

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.  
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.  
BOARD OF DIRECTORS MEETING  
Meeting location 1205 Congress Drive  
May 25, 2021 Time: 4:00PM

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

Join Zoom Meeting

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Meeting ID: 829 2918 3317

Passcode: scdds2021

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#### 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. Status of PPP Loan
  2. CMRD
  - 3.
  - 4.
- X. OTHER
  - 1.
- XI. PROGRAM REPORTS
- XII. Directors Report

**MINUTES OF BOARD OF DIRECTORS MEETING****DATE:** April 27, 2021**TIME:** 4:00 PM, The meeting was held in Trinidad**PERSONS PRESENT:** Board Members: Board President Spencer, Shier, Nielsen, Quintero, Blasi along with Business Manager, David Moore, Teri Hansford, and Executive Director Duane Roy.**Absent:** Board members: Pando**NOT EXCUSED:**

<u><b>TOPIC</b></u>	<u><b>DISCUSSION</b></u>
<u><b>CALL TO ORDER</b></u>	The meeting was called to order at 4:00 PM by Board President Spencer, the meeting was held in Trinidad at 1205 Congress Drive.
<u><b>ADDITIONS AND DELETIONS TO THE AGENDA</b></u>	None
<u><b>Public Comment</b></u>	None
<u><b>MINUTES TO THE PREVIOUS MEETING</b></u>	The minutes to the March 30, 2021 meeting was reviewed. Following discussion it was M/S/P by Nielsen and Shier to approve the meeting minutes.
<u><b>TREASURER'S REPORT</b></u>	David Moore, Business Manager reviewed the finance statements for March 2021 along with Year to Date for July 2020 through March 2021. Following discussion it was M/S/P Nielsen and Shier 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. Duane asked David to give and a more detailed timeline for the audit at the March meeting.
<u><b>CORRESPONDENCE</b></u>	None
<u><b>COMMITTEE REPORT</b></u>	None
<u><b>OLD BUSINESS</b></u>	
1. <b>Board Member Replacement</b>	Duane talked with staff about having a parent of a child that is in EI or the FSSP program serve on the board. The staff indicated that the parents she talked with ask for additional time to make sure that they could commit the time.
<u><b>NEW BUSINESS</b></u>	
1. <b>Status of PPP Loan</b>	David reported that LACC has filed the application for the PPP Loan forgiveness. David stated that the SBA is taking longer to review the request and make a decision. It might take another month or two before we hear anything.
2. <b>CMRD</b>	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. Currently Case management agencies are meeting with the state to help design a plan to eliminate conflict of interest and create a more efficient system. Current pending legislation has a target date of June 30, 2024 for this process to be completed. This redesign process is on-going and has been in the works for the past 10 years plus. This will affect SCDDS as a Case Management Agency. This issue will be ongoing.
3. <b>CCB Designation and Annual Plan</b>	Duane indicated that the CCB designation and application has been filed with the state The CCB application and update is an annual requirement and helps identify local needs and then this is transformed into long range goals. Input from the individuals that we serve, their representatives, LACRC/SCDDS board of directors along with the public was obtained. The CMRD is one of the significant issues that will impact services as we go into the future, will SCDDS remain as a case management agency or will these services be transferred to another agency? Other issues involve how COVID has changed the service delivery model, the work force and the community.

**Directors Report**

Duane gave an update on Covid 19 and indicated that the day program continues to provide some in person services on a limited basis with the majority of services being virtual. Less than 50% of the consumers are attending in person. The residential day program is provided by day staff going to the homes or clients joining via zoom virtually. Duane reported that the group homes are still restricted in terms of what they can do, the state is allowing some outdoor visitation.

Duane reported that the state is recommending a 2.5% rate increase on Medicaid payments for the FY 21-22 that begins July 1<sup>st</sup>. Duane indicated that the state is increasing the day program reimbursement by 27.4% and making the increase retroactive back to July 1, 2020 for this FY. This increase will generate about \$65,000 in additional revenue this FY. This increase is also a one-time increase and is time limited.

**Adjournment**

Adjournment by Quintero at 4:45 pm.

\_\_\_\_\_ By Ronald Nielsen, Secretary

Date: \_\_\_\_\_

Income Statement  
For the period of 4/1/2021 through 4/30/2021

Revenues

Food Stamps	\$3,400
Administrative Management	\$12,021
Rental Property Income	\$7,425
EI Office Services Income	\$13,624
IHAB TRI	\$11,689
Comm Connect TRI	\$1,322
Transportation - Non Med Day TRI	\$302
IHAB WAL	\$14,696
Comm Connect WAL	\$17
Transportation - Non Med Day WAL	\$30
Supported Employment TRI	\$9,039
Supported Employment WAL	\$702
Transportation - Comprehensive	\$1,506
SLS MW Direct Srv/PC/Homemaker TRI	\$13,539
SLS MW Direct Srv/PC/Homemaker WAL	\$6,089
CES - Direct Service - Medicaid	\$4,773
SLS-Direct Service-State TRI	\$1,483
SLS-Direct Service-State WAL	\$357
SLS Revenue - Medicaid	\$434
SLS Revenue - State Fund	\$246
EBD Direct Service-Personal Care	\$127,728
Comprehensive - Medicaid	\$182,309
Non-Emergency Medical Transp	\$2,000
Comprehensive R & B	\$24,932
Dental/Vision Care	\$1,079
Client production revenue	\$520

