

**SOUTHERN COLORADO DEVELOPMENTAL
DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION
CENTER, INC.**

BOARD OF DIRECTORS MEETING

**Meeting location: 1205 Congress Dr, Trinidad, CO 81089
May 24, 2018 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
Review Financials and FY 16-17 Audit Review**
- VI. CORRESPONDENCE**
- VII. COMMITTEE REPORTS**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
- XI. PROGRAM PRESENTATIONS
Programs Director
Case Management
Adult Services
EBD**

ADJOURNMENT

MINUTES OF BOARD OF DIRECTORS MEETING

DATE: April 26, 2018
TIME: 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive

PERSONS PRESENT: Board Members: Shier, De Bono, Nielsen, Barro along with Marsi Mason, Teri Hansford and Executive Director Duane Roy

ABSENT/EXCUSED: Board Member: Pando and Spencer
NOT EXCUSED:

TOPIC**DISCUSSION****CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board President Shier, the meeting was held in Trinidad at the Administrative Building, conference room.

ADDITIONS AND DELETIONS TO THE AGENDA

None

Public Comment

None

MINUTES TO THE PREVIOUS MEETING

The minutes to the March 29, 2018 meeting was reviewed. Following discussion it was M/S/P by Nielson and De Bono to accept the minutes.

TREASURER'S REPORT

Teri, Finance Director reviewed SCDDS/LACRC's finance statements for February 2018. Following discussion it was M/S/P by De Bono and Quintero to accept the financial statement.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS**1. SPCC Update**

Duane reported that the HULA group is going forward with their plans to purchase the SPCC center. There is no new updates, the group feels that they are on track for the July 1st date to take over services

2. General Discussion Relocating Services to the Alta Vista Property

No new updates

NEW BUSINESS**1. Change Board meeting date**

Board member inquired about changing the regular scheduled board meeting date to the last Wednesday of the month instead of the last Thursday. Following discussion it was M/S/P by De Bono and Nielsen to make this change and to amend the By Laws to reflect this.

2. Review of Accounting Internal Control Policies

Finance Director Teri Hansford reviewed LACRC/SCDDS internal control policies for accounting. Following discussion it was M/S/P Neilson and Barro.

3. Case Management Policies

Marsi Mason reviewed new and updated policies that affect Case Management to include:

- 6.1, IDD Determination
- 6.2, IP
- 6.3, Grievance/Complaints and Dispute Resolution
- 6.4, Monitoring
- 6.5, Restraints
- 6.6, Case management Qualifications, Hiring and Training
- 6.8, Case Notes
- 6.9, Confidentiality

- 6.10, Wait List
 - 6.12, Service Coordination
 - 6.13, Termination
 - 6.14 Emergency and Safety Control
 - 6.15, Restrictive Procedures
 - 6.16 Incident Reporting
- Following discussion it was M/S/P by Barro and Quintero.

- 4. **Request to lease the home on Garcia St**
Duane reported that he had been contacted about renting the house that we own on Garcia Street for 1 year. Following discussion it was M/S/P by Nielsen and De Bono to authorize the lease at a minimum of \$1,200 per month providing the agency has no intentions to use the property in the next 12 months.
- 5. **Long Range Plan and CCB designation Application**
Duane reviewed and reported that the Annual CCB Designation Application and the update to the Long Range Plan has been filed with the state. A copy is on File.

Program Reports

1. Directors

Duane gave an update on upcoming legislation to include bills that target wages for direct service staff. The bill is originating from the JBC and the intent to have line item funding that is directed at wages for direct service personnel. At the present time the amount is targeted at increase of 6.5%. Questions on the bill include, will this be across all 11 waivers or just those that serve the IDD population. Will this include taxes and other benefits, what accountability factors will be put in place, will this cover Case Management and mid-level support staff.

Duane also reported that one of our long standing consumers has passed away taking to 36 individuals in the residential (DD) program. Duane also reported on the update to the EI billing process with hopes that this will increase funding to this program.

2. Case Management

Marsi, Case Management Director gave an update on Case Management activities, enrollments and the Audit being conducted by the State Auditor's Office. Marsi also talked about the upcoming Case Management Survey scheduled for May 14th and compliance with the upcoming Setting Rule requirements and the QIS survey.

Adjournment

Adjournment by De Bono 5:00 pm

 By Alfredo Pando, Secretary

Date: 5/31/18

Income Statement SubType

(Single Period)

For the period of 3/1/2018 through 3/31/2018

Revenues

Food Stamps	\$1,629
Administrative Management	\$1,210
Rental Property Income	\$615
Misc Income	\$5,095
SLS Revenue - Medicaid	\$38,423
SLS Revenue - State Fund	\$8,230
EBD Direct Service-Personal Care	\$49,897
Comprehensive - Medicaid	\$218,313
Non-Emergency Medical Transp	\$7,582
Comprehensive R & B	\$26,405
Behavioral/Mental Health	\$18,993
Transportation	\$9,948
Client production revenue	\$2,975
SPCC - Program Revenue	\$12,536
Net Revenues	\$401,850

