

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.
BOARD OF DIRECTORS MEETING
Meeting location 1205 Congress Drive
June 29, 2021 Time: 4:00PM

Topic: May Board Meeting
Time: May 25, 2021 04:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82929183317?pwd=c1YyMnduNTRScVJZbHhqRjVCU2RpZz09>

Meeting ID: 829 2918 3317

Passcode: scdds2021

One tap mobile

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+16699009128,,82929183317#,,,,*065254568# US (San Jose)

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. Audit status
 - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. Board Member Replacement –
- IX. NEW BUSINESS
 1. Election of Officers
 2. Status of PPP Loan
 3. Budget FY 21-22
 4. Appointments to HRC-Marsi
 5. Buy out vacation
 6. Wage increase
 - 7.
- X. OTHER
 - 1.

DIRECTOR'S And PROGRAM REPORT

ADJOURNMENT

MINUTES OF BOARD OF DIRECTORS MEETING**DATE:** May 25, 2021**TIME:** 4:00 PM, The meeting was held in Trinidad**PERSONS PRESENT:** Board Members: Board President Spencer, Shier, Quintero along with Business Manager, David Moore, Teri Hansford, and Executive Director Duane Roy.**Absent:** Board members: Pando and Nielsen**NOT EXCUSED:****TOPIC****DISCUSSION****CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board President 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 27, 2021 meeting was reviewed. Following discussion it was M/S/P by Quintero and Shier to approve the meeting minutes.

TREASURER'S REPORT

David Moore, Business Manager reviewed the finance statements for April 2021 along with Year to Date for July 2020 through April 2021. Following discussion it was M/S/P Shier and Quintero to accept the finance statement.

David 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 should go smoother. The data lost was in the 2017 audit period and that data had to be reconstructed. Duane asked David to give and a more detailed timeline for the audit at the June meeting.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

1. Board Member Replacement

No new members have been added to date.

NEW BUSINESS

David reported that LACRC has not heard any information on this. The bank that processed the loan is of the opinion that the loan will be forgiven. It might take another month or two before we hear anything.

Duane gave an update on the CMRD (Case Management Redesign) initiative that will consolidate case management for all 10 waivers and regionalize Case Management functions both locally and statewide. Duane reported that there has not been any new information since the last update.

Discussion was given to the "By Laws" for LACRC/SCDDS that govern the number of Board members. The current By Laws call for a Board membership of 7 to 11 members. Board President Don Spenser suggested that the number of members be changed to a smaller number of 5 members and have a maximum of 9 members. Following discussion it was M/S/P by Shier and Quintero to amend the By Laws to call for a Board Membership of 5 members minimum and 9 members maximum, all other terms and conditions apply.

Duane talked about the budget for FY 21-22. Duane gave a high level overview of the revenues and expenses and indicated that Medicaid rates will be increased by 2.5% for this coming FY 21-22 and will generate approximately \$115,000 in new revenue. Duane reported that the day program is opening back up and indicated that some clients have indicated that they do not want to attend at the same level as before COVID and is unsure how this will affect the day program revenue. Duane reported that 2 individuals have left the residential program, one died and the other moved to a nursing home and that SCDDS will receive 3 new resources for residential services this coming year. The residential program is currently serving 36 individuals. Duane indicated that this coming FY will be tight from a budgetary standpoint.

Adjournment by Quintero at 4:45 pm.

Date: _____

Income Statement SubType

Income Statement SubType

8:59:17 AM

9:07:08 AM

(Single Period)

(Single Period)

For the period of 5/1/2021 through 5/31/2021

For the period of 5/1/2021 through 5/31/2021

Revenues

Food Stamps	\$3,356
Administrative Management	\$10,423
Rental Property Income	\$1,425
IHAB TRI	\$13,440
Comm Connect TRI	\$652
Transportation - Non Med Day TRI	\$60
IHAB WAL	\$13,366
Comm Connect WAL	\$35
Transportation - Non Med Day WAL	\$30
Supported Employment TRI	\$7,488
Transportation - Supported Emp TRI	\$242
Supported Employment WAL	\$692
Transportation - Comprehensive	\$1,548
SLS MW Direct Srv/PC/Homemaker TRI	\$11,224
SLS MW Direct Srv/PC/Homemaker WAL	\$4,600
CES - Direct Service - Medicaid	\$3,307
SLS-Direct Service-State TRI	\$794
SLS-Direct Service-State WAL	\$147
SLS Revenue - Medicaid	\$670
SLS Revenue - State Fund	\$51
EBD Direct Service-Personal Care	\$140,406
Comprehensive - Medicaid	\$186,225
Non-Emergency Medical Transp	\$3,080
Comprehensive R & B	\$24,299
Dental/Vision Care	\$483
Client production revenue	\$1,160

