

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.
BOARD OF DIRECTORS MEETING
Meeting location 330 W 9th St Walsenburg
March 19, 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. Close dormant accounts at Bank of the West, Century Savings, discuss CD's for consolidation
 2. Replace Madison's 15 passenger Van
 3. Danny received his SE Certification
 5. Building Security - bid
 6. New banking stuff
 7. LRP and CCB designation 2020-2021
COVID-19 preparedness
 - a. Closure of day services
 - b. Staff working from home
 - c. New CDL law that requires paid SL to all FT/PT staff of up to 4 days
 - e. Controlled access to the building
 - f. Waive waiting periods on vacation and SL
 - g. Work from home
 - h. BCP
- X. OTHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report
End the Wait list
Upcoming Legislative Session
Stolen Vehicle
- XII. Adjournment

MINUTES OF BOARD OF DIRECTORS MEETING

DATE: January 29, 2020
TIME: 4:00 PM, The meeting was held in Trinidad

PERSONS PRESENT: Board Members: Board President Spencer (via phone), Shier, Nielsen, Pando, Quintero, Business Manager, Teri Hansford, representatives for Bank of the West Jody and Gabriel and Executive Director Duane Roy

ABSENT/EXCUSED: Board Member: De Bono

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 December 17, 2019 meeting was reviewed. Following discussion it was M/S/P by Nielsen and Shier to approve the December 17, 2019 meeting minutes.

TREASURER'S REPORT

Teri Hansford, Business Manager reviewed the November and December 2019 Finance Statements for LACRC and SCDDS.

Representatives from the Bank of the West attended the board meeting and discusses services and supports that the bank could provide along with an investment overview on funds held at the bank. Policies on investment and Wealth Management were discussed. Staff will review current policies and compare to some of the sample policies and bring back recommendations for updates to the investment policy. The market linked CD's that were with the Bank of the West have matured and the recommendations is to move these funds into regular CD's for up to a year with staggered maturity dates.

Following discussion it was M/S/P by Quintero and Pando to accept the November and December Statements and to authorize the move of the Market Lined CD's to regular CD's.

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.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS**1. Board Member
Replacement**

No action taken.

NEW BUSINESS**1. Investment Policies
and the
Reinvestment of
Market Linked CD's**

See discussion and action listed under the Treasures report.

2. **Updated Wage Scale** Duane reviewed the Wage and Salary Scale that reflects the increase in the Colorado Minimum Wage that was approved in December 2019. The new wage and salary scale is effective January 1, 2020. Duane said that all DSP staff received increases in December (3 to 9%) too reflect the increase in the wage scale and amended the wage cap. The wage cap is set at 33% above the starting wage. Duane requested authorization to increase the wages of management, accounting and program staff that were not included in the December increases by 3% unless the staff member's current salary exceeds the new cap. Following discussion it was M/S/P Shier and Pando to increase all management, accounting, program and case management staff salaries by 3% with the exception of those staff that have hit the new maximum salary level, for those that have hit the salary cap to increase the salary cap by 2%.
3. **Board Meeting Calendar for 2020** Duane handed out updated calendar showing the board meeting dates for 2020.
4. **Fence at 820 S Willis** Duane requested authorization to install a wood fence on east property line at the Willis Street property. Bids for the fence are \$3,524 and \$4,441. Following discussion if was MS/P to accept the low bid by Shier and Quintero.
5. **Directors Report** Duane gave an update on proposed legislation that will affect IDD services to include the elimination of the sub-minimum wage certificates for workers with disabilities, ending the "wait list", rate increases that could possibly be tied to the CPI, and other that could affect the CFCM as we go into the future.

Duane reported that a consumer living at the Bella Vista home in Walsenburg is transitioning into a host home setting in Pueblo as of February 1, 2020. SCDDS will be transferring CM services to Blue Sky and LACRC will remain as the Host Home PASA for the time being.

Adjournment

_____By Ronald Nielsen, Secretary

Date:_____

LACRC/SCDDS Policy on Telecommuting ---DRAFT

Working from Home (Telecommuting) is a work arrangement by which an employee performs job duties from an alternative location other than at the office on an ad hoc or regularly scheduled basis. Telecommuting is not a benefit for positions or employees, but rather an alternate method of meeting LACRC/SCDDS's needs.

Not every position is appropriate for this type of arrangement. The Executive Director shall determine on a case-by-case basis which positions qualify for telecommuting and will consider factors such as:

- the nature of the job or project requirements;
- whether the nature of the work lends itself to telecommuting;
- the amount of time to be spent working remotely;
- employee work performance;
- the ability of the employee to work independently;
- the degree to which telecommuting benefits LACRC/SCDDS; and
- the impact the arrangement may have on collaboration and co-workers.