Program Expenses

Medical Supply - Res - WAL	\$112
EBD Program Expenses	\$1,743
SPCC Program Expenses	\$3,454
Staff Salaries	\$164,236
EBD Salaries & Benefits	\$47,464
SPCC Salaries & Benefits	\$13,022
Client Wages	\$914
Payroll Taxes - FICA	\$12,281
Payroll Taxes - Unemp	\$2,042
Payroll Taxes - WC	\$13,019
Health Ins - Company Portion	\$9,993
Retirement Benefit - Company Portio	\$1,401
Other Benefits - Company Portion	\$9
Residential Provider	\$11,158
Program Supply	\$3,883
Office Supply	\$468
Custodial Supplies	\$2,076
Telephone	\$1,731
Dues & Publications	\$27
Maintenance - Equipment	\$52
Maintenance - Computers	\$771
Advertising & PR	\$44
Staff Development	\$2,171
Mileage Reimbursement	\$199
Food	\$7,237
Recreation	\$479
License & Fees	\$162
Payroll Processing Expense	\$5,018
Office Equipment Lease	\$555
General Insurance	\$5,057
Retirement Plan Maintenance	\$(420)
Unemployment Services Expense	\$185
Board Expense	\$72
Depreciation	\$9,254
Utilities	\$4,251
Rent	\$398

Revenues

Part C Income	\$4,244
Comp Day Hab	\$49,438
Comprehensive Fee for Svc - Residential	\$168,875
SLS MW Day	\$25,368
SLS Revenue - Medicaid	\$12,555
CES Direct Service-Medicaid	\$1,200
SLS Revenue - State Fund	\$8,230
Early Intervention Program Revenue	\$2,628
Family Support Program Revenue	\$2,189
Behavioral/Mental Health	\$18,993
Transportation	\$9,948
Case Management	\$29,328
Net Revenues	\$332,996

Program Expenses

Assistive Tech / Home Mod CES	\$1,100
Staff Salaries	\$20,939
Payroll Taxes - FICA	\$1,433
Payroll Taxes - Unemp	\$88
Payroll Taxes - WC	\$158
Payroll Deductions - Health Ins	\$1,624
Payroll Deductions - 401(k)	\$211
Program Supply	\$143
Telephone	\$480
Postage	\$18
Maintenance - Computers	\$46
Advertising & PR	\$68
Staff Development	\$26
Mileage Reimbursement	\$11
License & Fees	\$171
Office Equipment Lease	\$71
Management & General Service	\$1,160
General Insurance	\$435
Audit & Accounting	\$695
Depreciation	\$(93)
Utilities	\$333
Building Maintenance	\$136
Family Reimbursement-FSSP	\$1,078
Therapy	\$654
Homemaker Enhanced Prof Svcs	\$498
Behavioral/Mental Health	\$18,993
SLS EXPENSE: MEDICAID	\$40,982
SLS EXPENSE: STATE	\$7,071
Comprehensive	\$225,201

Cable TV & Internet Service	\$497		
Building Maintenance	\$253		
Gas & Oil - Auto	\$2,820		
Vehicle Repair & Maintenance	\$711		
Client Transportation	\$3,870		
Therapy	\$38		
Assistive Tech/Home Mod	\$387		
Dental Care	\$211		
Behavioral / Mental Health	\$15,020		
Pharmacy	\$902		
Tenant Rent Contributions	\$7,496		
Personal Needs	\$4,741		
Total Program Expenses	\$361,464	Total Program Expenses	\$323,729
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$9,451	Telephone	\$98
Payroll Taxes - FICA	\$628	Advertising & PR	\$113
Payroll Taxes - Unemp	\$269	Payroll Processing Expense	\$542
Unallocated W/C Expense	\$94	General Insurance	\$354
Health Ins - Company Portion	\$1,025		
Retirement Bene - Company Portion	\$214		
Other Benefits - Company Portion	\$9		
Program Supply	\$330		
Office Supplies	\$73		
Custodial Supplies	\$69		
Telephone	\$223		
Postage	\$50		
Dues & Publications	\$213		
Maintenance - Computers	\$330		
Advertising & PR	\$179		
Staff Development	\$42		
Per Diem Reimbursements	\$103		
Mileage Reimbursement	\$94		
Travel Allowance	\$250		
License & Fees	\$279		
Legal-Admin	\$300		
Office Equipment Lease	\$111		
Miscellaneous	\$(86)		
General Insurance	\$739		
Audit & Accounting	\$(695)		
Depreciation	\$1,262		
Utilities	\$566		
Cable TV & Internet Service	\$15		
Building Maintenance	\$12		
Gas & Oil - Auto	\$73		
Vehicle Repair & Maintenance	\$596		
Total General & Administrative Expenses	\$16,816	Total General & Administrative Expenses	\$1,106
Total Expenses	\$378,279	Total Expenses	\$324,835
Income (Loss) from Operations	\$23,571	Income (Loss) from Operations	\$8,161
<u>Other Income (Expense)</u>		<u>Other Income (Expense)</u>	
Mutual Funds	\$(4,563)	Mutual Funds - Unrealized Gain or Loss	\$(732)
Total Other Income (Expense)	\$(4,563)	Total Other Income (Expense)	\$(732)
	\$19,008		\$7,429
Net Income (Loss)		Net Income (Loss)	

Combined Net Income (Loss) \$26,437