Net Revenues**\$429,203**Program Expenses

CES Program Expenses	\$205
Staff Salaries	\$264,839
Client Wages	\$323
Payroll Taxes - FICA	\$19,657
Payroll Taxes - Unemp	\$3,121
Payroll Taxes - WC	\$9,182
Health Ins - Company Portion	\$8,253
Retirement Benefit - Company Portio	\$1,156
Residential Provider	\$14,591
Program Supply	\$947
Office Supply	\$228
Custodial Supplies	\$2,296
Telephone	\$2,067
Dues & Publications	\$30
Maintenance - Computers	\$1,770
Staff Development	\$127
Mileage Reimbursement	\$171
Food	\$6,132
Recreation	\$257
License & Fees	\$5,350
Payroll Processing Expense	\$3,178

Revenues

SLS MW Direct Service Revenue	\$14,798
SLS MW IHAB Revenue	\$9,659
CES Direct Service-Medicaid	\$3,307
SLS Revenue - State Fund	\$5,116
Early Intervention Program Revenue	\$11,636
Family Support Program Revenue	\$5,149
Comprehensive - Day Hab	\$24,231
Comprehensive - Residential	\$186,225
Transportation	\$2,833
Dental & Vision Care	\$483
Case Management	\$19,274

Net Revenues**\$282,711**Program Expenses

CES EXPENSE	\$3,307
Staff Salaries	\$25,488
Payroll Taxes - FICA	\$1,834
Payroll Taxes - Unemp	\$21
Payroll Taxes - WC	\$46
Payroll Deductions - Health Ins	\$1,965
Payroll Deductions - 401(k)	\$346
Miscellaneous	\$9
Program Supply	\$2,393
Office Supply	\$262
Telephone	\$687
Postage	\$14
Maintenance - Computers	\$25
Mileage Reimbursement	\$58
Office Equipment Lease	\$74
Management Service	\$2,966
General Insurance	\$761
Depreciation	\$36
Utilities	\$238
Building Maintenance	\$119
Family Reimbursement-FSSP	\$2,055

Office Equipment Lease	\$713	Therapy	\$3,253
General Insurance	\$6,182	SLS EXPENSE: MEDICAID	\$26,225
Unemployment Services Expense	\$197	SLS EXPENSE: STATE	\$3,650
Depreciation	\$8,474	Comprehensive	\$212,004
Utilities	\$3,313		
Cable TV & Internet Service	\$330		
Building Maintenance	\$925		
Gas & Oil - Auto	\$1,728		
Vehicle Repair & Maintenance	\$435		
Client Transportation	\$453		
Medical Supply	\$360		
Assistive Tech/Home Mod	\$5,465		
Vision Care	\$483		
Pharmacy	\$631		
Tenant Rent Contributions	\$7,719		
Personal Needs	\$3,460		

Total Program Expenses	\$384,749	Total Program Expenses	\$287,836
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$35,928	Telephone	\$110
Payroll Taxes - FICA	\$2,607	Advertising & PR	\$113
Payroll Taxes - Unemp	\$111	License & Fees	\$89
Unallocated W/C Expense	\$200	Payroll Processing Expense	\$383
Health Ins - Company Portion	\$1,612	General Insurance	\$619
Retirement Bene - Company Portion	\$781	Audit & Accounting	\$737
Office Supplies	\$414		
Custodial Supplies	\$39		
Telephone	\$437		
Dues & Publications	\$150		
Maintenance - Computers	\$1,904		
Advertising & PR	\$113		
Staff Development	\$134		
Mileage Reimbursement	\$75		
Travel Allowance	\$250		
Food	\$40		
License & Fees	\$59		
Legal-Admin	\$300		
Office Equipment Lease	\$67		
General Insurance	\$924		
Audit & Accounting	\$1,000		
Depreciation	\$1,156		
Utilities	\$774		
Cable TV & Internet Service	\$17		
Building Maintenance	\$103		
Vehicle Repair & Maintenance	\$50		
Total General & Administrative Expenses	\$49,244	Total General & Administrative Expenses	\$2,050
Total Expenses	\$433,992	Total Expenses	\$289,887
Income (Loss) from Operations	\$(4,790)	Income (Loss) from Operations	\$(7,176)

COMBINED INCOME (LOSS) \$(11,966)