Employees in positions considered eligible for telecommuting must have been continuously employed with LACRC/SCDDS for a minimum of *90 days* and have performed work duties to the expectation of their supervisor, and have the necessary means to appropriately accommodating the equipment and technology needed to perform their job duties and adhere to strict confidentiality (HIPAA and FERPA) requirements, as well have access to a sufficiently fast Internet connection. Any equipment provided by LACRC/SCDDS must be used for business purposes only, maintained in good condition, and promptly returned upon request. Telecommuting employees will allow supervisors to inspect their work area to ensure adequacy of compliance with regulations and security measures.

Employees who telecommute must comply with all LACRC/SCDDS policies and procedures, including those set forth in the Employee Handbook. Unless a flexible work schedule is permitted, employees are expected to work their regularly scheduled number of hours and be generally available during the core business hours of 8:00am-5:00pm Monday through Friday. This includes timely responding to voicemails, emails, and other requests. Telecommuting employees must submit requests for vacation, sick, or other available leave to address illness and/or personal matters just as if they were working in the office. Non-exempt telecommuting employees must accurately record all hours worked and comply with all recordkeeping requirements, including documenting meal and break periods. *Telecommuting employees are not allowed to (permanently?) modify their work week by working egregious hours over three or four? days during a given week.* No employee is permitted to work more than 12 hours during a day, or incur overtime hours without permission.

Telecommuting employees must participate in agency-based or off-site activities and meeting as directed. Meetings with non-employees for business related matters are prohibited from occurring at the employees home and must be scheduled at one of the LACRC/SCDDS's offices.

All employees, including those telecommuting are expected to comply with Workman's Compensation investigations.

Telecommuting employees must follow all security measures to protect any records or files, including electronic information. Employees must follow LACRC/SCDDS's policies and procedures related to

computer use, network access, information security and storage of documents. No one other than the employee is permitted to access LACRC/SCDDS's information or use LACRC/SCDDS's equipment.

Employees who are permitted to telecommute must sign a written agreement specifying the effective date of the arrangement, the employee's telecommute schedule, and the terms and conditions of the arrangement.

Unless granted as an accommodation under federal or state law, telecommuting arrangements are granted in LACRC/SCDDS's sole discretion and can be revoked at any time, with or without cause. Reasonable advance notice of the termination of such an arrangement will be provided where possible. Employees who fail to abide by the requirements set forth in this policy or otherwise, including any written agreement (if applicable), will not be permitted to continue the telecommuting arrangement. This policy and any associated written agreement does not alter employment at-will relationship and either the Company or the employee can terminated the employment relationship at any time with or cause or notice.

Employees must indicate on their time sheet if the work was performed at home or off site in accordance with the request to do telecommuting.

Authorization to work from home must be in writing with the terms and conditions identified along with the duration.

Las Animas County Rehabilitation Center

SCDDS

(Single Period)

(Single Period)

