

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

Meeting location 1205 Congress Drive

October 27, 2020 Time: 4:00PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88497794486?pwd=MTUyZ2VCTWgrWDMvLzFxcGVXRUE4UT09>

Meeting ID: 884 9779 4486

Passcode: 090559

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. Annual wage increase across the board for all positions
 2. Change 401 K advisors from ADP to Mutual of America Inquiry to sell Willis
 3. Status of the HHS Application
 - 4.
- X. OTHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report
 - a. Update on Covid 19
- XII. Adjournment

MINUTES OF BOARD OF DIRECTORS MEETING**DATE:** September 29, 2020**TIME:** 4:00 PM, The meeting was held in Trinidad**PERSONS PRESENT:** Board Members: Board President Spencer (via phone), Shier, Pando, Quintero (via phone), Nielsen, Business Manager, Teri Hansford and Executive Director Duane Roy

Board Member: De Bono,

NOT EXCUSED:**TOPIC****DISCUSSION****CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board President 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 August 26, 2020 meeting was reviewed. Board Member Nielsen indicated that the August minutes did not reflect his attendance at the meeting. Following discussion it was M/S/P by Nielsen and Shier to approve the meeting minutes with the correction of Nielsen's attendance. There was no meeting in July, 2020.

TREASURER'S REPORT

Teri Hansford, Business Manager reviewed the finance statements for July and August 2020. David Moore was introduced to the board, David is the new person hired to take Teri Hansford's place as Business Manager/Finance Director for LACRC/SCDDS. Duane requested authorization to deposit the equivalent of the PPP loan which is \$760,000 in and account at InBank, he also requested authorization to establish a dedicated fund to fund the remodeling of the Indiana property to relocate LACRC's services to that location. The exact amount to start the fund with will be discussed at the next board meeting. Following discussion it was M/S/P Shier and Nielsen to accept the finance statement.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

1. Board Member Replacement No action taken.

NEW BUSINESS

1. Budget FY 2020-21 Finance Director David Moore presented a budget for LACRC/SCDDS for this coming FY. The budget reflects the 1% rate reduction that we are projecting to receive from Medicaid along with a modest COLA for all line items.
2. Funding from HHS Duane informed the board that our application for the HHS funds was approved and that we received \$88,000 for LACRC and \$8,800 for SCDDS.
3. Annual Wage increase Duane brought up the annual wage increase for discussion. Discussion on this was postponed until the October meeting.

Directors Report

a. COVID Update

Duane gave updated the Board on how COVID 19 is continuing to impacting services.

Adjournment by Shier at 4:45 pm.

_____ By Ronald Nielsen, Secretary

Date: _____

Adjournment

Directors Report

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_____By Ronald Nielsen, Secretary

Date:_____

Adjournment

11:53:57 AM

Income Statement SubType
For the period of 9/1/2020 through 9/30/2020

Revenues

Food Stamps	\$2,328
Administrative Management	\$10,324
Rental Property Income	\$1,425
Misc Income	\$1,215
IHAB TRI	\$19,533
Transportation - Non Med Day TRI	\$2,209
IHAB WAL	\$7,925
Comm Connect WAL	\$13
Transportation - Non Med Day WAL	\$290
Supported Employment TRI	\$8,144
Supported Employment WAL	\$540
Transportation - Comprehensive	\$79
SLS MW Direct Srv/PC/Homemaker TRI	\$10,002
SLS MW Direct Srv/PC/Homemaker WAL	\$6,735
CES - Direct Service - Medicaid	\$7,835
SLS-Direct Service-State TRI	\$2,184
SLS-Direct Service-State WAL	\$230
SLS Revenue - Medicaid	\$1,497
EBD Direct Service-Personal Care	\$125,872
Comprehensive - Medicaid	\$173,647
Non-Emergency Medical Transp	\$2,059
Comprehensive R & B	\$21,721
Dental/Vision Care	\$498
Client production revenue	\$720

