

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.
BOARD OF DIRECTORS MEETING
Meeting location 1205 Congress Drive, Trinidad, Co
October 23, 2019, 4:00PM the September 25, 2019 canceled, rescheduled

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
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 - 1.
- IX. NEW BUSINESS
 1. Establish Building Fund, move SCDDS savings
 2. Sell vans-see Isit,
 3. Review Merit and Probation Policy
 4. Buy van for Madison
 5. Health insurance renewal
 6. November and December meetings
- X. OHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report-
CFCM, Case Management – Rural Exemption
Marge passed away
- XII. ADJOURNMENT

Surplus Vehicles to sell Oct 23, 2019

366	2006 Caravan	Green	190,000	Trans problems
367	2007 Town County	Red	160,000	Runs good has dents
354	1993 Jeep	Green	140,600	Ignition
365	2007 Caravan	Green	162,000	Runs Dents
369	2007 Caravan	White	181,000	Runs good has dents
363	1999 Jeep	Red	240,00	Rens Dents
372	204 Ford Winstar	Tan	125,000	Trans problems does not move
	Chevy 350	White		Motor blown
370	2007 Caravan		130,000	Runs
336	1994 Ford F 250	Silver		Blown Head gasket
347	1991 Chevy PU	Blue		Runs

MINUTES OF BOARD OF DIRECTORS MEETING

DATE: August 28, 2019
TIME: 4:00 PM, The meeting was held in Walsenburg at 330 W 9th

PERSONS PRESENT: Board Members: Board President Shier, Nielsen, Spencer, Quintero, Business Manager, Teri Hansford and Executive Director Duane Roy

ABSENT/EXCUSED: Board Member: De Bono, Pando
NOT EXCUSED:

<u>TOPIC</u>	<u>DISCUSSION</u>
<u>CALL TO ORDER</u>	The meeting was called to order at 4:00 PM by Board President Spencer, the meeting was held in Walsenburg at 330 w 9 th street.
<u>ADDITIONS AND DELETIONS TO THE AGENDA</u>	None
<u>Public Comment</u>	No
<u>MINUTES TO THE PREVIOUS MEETING</u>	The minutes to the July 31, 2019 meeting was reviewed. Following discussion it was M/S/P by Shier and Nielsen to approve the July minutes.
<u>TREASURER'S REPORT</u>	Teri Hansford, Business Manager reviewed Finance Statements for LACRC and SCDDS for the month of July 2019. Following discussion it was M/S/P by Nielsen and Shier. Teri gave an update on the Malware attack on our accounting software and documents. Teri is anticipating that we can have the accounts reconstructed in the next 6 to 8 weeks.
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Member Replacement	No action taken.
 <u>NEW BUSINESS</u>	
1. Wage and Salary Plan	Duane reviewed LACRC/SCDDS's wage and salary plan. Duane said he would like to see the salaries increase so in the near future we can be ahead of the minimum wage increase set for January and then the upcoming increase for home maker and personal care services in July of 2020. Duane is working with board member Nielsen and reviewing the budget and rate increase to see what the budget will support for wage increases. At the present it was M/S/P to increase DSP starting wage to bring them in line with the minimum wage (which is in effect a 9%) increase and then increase the secretary, bookkeeper and technical/special skills by 4% (Levels 4, 5 and 6 on the wage scale) and then come back at a following meeting with recommendations for the program/case manager and director positions. Following discussion it was M/S/P by Nielsen and Shier.
2. Fence at the Willis House	Duane informed the board that the house that was to the east of the Willis street home in Walsenburg has been torn down and that the new host home provider would like the agency to consider put in a wood fence. Approximately 125 LF of fence is needed. Duane said he would get some cost estimates and bring back to the board.

3. Willis Host Home

Duane reported that the opening of the Host home for the Willis location is delayed. It is anticipated that the home will open mid to late August.

Program Reports
1. Directors

Duane updated the Board on the new funding levels for State and Medicaid services for FY 19-20. Duane stated that we will get a 1% across the board increase on all Medicaid funded serves except for GRSS effective July 1 and then on January 1 the reimbursement rates for individuals in GRSS will receive and 6% increase.

Duane reported that the Madison home van was involved in an accident. Waiting to see if the van is totaled.

Adjournment by Pando 5:30PM

_____By Ronald Nielsen, Secretary

Date:_____

Income Statement SubType

Income Statement SubType

(Single Period)

For the period of 8/1/2019 through 8/31/2019

(Single Period)

For the period of 8/1/2019 through 8/31/2019

Revenues

Food Stamps	\$1,445
Administrative Management	\$8,946
Rental Property Income	\$615
Misc Income	\$5,015
Transporation - Comprehensive	\$7,106
Transporation - SLS Direct Srv Medicaid	\$4,191
SLS Revenue - Medicaid	\$42,480
SLS Revenue - State Fund	\$13,434
EBD Direct Service-Personal Care	\$81,008
Comprehensive - Medicaid	\$244,517
Non-Emergency Medical Transp	\$3,303
Comprehensive R & B	\$23,968
Dental/Vision Care	\$645
Client production revenue	\$3,112