For the period of 1/1/2020 through 1/31/2020

For the period of 1/1/2020 through 1/31/2020

<u>Revenues</u>		<u>Revenues</u>	
Food Stamps	\$1,264	SLS Revenue - Medicaid	\$14,230
Administrative Management	\$9,737	SLS MW Day	\$23,417
Rental Property Income	\$1,425	CES Direct Service-Medicaid	\$7,528
Transporation - Comprehensive	\$7,143	SLS Revenue - State Fund	\$4,508
Transporation - SLS Direct Srv Medicaid	\$4,571	Early Intervention Program Revenue	\$57,138
SLS Revenue - Medicaid	\$37,647	Family Support Program Revenue	\$2,592
SLS Revenue - State Fund	\$4,508	Comprehensive - Day Hab	\$53,989
EBD Direct Service-Personal Care	\$102,453	Comprehensive - Residential	\$182,328
Comprehensive - Medicaid	\$236,317	Transportation	\$11,714
Comprehensive R & B	\$24,372	Case Management	\$29,716
Client production revenue	\$1,320		
Non Emergent Med Trans	\$3,252		
Net Revenues	\$434,010	Net Revenues	\$387,160
<u>Program Expenses</u>		<u>Program Expenses</u>	
Staff Salaries	\$192,151	Staff Salaries	\$26,552
EBD Salaries & Benefits	\$80,379	Payroll Taxes - FICA	\$1,858
Client Wages	\$598	Payroll Taxes - Unemp	\$141
Payroll Taxes - FICA	\$14,255	Payroll Taxes - WC	\$244
Payroll Taxes - Unemp	\$1,893	Payroll Deductions - Health Ins	\$2,358
Payroll Taxes - WC	\$9,736	Payroll Deductions - 401(k)	\$211
Health Ins - Company Portion	\$8,895	Program Supply	\$128
Retirement Benefit - Company Portio	\$1,894	Office Supply	\$203
Residential Provider	\$18,437	Telephone	\$392
Medical Supply - PCAs - WAL	\$315	Postage	\$251
EBD Program Expenses	\$6,782	Maintenance - Computers	\$158
Program Supply	\$2,498	Advertising & PR	\$410
Office Supply	\$434	Office Equipment Lease	\$70
Custodial Supplies	\$1,508	Management Service	\$3,693
Telephone	\$1,673	General Insurance	\$491
Postage	\$225	Depreciation	\$36
Dues & Publications	\$13	Utilities	\$425
Maintenance - Computers	\$824	Building Maintenance	\$30
Staff Development	\$676	Family Reimbursement-FSSP	\$1,452
Mileage Reimbursement	\$152	Therapy	\$10,722
Food	\$6,129	CES Homemaker Enhanced Prof Srvs	\$606
Recreation	\$477	SLS EXPENSE: MEDICAID	\$42,219
License & Fees	\$189	SLS EXPENSE: STATE	\$3,781
Payroll Processing Expense	\$2,482	Comprehensive	\$243,460
Office Equipment Lease	\$563		
General Insurance	\$5,214		
Unemployment Services Expense	\$197		
Board Expense	\$238		
Depreciation	\$8,474		
Utilities	\$4,172		
Cable TV & Internet Service	\$319		
Building Maintenance	\$379		
Gas & Oil - Auto	\$2,823		
Vehicle Repair & Maintenance	\$1,992		
Client Transportation	\$2,886		
Assistive Tech/Home Mod	\$436		
Pharmacy	\$961		
Tenant Rent Contributions	\$6,671		
Personal Needs	\$3,372		
Total Program Expenses	\$391,313	Total Program Expenses	\$339,890

General & Administrative Expenses

Staff Salaries	\$10,190
Payroll Taxes - FICA	\$675
Payroll Taxes - Unemp	\$256
Unallocated W/C Expense	\$156
Health Ins - Company Portion	\$652
Retirement Bene - Company Portion	\$237
Other Benefits - Company Portion	\$9
Office Supplies	\$184
Custodial Supplies	\$49
Telephone	\$284
Postage	\$25
Dues & Publications	\$344
Maintenance - Computers	\$278
Advertising & PR	\$437
Staff Development	\$410
Per Diem Reimbursements	\$73
Mileage Reimbursement	\$91
Travel Allowance	\$501
Food	\$41
License & Fees	\$48
Legal-Admin	\$300
Office Equipment Lease	\$118
General Insurance	\$839
Depreciation	\$1,156
Utilities	\$637
Cable TV & Internet Service	\$17
Building Maintenance	\$39
Gas & Oil - Auto	\$154
Vehicle Repair & Maintenance	\$8

Total General & Admin Expenses \$18,209

Total Expenses \$409,521

Net Income (Loss) \$24,489

General & Administrative Expenses

Telephone	\$112
Dues & Publications	\$1,619
Advertising & PR	\$113
	\$12
Payroll Processing Expense	\$157
General Insurance	\$399
	\$729

Total General & Admin Expenses \$3,141

Total Expenses \$343,031

Net Income (Loss) \$44,130

COMBINED INCOME (LOSS) \$68,619

Mutual Funds \$(2,285)

Mutual Funds - Unrealized Gain or Loss \$1,382

Income Statement SubType
For the period of 2/1/2020 through 2/29/2020

Revenues

Food Stamps	\$1,266
Administrative Management	\$9,837
Rental Property Income	\$1,425
Misc Income	\$94
Transportation - Comprehensive	\$6,461
Transportation - SLS Direct Srv Medicaid	\$4,088
SLS Revenue - Medicaid	\$32,392
SLS Revenue - State Fund	\$4,508
EBD Direct Service-Personal Care	\$91,712
Comprehensive - Medicaid	\$221,899
Non-Emergency Medical Transp	\$4,511
Comprehensive R & B	\$24,420
Dental/Vision Care	\$361
Client production revenue	\$1,320