Net Revenues**\$407,023**Program Expenses

Homemaker Enhanced Svcs - CES	\$606
CES Program Expenses	\$197
Staff Salaries	\$258,501
Client Wages	\$377
Payroll Taxes - FICA	\$19,258
Payroll Taxes - Unemp	\$1,159
Payroll Taxes - WC	\$8,901
Health Ins - Company Portion	\$9,505
Retirement Benefit - Company Portio	\$2,432
Residential Provider	\$17,439
Program Supply	\$1,165
Office Supply	\$152
Custodial Supplies	\$1,348
First Aide & Safety Supplies	\$112
Safety Supplies	\$951
Telephone	\$1,885
Dues & Publications	\$29
Maintenance - Equipment	\$110
Maintenance - Computers	\$1,770
Per Diem Reimbursements	\$39
Mileage Reimbursement	\$208
Food	\$5,376
Recreation	\$194
License & Fees	\$5,537
Payroll Processing Expense	\$3,187
Office Equipment Lease	\$813
General Insurance	\$5,614
Unemployment Services Expense	\$197
Depreciation	\$8,474

Revenues

Management - FSSP Admin	\$834
SLS MW Direct Service Revenue	\$17,034
SLS MW IHAB Revenue	\$10,287
CES Direct Service-Medicaid	\$7,835
SLS Revenue - State Fund	\$365
Early Intervention Program Revenue	\$11,709
Family Support Program Revenue	\$2,251
Comprehensive - Day Hab	\$24,217
Comprehensive - Residential	\$173,647
Transportation	\$2,412
Dental & Vision Care	\$498
Case Management	\$25,401

Net Revenues**\$276,491**Program Expenses

CES EXPENSE	\$7,835
Staff Salaries	\$25,398
Payroll Taxes - FICA	\$1,822
Payroll Taxes - WC	\$(299)
Payroll Deductions - Health Ins	\$2,358
Payroll Deductions - 401(k)	\$347
Program Supply	\$16
Telephone	\$647
Postage	\$5
Maintenance - Computers	\$(2)
License & Fees	\$88
Office Equipment Lease	\$50
General Insurance	\$491
Depreciation	\$36
Utilities	\$208
Building Maintenance	\$3,738
Family Reimbursement-FSSP	\$2,615
Therapy	\$4,944
SLS EXPENSE: MEDICAID	\$29,576
SLS EXPENSE: STATE	\$4,228
Comprehensive	\$198,520

Utilities	\$3,717
Cable TV & Internet Service	\$461
Building Maintenance	\$620
Gas & Oil - Auto	\$190
Vehicle Repair & Maintenance	\$1,458
Client Transportation	\$423
Medical Supply	\$300
Assistive Tech/Home Mod	\$566
Vision Care	\$498
Pharmacy	\$855
Tenant Rent Contributions	\$6,458
Personal Needs	\$3,321

Total Program Expenses \$374,400

General & Administrative Expenses

Staff Salaries	\$32,374
Payroll Taxes - FICA	\$2,376
Payroll Taxes - Unemp	\$55
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$513
Retirement Bene - Company Portion	\$358
Office Supplies	\$244
Custodial Supplies	\$18
Telephone	\$256
Postage	\$2
Maintenance - Computers	\$2,594
Advertising & PR	\$113
Mileage Reimbursement	\$85
Travel Allowance	\$250
Food	\$15
License & Fees	\$65
Legal-Admin	\$300
Office Equipment Lease	\$82
Miscellaneous	\$(18)
General Insurance	\$839
Audit & Accounting	\$1,000
Depreciation	\$1,156
Utilities	\$650
Cable TV & Internet Service	\$17
Building Maintenance	\$110
Gas & Oil - Auto	\$38

Total General & Administrative Expenses \$43,690

Total Expenses

\$418,090

Income (Loss) From Operations **\$(11,067)**

COMBINED INCOME (LOSS)

Other Income (Expense)

Mutual Funds **\$(10,877)**

Total Other Income (Expense) **\$(10,877)**

Total Program Expenses \$282,620

General & Administrative Expenses

Telephone	\$112
Advertising & PR	\$113
License & Fees	\$22
Payroll Processing Expense	\$433
General Insurance	\$399
Audit & Accounting	\$737

Total General & Administrative Expenses \$1,816

Total Expenses \$284,436

Income (Loss) from Operations **\$(7,945)**

\$(19,012)

Other Income (Expense)

Interest Earned \$8
Mutual Funds - Unrealized Gain or Loss \$(1,488)

Total Other Income (Expense) **\$(1,480)**