Net Revenues

\$439,784Revenues

Donations - Family Sppt	\$200
SLS Revenue - Medicaid	\$13,851
SLS MW Day	\$28,629
CES Direct Service-Medicaid	\$7,706
SLS Revenue - State Fund	\$12,721
Family Support Program Revenue	\$2,592
Early Intervention	\$10,012
Comprehensive - Day Hab	\$58,518
Comprehensive - Residential	\$185,999
Transportation	\$11,297
Dental & Vision Care	\$645
Case Management	\$29,041

Net Revenues

\$361,211Program Expenses

Medical Supply - MW SLS - TRI	\$28
Medical Supply - ST SLS - WAL	\$94
EBD Program Expenses	\$6,811
Staff Salaries	\$210,821
EBD Salaries & Benefits	\$60,257
Client Wages	\$651
Payroll Taxes - FICA	\$15,702
Payroll Taxes - Unemp	\$922
Payroll Taxes - WC	\$6,938
Health Ins - Company Portion	\$10,470
Retirement Benefit - Company Portio	\$1,660
Other Benefits - Company Portion	\$9
Residential Provider	\$3,856
Program Supply	\$2,134
Office Supply	\$185
Custodial Supplies	\$2,018
Telephone	\$1,841
Dues & Publications	\$51
Maintenance - Equipment	\$170
Maintenance - Computers	\$764
Staff Development	\$2,000
Per Diem Reimbursements	\$56
Mileage Reimbursement	\$420
Food	\$6,794
Recreation	\$459
License & Fees	\$512
Payroll Processing Expense	\$3,473
Office Equipment Lease	\$660
General Insurance	\$5,214
Board Expense	\$85
Depreciation	\$8,474
Utilities	\$4,447
Rent	\$385
Cable TV & Internet Service	\$584

Program Expenses

Staff Salaries	\$26,649
Payroll Taxes - FICA	\$1,823
Payroll Taxes - Unemp	\$14
Payroll Taxes - WC	\$168
Payroll Deductions - Health Ins	\$2,322
Payroll Deductions - 401(k)	\$211
Program Supply	\$521
Therapy	\$110
Office Supply	\$175
Telephone	\$389
Postage	\$38
Advertising & PR	\$241
Mileage Reimbursement	\$138
License & Fees	\$12
Office Equipment Lease	\$129
Management Service	\$4,765
General Insurance	\$491
Depreciation	\$36
Utilities	\$288
Building Maintenance	\$376
Family Reimbursement-FSSP	\$2,455
Therapy	\$9,991
SLS EXPENSE: MEDICAID	\$47,316
SLS EXPENSE: STATE	\$11,635
Comprehensive	\$251,623

Building Maintenance	\$1,280
Gas & Oil - Auto	\$3,265
Vehicle Repair & Maintenance	\$2,432
Client Transportation	\$3,174
Assistive Tech/Home Mod	\$518
Dental Care	\$185
Vision Care	\$645
Pharmacy	\$1,272
Tenant Rent Contributions	\$6,426
Personal Needs	\$3,889

Total Program Expenses	\$382,030	Total Program Expenses	\$361,917
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$16,958	Program Supply	\$67
Payroll Taxes - FICA	\$1,207	Telephone	\$109
Payroll Taxes - Unemp	\$232	Advertising & PR	\$113
Unallocated W/C Expense	\$56	Payroll Processing Expense	\$337
Health Ins - Company Portion	\$519	General Insurance	\$399
Retirement Bene - Company Portion	\$264		
Other Benefits - Company Portion	\$9		
Office Supplies	\$365		
Custodial Supplies	\$64		
Telephone	\$226		
Postage	\$106		
Maintenance - Computers	\$271		
Advertising & PR	\$168		
Staff Development	\$47		
Mileage Reimbursement	\$324		
Travel Allowance	\$250		
License & Fees	\$251		
Legal-Admin	\$300		
Office Equipment Lease	\$129		
General Insurance	\$839		
Depreciation	\$1,156		
Grant Expense-Trinidad-Adm	\$170		
Utilities	\$1,090		
Cable TV & Internet Service	\$17		
Building Maintenance	\$64		
Gas & Oil - Auto	\$126		
Total Gen & Admin Expenses	\$25,208	Total Gen & Admin Expenses	\$1,024
Total Expenses	\$407,238	Total Expenses	\$362,940
Income (Loss) from Operations	\$32,546	Income (Loss) from Operations	\$(1,730)

COMBINED INCOME \$30,816

10/23/19

Las Animas County Rehabilitation
Income Statement SubType

3:19:33 PM

(Single Period)

For the period of 9/1/2019 through 9/30/2019

10/23/19

SCDDS
Income Statement SubType

(Single Period)