Net Revenues**\$404,294**Program Expenses

Medical Supply - MW SLS - TRI	\$163
EBD Program Expenses	\$6,862
Staff Salaries	\$179,522
EBD Salaries & Benefits	\$69,919
Client Wages	\$682
Payroll Taxes - FICA	\$13,275
Payroll Taxes - Unemp	\$1,724
Payroll Taxes - WC	\$11,664
Health Ins - Company Portion	\$8,895
Retirement Benefit - Company Portio	\$1,835
Residential Provider	\$19,596
Program Supply	\$1,441
Office Supply	\$294
Custodial Supplies	\$1,113
Telephone	\$1,657
Postage	\$9
Dues & Publications	\$13
Maintenance - Equipment	\$10
Maintenance -Computers	\$764
Staff Development	\$459
Per Diem Reimbursements	\$15
Mileage Reimbursement	\$167
Food	\$4,768
Recreation	\$811
License & Fees	\$160
Payroll Processing Expense	\$3,306
Office Equipment Lease	\$641
General Insurance	\$5,214
Unemployment Services Expense	\$197
Board Expense	\$4
Utilities	\$4,123

Revenues

Donations - Family Sppt	\$200
SLS Revenue - Medicaid	\$9,830
SLS MW Day	\$22,562
CES Direct Service-Medicaid	\$6,211
SLS Revenue - State Fund	\$4,508
Family Support Program Revenue	\$4,576
Early Intervention	\$10,547
Comprehensive - Day Hab	\$51,532
Comprehensive - Residential	\$170,367
Transportation	\$10,549
Dental & Vision Care	\$361
Case Management	\$33,667

Net Revenues**\$324,909**Program Expenses

Staff Salaries	\$23,748
Payroll Taxes - FICA	\$1,655
Payroll Taxes - Unemp	\$125
Payroll Taxes - WC	\$244
Payroll Deductions - Health Ins	\$2,358
Payroll Deductions - 401(k)	\$218
Program Supply	\$191
Custodial Supplies	\$167
Telephone	\$389
Postage	\$36
Maintenance - Computers	\$228
Advertising & PR	\$196
Staff Development	\$41
Mileage Reimbursement	\$135
Office Equipment Lease	\$107
Management Service	\$3,693
General Insurance	\$491
Depreciation	\$36
Utilities	\$441
Building Maintenance	\$224
Family Reimbursement-FSSP	\$1,480
Therapy	\$10,546
Homemaker Enhanced Prof Svcs	\$538
Assistive Technology	\$152
SLS EXPENSE: MEDICAID	\$36,480
SLS EXPENSE: STATE	\$3,781
Comprehensive	\$228,720

Cable TV & Internet Service	\$323		
Building Maintenance	\$1,407		
Gas & Oil - Auto	\$2,309		
Vehicle Repair & Maintenance	\$7,516		
Client Transportation	\$2,499		
Assistive Tech/Home Mod	\$436		
Dental Care	\$226		
Vision Care	\$361		
Pharmacy	\$748		
Tenant Rent Contributions	\$6,671		
Personal Needs	\$3,420		
Total Program Expenses	\$365,219	Total Program Expenses	\$316,421
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Loss (Income) from Insurance Claims	\$(1,450)	Telephone	\$110
Staff Salaries	\$8,928	Advertising & PR	\$113
Payroll Taxes - FICA	\$586	License & Fees	\$206
Payroll Taxes - Unemp	\$181	Payroll Processing Expense	\$262
Unallocated W/C Expense	\$156	General Insurance	\$399
Health Ins - Company Portion	\$653	Audit & Accounting Exp	\$776
Retirement Bene - Company Portion	\$227		
Other Benefits - Company Portion	\$9		
Office Supplies	\$120		
Custodial Supplies	\$51		
Telephone	\$284		
Maintenance - Equipment	\$134		
Maintenance - Computers	\$495		
Advertising & PR	\$394		
Staff Development	\$47		
Mileage Reimbursement	\$85		
Travel Allowance	\$351		
Food	\$10		
License & Fees	\$399		
Legal-Admin	\$300		
Office Equipment Lease	\$127		
General Insurance	\$839		
Utilities	\$637		
Cable TV & Internet Service	\$17		
Building Maintenance	\$142		
Gas & Oil - Auto	\$163		
Vehicle Repair & Maintenance	\$20		
Total General & Admin Expenses	\$13,905	Total General & Admin Expenses	\$1,866
Total Expenses	\$379,124	Total Expenses	\$318,287
Net Income (Loss)	\$25,170	Net Income (Loss)	\$6,622
COMBINED INCOME (LOSS)		\$31,792	