Depreciation	\$72,735	SLS EXPENSE: STATE	\$89,682
Utilities	\$42,723	Comprehensive	\$2,768,393
Cable TV & Internet Service	\$2,732		
Building Maintenance	\$18,043		
Gas & Oil - Auto	\$26,062		
Vehicle Repair & Maintenance	\$29,117		
Client Transportation	\$8,348		
Medical Supply	\$4,150		
Assistive Tech/Home Mod	\$35,730		
Dental Care	\$847		
Vision Care	\$7,294		
Behavioral / Mental Health	\$214		
Pharmacy	\$14,732		
Tenant Rent Contributions	\$78,084		
Personal Needs	\$49,697		

Total Program Expenses

\$5,534,278

Total Program Expenses

\$3,926,172

General & Administrative Expenses

General & Administrative Expenses

Staff Salaries	\$390,345
Payroll Taxes - FICA	\$28,201
Payroll Taxes - Unemp	\$2,306
Unallocated W/C Expense	\$2,395
Health Ins - Company Portion	\$28,532
Retirement Bene - Company Portion	\$10,804
Program Supply	\$247
Office Supplies	\$1,936
Custodial Supplies	\$1,210
Telephone	\$4,373
Postage	\$477
Dues & Publications	\$420
Maintenance - Equipment	\$168
Maintenance - Computers	\$8,576
Advertising & PR	\$6,534
Staff Development	\$1,098
Per Diem Reimbursements	\$396
Mileage Reimbursement	\$2,318
Travel Allowance	\$5,701
Food	\$389
License & Fees	\$3,123
Legal-Admin	\$3,600
Office Equipment Lease	\$1,719
Miscellaneous	\$159
General Insurance	\$27,932
Audit & Accounting	\$12,000
Depreciation	\$9,918
Utilities	\$11,079
Cable TV & Internet Service	\$357

Program Supply	\$1,378
Payroll Processing Expense	\$5,210
Audit & Accounting	\$8,844

Building Maintenance	\$6,414
Gas & Oil - Auto	\$737
Vehicle Repair & Maintenance	\$10,457

Total General & Administrative	<u>\$583,922</u>
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Total Expenses	<u>\$6,118,200</u>
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Income (Loss) from Operations	\$191,791
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COMBINED INCOME (LOSS)

Total General & Administrative	<u>\$15,433</u>
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Total Expenses	<u>\$3,941,605</u>
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Income (Loss) from	\$22,386
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\$214,176

Preliminary ~ Unaudited