

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

BOARD OF DIRECTORS MEETING

**Meeting location: 1205 Congress Drive, Trinidad, CO 81082
October 26, 2017 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**
- 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: September 28, 2017
TIME: 4:00 PM, the meeting was held in Walsenburg at 309 W 9th St

PERSONS PRESENT: Board Members Shier, Nielson, De Bono, Quintero, Spencer, Barrows along with Executive Director Duane Roy

ABSENT/EXCUSED: Board Member Pando

NOT EXCUSED:

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

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

ADDITIONS AND DELETIONS TO THE AGENDA

None

MINUTES TO THE PREVIOUS MEETING

The minutes to the August 31, 2017 meeting was reviewed. Following discussion it was M/S/P by Spencer and De Bono to accept the minutes.

TREASURER'S REPORT

The Finance statement for July and August 2017 was reviewed; following discussion it was M/S/P by Nielson and De Bono to accept the financial statement. Discussion was given to current P & L statement and why revenues are down and expenses are up. Duane reviewed some of the variable that are affecting our financial condition to include; lower consumer enrollment, aging consumers with higher needs, operating cost such as insurance(s) and just generally higher costs to do business.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS**1. Alta Vista –**

Duane reported that the transfer of the land at 415 Indiana Street (Alta Vista) is still pending, waiting on th County to transfer the deed.

NEW BUSINESS**1. Sick Leave and Vacation Benefits**

Discussion was given to LACRC/SCDDS's vacation and sick leave policies and the possibility of merging these separate policies into a Paid Time Off (PTO) policy. Duane will work with Board Member Nielson on this and bring back recommendations at a later date.

2. Host Homes

Discussion was given to the cost of operating Host Homes as compared to a staffed group home. LACRC needs to look at the possibility of eliminating 1 or 2 of the 3 bedroom group homes and transferring the individuals that live in these homes to host homes or into more independent living environments. The cost of operating a host home is less than that of staffing a group home. Duane indicated that it is getting harder to find the number of qualified staff needed to work at the homes and that these residential services can be provided at a more cost effective level in host home environments. Duane will work with staff and bring back recommendations.

3. THERAP for Billing

Duane indicated that LACRC will start using THERAP to bill for Day and Residential services, This change will give staff greater access to consumer data and funding authorization files to assist and insure that all services are being billed for. Target date for implementation is January 2018.

Program Reports**1. Directors**

Duane's report centered around the budget and the challenges that LACRC and SCDDS will face as we go into the future as the needs of the consumers we serve continue to increase and the fact that states

- 2. Residential No Report
- 3. Trinidad –Day
Walsenburg – Day
SLS No Report
- 4. Case Management No Report
- 5. EBD No Report

Adjournment

Adjournment by De Bono 5:15 pm



By Alfredo Pando, Secretary

Date: _____

Las Animas County Rehabilitation Center
Income Statement SubType

(Single Period)

For the period of 9/1/2017 through 9/30/2017

SCDDS
Income Statement SubType

(Single Period)

For the period of 9/1/2017 through 9/30/2017

Revenues

Food Stamps	\$1,202
Administrative Management	\$1,210
Rental Property Income	\$615
Misc Income	\$25
SLS Revenue - Medicaid	\$40,260
SLS Revenue - State Fund	\$7,071
EBD Direct Service-Personal Care	\$39,444
EBD Adult Day	\$3,686
Comprehensive - Medicaid	\$206,152
Non-Emergency Medical Transp	\$9,198
Comprehensive R & B	\$25,585
Behavioral/Mental Health	\$19,777
Dental Care	\$9,205
Vision Care	\$721
Client production revenue	\$2,153
SPCC - Program Revenue	\$9,429
Net Revenues	\$375,733

