

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

Meeting location 1205 Congress Drive
March 28, 2023, 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 February, 2023 Financials for LACRC/SCDDDS
 - b. Audit status for years 2018 - 2022
 - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. New Board members
 - 2.
- IX. NEW BUSINESS
 1. Signature cards for B Of W Investment Account
 2. Retention payments for CM and EI staff
 - 3.
 - 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
 - 5.
 - 6..

ADJOURNMENT

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

DATE: February 28, 2023

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

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

**Absent:
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 January 31, 2023 board meeting was reviewed. Following discussion it was M/S/P by Blasi and Quintero to accept the January 31st minutes for LACRC and SCDDS as presented.

TREASURER'S REPORT

Teri Hansford presented the January 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 Blackburn and Quintero to accept the January 2023 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

Duane informed the Board that the State confirmed that Board Member Quintero can remain on the Board as a consumer representative even though he is not receiving any direct service through SCDDS but he is EBD program.

NEW BUSINESS

1. Staff Wage increase

Duane requested authorization to increase staff wages 2-4%, This request was tabled pending review by Board Member Blas. i Following discussion it was M/S/P by Blasi and Blackburn to authorize this increase.

2.

Directors Report

Duane gave a brief update on the CMA transition process. He stated that there are no new developments. Transition is scheduled by June 2024. Duane indicated that State budget request are being reviewed by the JBC. Said that the recommendation is for a 3% common policy increase with GRSS and transportation programs to receive a higher rate. Duane said staff are going forward with converting the White House GH to a Host Home. This should be completed by the end of March.

Adjournment

Adjournment by Blasi at 4:35 pm

**Las Animas County Rehabilitation
Center**

3/27/23

SCDDS

For the period of 2/1/2023 through 2/28/2023

For the period of 2/1/2023 through 2/28/2023

Revenues

Food Stamps	\$3,539
Administrative Management	\$2,980
Rental Property Income	\$2,025
Misc Income	\$939
IHAB TRI	\$25,382
Comm Connect TRI	\$3,411
Transportation - Non Med Day TRI	\$897
IHAB WAL	\$13,178
Comm Connect WAL	\$152
Transportation - Non Med Day WAL	\$1,726
Supported Employment TRI	\$13,845
Transportation - Supported Emp TRI	\$5,834
Supported Employment WAL	\$1,429
Transportation - Supported Emp WAL	\$193
SLS MW Direct Srv/PC/Homemaker TRI	\$8,751
SLS MW Direct Srv/PC/Homemaker WAL	\$3,927
CES - Direct Service - Medicaid	\$4,774
SLS-Direct Service-State TRI	\$1,587
SLS-Direct Service-State WAL	\$153
SLS Revenue - Medicaid	\$224
SLS Revenue - State Fund	\$244
EBD Direct Service-Personal Care	\$164,227
Comprehensive - Medicaid	\$169,968
Non-Emergency Medical Transp	\$2,389
Comprehensive R & B	\$24,156
Client production revenue	\$1,053

Net Revenues

\$456,981

Program Expenses

Staff Salaries	\$281,752
Client Wages	\$450
Payroll Taxes - FICA	\$21,123
Payroll Taxes - CO EE PFML	\$1,373
Payroll Taxes - Unemp	\$4,142
Payroll Taxes - WC	\$7,171
Health Ins - Company Portion	\$8,400
Retirement Benefit - Company Portio	\$1,277
Residential Provider	\$15,098
Program Supply	\$1,370
Office Supply	\$262
Custodial Supplies	\$2,257
Telephone	\$2,064
Postage	\$454
Dues & Publications	\$32
Maintenance - Computers	\$2,021
Staff Development	\$10
Mileage Reimbursement	\$296
Food	\$7,309
Recreation	\$794
License & Fees	\$153
Payroll Processing Expense	\$4,263
Office Equipment Lease	\$663
Unemployment Services Expense	\$197
Depreciation	\$6,061

Revenues

Donations - Case Mgmt	\$20
SLS MW Direct Service Revenue	\$12,902
SLS MW IHAB Revenue	\$15,382
CES Direct Service-Medicaid	\$4,774
SLS Revenue - State Fund	\$6,965
Early Intervention Program Revenue	\$12,396
Family Support Program Revenue	\$9,047
Comprehensive - Day Hab	\$38,642
Comprehensive - Residential	\$169,968
Transportation	\$7,634
Case Management	\$26,127

Net Revenues

\$303,856

Program Expenses

CO EE PFML Payable	\$66
CES EXPENSE	\$4,774
CO EE PFML Payable	\$33
CO EE PFML Payable	\$2
Staff Salaries	\$24,775
Payroll Taxes - FICA	\$1,715
Payroll Taxes - Unemp	\$169
Payroll Taxes - WC	\$55
Payroll Deductions - Health Ins	\$1,680
Payroll Deductions - 401(k)	\$810
Program Supply	\$1,784
Office Supply	\$(14)
Telephone	\$831
Advertising & PR	\$3,342
Staff Development	\$425
Mileage Reimbursement	\$214
Travel/Lodging	\$516
License & Fees	\$8
Office Equipment Lease	\$73
Management Service	\$280
General Insurance	\$295
Depreciation	\$26
Utilities	\$378
In-Kind Rent	\$600
Building Maintenance	\$109

Utilities	\$5,017
Cable TV & Internet Service	\$270
Building Maintenance	\$370
Gas & Oil - Auto	\$1,548
Vehicle Repair & Maintenance	\$934
Client Transportation	\$522
Medical Supply	\$471
Assistive Tech/Home Mod	\$300
Vision Care	\$266
Pharmacy	\$771
Tenant Rent Contributions	\$6,507
Personal Needs	\$4,526

Family Reimbursement-FSSP	\$5,692
Therapy	\$4,169
SLS EXPENSE: MEDICAID	\$29,373
SLS EXPENSE: STATE	\$6,755
Comprehensive	\$215,155

Total Program Expenses	\$390,492
<u>General & Administrative Expenses</u>	
Staff Salaries	\$30,746
Payroll Taxes - FICA	\$2,214
Payroll Taxes - Unemp	\$377
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$2,560
Retirement Bene - Company Portion	\$853
Office Supplies	\$183
Custodial Supplies	\$110
Telephone	\$299
Postage	\$50
Dues & Publications	\$75
Maintenance - Computers	\$2,301
Advertising & PR	\$113
Mileage Reimbursement	\$201
Travel Allowance	\$250
License & Fees	\$122
Legal-Admin	\$300
Office Equipment Lease	\$61
General Insurance	\$544
Audit & Accounting	\$1,000
Depreciation	\$827
Utilities	\$863
Cable TV & Internet Service	\$17
Building Maintenance	\$42
Gas & Oil - Auto	\$34

Total Program Expenses	\$304,090
<u>General & Administrative Expenses</u>	
Program Supply	\$330
License & Fees	\$234
Payroll Processing Expense	\$541
Audit & Accounting	\$737

Total General & Administrative **\$44,342**

Total General & Administrative **\$1,842**

Total Expenses **\$434,833**

Total Expenses **\$305,933**

\$22,148

\$(2,076)

Net Income (Loss) **\$22,148**

Net Income (Loss) **\$(2,076)**

COMBINED INCOME (LOSS) \$20,072

Preliminary ~ Unaudited