**Net Revenues****\$441,264**Program Expenses

Homemaker Enhanced Srvs - CES	\$404
CES Program Expenses	\$319
Staff Salaries	\$265,004
Client Wages	\$350
Payroll Taxes - FICA	\$15,687
Payroll Taxes - Unemp	\$3,326
Payroll Taxes - WC	\$9,693
Health Ins - Company Portion	\$8,646
Retirement Benefit - Company Portio	\$1,119
Residential Provider	\$14,120
Program Supply	\$1,241
Office Supply	\$334
Custodial Supplies	\$1,386
Safety Supplies	\$44
Telephone	\$2,064
Dues & Publications	\$30
Maintenance - Computers	\$1,770
Staff Development	\$478
Mileage Reimbursement	\$151
Food	\$5,755
Recreation	\$264
License & Fees	\$5,409
Payroll Processing Expense	\$3,236
Office Equipment Lease	\$760
General Insurance	\$6,182
Unemployment Services Expense	\$197
Depreciation	\$8,474

Revenues

SLS MW Direct Service Revenue	\$17,885
SLS MW IHAB Revenue	\$11,743
CES Direct Service-Medicaid	\$4,773
SLS Revenue - State Fund	\$1,235
Early Intervention Program Revenue	\$9,615
Family Support Program Revenue	\$1,286
Comprehensive - Day Hab	\$23,940
Comprehensive - Residential	\$182,309
Transportation	\$3,573
Dental & Vision Care	\$1,079
Case Management	\$27,283
Miscellaneous	\$88

**Net Revenues****\$284,809**Program Expenses

CES EXPENSE	\$4,773
Staff Salaries	\$32,037
Payroll Taxes - FICA	\$1,888
Payroll Taxes - Unemp	\$101
Payroll Taxes - WC	\$46
Payroll Deductions - Health Ins	\$1,965
Payroll Deductions - 401(k)	\$354
Miscellaneous	\$12
Program Supply	\$641
Office Supply	\$117
Custodial Supplies	\$109
Telephone	\$689
Postage	\$17
Office Equipment Lease	\$52
Management Service	\$2,966
General Insurance	\$761
Depreciation	\$36
Utilities	\$329
In-Kind Rent	\$6,000
Building Maintenance	\$35
Family Reimbursement-FSSP	\$3,391
Therapy	\$2,836
SLS EXPENSE: MEDICAID	\$31,995
SLS EXPENSE: STATE	\$4,745
Comprehensive	\$208,534

Utilities	\$4,042
Cable TV & Internet Service	\$298
Building Maintenance	\$479
Gas & Oil - Auto	\$1,722
Vehicle Repair & Maintenance	\$822
Client Transportation	\$395
Medical Supply	\$518
Assistive Tech/Home Mod	\$448
Vision Care	\$1,079
Pharmacy	\$824
Tenant Rent Contributions	\$6,740
Personal Needs	\$4,632

<b>Total Program Expenses</b>	<b>\$378,440</b>
<b><u>General &amp; Administrative Expenses</u></b>	
Staff Salaries	\$33,708
Payroll Taxes - FICA	\$1,948
Payroll Taxes - Unemp	\$221
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$195
Retirement Bene - Company Portion	\$818
Office Supplies	\$65
Custodial Supplies	\$22
Telephone	\$301
Dues & Publications	\$50
Maintenance - Computers	\$72
Advertising & PR	\$136
Mileage Reimbursement	\$83
Travel Allowance	\$250
License & Fees	\$1,246
Legal-Admin	\$300
Office Equipment Lease	\$76
Miscellaneous	\$(7)
General Insurance	\$924
Audit & Accounting	\$1,000
Depreciation	\$1,156
Utilities	\$658
Cable TV & Internet Service	\$17
Building Maintenance	\$14
Gas & Oil - Auto	\$38

**Total General & Admin Expenses** **\$43,489**

**Total Expenses** **\$421,930**

**Income (Loss) from Operations** **\$19,334**

**COMBINED Income (Loss)** **\$(3,966)**

<b>Total Program Expenses</b>	<b>\$304,430</b>
<b><u>General &amp; Administrative Expenses</u></b>	
Telephone	\$110
Dues & Publications	\$1,724
Advertising & PR	\$113
License & Fees	\$10
Payroll Processing Expense	\$366
General Insurance	\$619
Audit & Accounting	\$737

**Total General & Admin Expenses** **\$3,678**

**Total Expenses** **\$308,109**

**Income (Loss) from Operations** **\$(23,300)**