For the period of 9/1/2019 through 9/30/2019

Revenues

Food Stamps	\$1,311
Administrative Management	\$9,131
Rental Property Income	\$615
Misc Income	\$30
Transportation - Comprehensive	\$7,392
Transportation - SLS Direct Srv Medicaid	\$4,407
SLS Revenue - Medicaid	\$40,273
SLS Revenue - State Fund	\$12,721
EBD Direct Service-Personal Care	\$81,977
Comprehensive - Medicaid	\$231,879
Comprehensive R & B	\$24,633
Dental/Vision Care	\$408
NEMT	\$3,320
Client production revenue	\$1,320

Net Revenues**\$419,416**Revenues

SLS Revenue - Medicaid	\$14,894
SLS MW Day	\$25,379
CES Direct Service-Medicaid	\$6,697
SLS Revenue - State Fund	\$12,721
Early Intervention Program Revenue	\$11,825
Family Support Program Revenue	\$2,592
Comprehensive - Day Hab	\$55,221
Comprehensive - Residential	\$176,659
Transportation	\$11,798
Dental & Vision Care	\$408
Case Management	\$25,357

Net Revenues**\$343,549**Program Expenses

Staff Salaries	\$198,161
EBD Program Expenses	\$7,432
Medical Supply - Res - TRI	\$969
EBD Salaries & Benefits	\$65,124
Client Wages	\$612
Payroll Taxes - FICA	\$14,484
Payroll Taxes - Unemp	\$825
Payroll Taxes - WC	\$9,794
Health Ins - Company Portion	\$9,696
Retirement Benefit - Company Portio	\$1,589
Other Benefits - Company Portion	\$9
Residential Provider	\$16,415
Program Supply	\$1,789
Office Supply	\$53
Custodial Supplies	\$2,014
Telephone	\$1,774
Dues & Publications	\$32
Maintenance - Equipment	\$33
Maintenance - Computers	\$764
Staff Development	\$695
Per Diem Reimbursements	\$51
Mileage Reimbursement	\$211
Food	\$5,385
Recreation	\$402
License & Fees	\$527
Payroll Processing Expense	\$3,490
Office Equipment Lease	\$770
General Insurance	\$5,214
Board Expense	\$135
Utilities	\$4,072
Rent	\$388
Cable TV & Internet Service	\$604
Building Maintenance	\$659
Gas & Oil - Auto	\$2,699
Vehicle Repair & Maintenance	\$1,159

Program Expenses

Staff Salaries	\$26,649
Payroll Taxes - FICA	\$856
Payroll Taxes - Unemp	\$12
Payroll Deductions - Health Ins	\$2,322
Payroll Deductions - 401(k)	\$211
Program Supply	\$510
Office Supply	\$432
Custodial Supplies	\$51
Telephone	\$389
Postage	\$36
Advertising & PR	\$549
Mileage Reimbursement	\$500
License & Fees	\$12
Office Equipment Lease	\$125
Management Service	\$4,765
General Insurance	\$491
Audit & Accounting	\$729
Utilities	\$240
Building Maintenance	\$66
Family Reimbursement-FSSP	\$1,839
Therapy	\$4,825
Homemaker Enhanced Prof Svcs	\$673
Vision Care	\$408
SLS EXPENSE: MEDICAID	\$44,680
SLS EXPENSE: STATE	\$10,922
Comprehensive	\$239,271

Client Transportation	\$3,059
Assistive Tech/Home Mod	\$471
Dental Care	\$90
Vision Care	\$408
Pharmacy	\$567
Tenant Rent Contributions	\$7,161
Personal Needs	\$3,718

Total Program Expenses	\$373,502	Total Program Expenses	\$341,562
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Loss (Income) from Insurance Claims	\$(6,515)	Office Supply	\$150
Staff Salaries	\$13,240	Telephone	\$233
Payroll Taxes - FICA	\$927	Advertising & PR	\$113
Payroll Taxes - Unemp	\$161	General Insurance	\$399
Unallocated W/C Expense	\$156		
Health Ins - Company Portion	\$519		
Retirement Bene - Company Portion	\$250		
Other Benefits - Company Portion	\$9		
Office Supplies	\$924		
Custodial Supplies	\$35		
Telephone	\$226		
Dues & Publications	\$50		
Maintenance - Computers	\$37		
Advertising & PR	\$460		
Staff Development	\$47		
Per Diem Reimbursements	\$14		
Mileage Reimbursement	\$111		
Travel Allowance	\$462		
Food	\$52		
License & Fees	\$3,077		
Legal-Admin	\$300		
Office Equipment Lease	\$141		
General Insurance	\$839		
Utilities	\$635		
Cable TV & Internet Service	\$17		
Building Maintenance	\$82		
Gas & Oil - Auto	\$154		
Depreciation	\$8,474		
Vehicle Repair & Maintenance	\$62		
Total General & Admin Expenses	\$24,947	Total General & Admin Expenses	\$895
Total Expenses	\$398,449	Total Expenses	\$342,456
	\$20,967	Income (Loss) from Operatio	\$1,093
Net Income (Loss)			
	COMBINED	\$22,060	