Program Expenses

Medical Supply - Res - TRI	\$112
Medical Supply - PCAs - TRI	\$56
Medical Supply - MW SLS - TRI	\$56
Medical Supply - ST SLS - WAL	\$94
EBD Program Expenses	\$2,798
SPCC Program Expenses	\$2,647
Staff Salaries	\$184,112
EBD Salaries & Benefits	\$41,932
SPCC Salaries & Benefits	\$10,542
Client Wages	\$869
Payroll Taxes - FICA	\$13,709
Payroll Taxes - Unemp	\$1,470
Payroll Taxes - WC	\$13,934
Health Ins - Company Portion	\$11,772
Retirement Benefit - Company Portio	\$1,652
Other Benefits - Company Portion	\$9
Residential Provider	\$11,036
Program Supply	\$4,121
Office Supply	\$582
Custodial Supplies	\$2,022
Telephone	\$1,783
Dues & Publications	\$26
Maintenance - Equipment	\$508
Maintenance - Computers	\$1,462
Staff Development	\$1,982
Per Diem Reimbursements	\$30
Mileage Reimbursement	\$462
Food	\$8,658
Recreation	\$448
License & Fees	\$423
Payroll Processing Expense	\$3,230
Office Equipment Lease	\$642
General Insurance	\$5,057
Unemployment Services Expense	\$185
Board Expense	\$57
Depreciation	\$10,976
Utilities	\$4,294
Rent	\$398
Cable TV & Internet Service	\$487
Building Maintenance	\$707
Gas & Oil - Auto	\$3,675
Vehicle Repair & Maintenance	\$2,850
Client Transportation	\$3,962
Therapy	\$152
Assistive Tech/Home Mod	\$355
Dental Care	\$88
Vision Care	\$197

Revenues

Comp Day Hab	\$44,880
Comprehensive Fee for Svc - Residential	\$161,272
SLS MW Day	\$24,137
SLS Revenue - Medicaid	\$14,123
CES Direct Service-Medicaid	\$159
SLS Revenue - State Fund	\$8,230
Early Intervention Program Revenue	\$1,135
Family Support Program Revenue	\$2,189
Behavioral/Mental Health	\$19,777
Transportation	\$9,205
Dental & Vision Care	\$721
Case Management	\$21,557
Net Revenues	\$307,385

Program Expenses

Staff Salaries	\$17,804
Payroll Taxes - FICA	\$1,234
Payroll Taxes - Unemp	\$15
Payroll Taxes - WC	\$158
Payroll Deductions - Health Ins	\$1,962
Payroll Deductions - 401(k)	\$211
Program Supply	\$314
Office Supply	\$144
Custodial Supplies	\$9
Telephone	\$260
Postage	\$11
Staff Development	\$21
Mileage Reimbursement	\$25
License & Fees	\$267
Office Equipment Lease	\$86
Utilities	\$247
Building Maintenance	\$306
Family Reimbursement-FSSP	\$1,686
Therapy	\$835
Behavioral/Mental Health	\$19,777
SLS EXPENSE: MEDICAID	\$42,372
SLS EXPENSE: STATE	\$7,071
Comprehensive	\$211,966

Behavioral / Mental Health	\$15,640		
Pharmacy	\$900		
Tenant Rent Contributions	\$6,523		
Personal Needs	\$5,050		
Total Program Expenses	\$384,730	Total Program Expenses	\$306,780
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Loss (Income) from Insurance Claims	\$5,000	Program Supply -	\$152
Staff Salaries	\$9,414	Telephone	\$90
Payroll Taxes - FICA	\$638	Advertising & PR	\$295
Payroll Taxes - Unemp	\$86	Payroll Processing Expense	\$348
Unallocated W/C Expense	\$94		
Health Ins - Company Portion	\$860		
Retirement Bene - Company Portion	\$241		
Other Benefits - Company Portion	\$9		
Office Supplies	\$186		
Custodial Supplies	\$72		
Telephone	\$186		
Maintenance - Computers	\$42		
Advertising & PR	\$602		
Staff Development	\$205		
Mileage Reimbursement	\$137		
Travel Allowance	\$250		
License & Fees	\$175		
Legal-Admin	\$300		
Office Equipment Lease	\$71		
Miscellaneous	\$70		
General Insurance	\$739		
Depreciation	\$1,477		
Utilities	\$646		
Cable TV & Internet Service	\$15		
Building Maintenance	\$57		
Gas & Oil - Auto	\$123		
Vehicle Repair & Maintenance	\$30		
Total General & Administrative Expenses	\$21,723	Total General & Administrative Expenses	\$885
Total Expenses	\$406,453	Total Expenses	\$307,665
Income (Loss) from Operations	\$(30,720)	Income (Loss) from Operations	\$(279)
<u>Other Income (Expense)</u>		<u>Other Income (Expense)</u>	
Mutual Funds	\$6,128	Suspense	\$(414)
Total Other Income (Expense)	\$6,128	Total Other Income (Expense)	\$(413)
	\$(24,592)		\$(693)
Net Income (Loss)		Net Income (Loss)	
		Combined Net Income (Loss)	
		\$(25,284)	