

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

Meeting location 1205 Congress Drive
September 28, 2021 Time: 4:00PM

Topic: July Board Meeting
Time: Aug 17, 2021 04:00 PM Mountain Time (US and Canada)
Join Zoom Meeting

<https://us02web.zoom.us/j/85160792304?pwd=ZXBXeU9rZ1lPd2ZHczdsTnBNclFGdz09>

Meeting ID: 851 6079 2304

Passcode: scdds2021

One tap mobile

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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.
- IX. NEW BUSINESS
 1. Covid policies
 2. ARPA Funds
 - 3.
 - 4.
- X. OTHER
 - 1.
- XI. DIRECTORS REPORT

ADJOURNMENT

**MINUTES OF BOARD OF DIRECTORS MEETING
LACRC/SCDDS**

DATE: August 17, 2021

TIME: 4:00 PM, The meeting was held in Trinidad

PERSONS PRESENT: Board Members: Board President Spencer (ZOOM), Shier (ZOOM), Quintero, Blasi (ZOOM), along with Business Manager, David Moore, Teri Hansford, and Executive Director Duane Roy.

Absent: Board Members: Pando, Veridy

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 July 27, 2021 meeting was reviewed. Following discussion it was M/S/P by Blasi and Quintero to approve the meeting minutes.

TREASURER'S REPORT

David Moore, Business Manager reviewed the LACRC/SCDDS finance statements for July 2021 al. Following discussion it was M/S/P Blasi and Quintero to accept the finance statement as presented.

David also gave an update on the audit. David indicated that he is still working with the auditor to get the 2017 audit completed. David said once the 2017 audit is complete the 2018-2021 audits should go smoother. The reconstruction of the data that was lost in the 2017 accounting software program hack is just about complete and staff are working with the auditors to finish this up. David will give and a more detailed timeline for the audit at the August meeting.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

**1. Board Member
Replacement**

None

NEW BUSINESS

1. Budget FY 21-22

David presented the first draft of the budget for LACRC/SCDDS for FY 21-22. David indicated that the budget is a work in process and that there are many variables with funding to be worked out over the next few months. Duane indicated that the agency should receive some temporary rate increases from the ARPA money but the amounts and the how the funds will be allocated are not available at the present. Following discussion it M/S/P Blasi and Quintero.

**2. Staff Wage Increase
thru Bonus**

Duane ask the Board if LACRC/SCDDS could increase salaries thru a bonus mechanism from now thru December 31, 2021. Duane would like to take the current salary for the DSP's that are making less than \$15.00/hr and bring the wages for hours worked to \$15.00/hour and then those DSP's and other Admin staff that make over \$15.00/hr a percentage increase of 3% for the wages earned and pay the differential amount out in 2 payments for hours worked for July and August and then fo wages for October thru December 15, 2021. The increase wages will then be charged off to the FY that ended June 30, 2021. This will be a one-time increase and it is hoped that the ARPA funds that we discussed above will then be available to continue the wage increase for an ongoing \$15/hr and above for all DSP's and for the percentage increase for those staff making more than \$15/hr. Following discussion it was M/S/P by Blasi and Quintero.

3. Drawing for Alta Vista School

Duane requested authorization to hire 2 students that are enrolled on Architectural classes thru Texas A&M to recreate floor plans for the Alta Vista Building. These students are currently working for a local Architect that has a few hours available for this. The estimated cost for travel, lodging and wages will be less than \$1,500. Following discussion it was M/S/P to authorize this expenditure by Blasi and Quintero.

4. Directors Report

Duane reviewed the new directives from CDPHE requiring certain staff to be vaccinated for COVID by September 30, 2021 or they will not be able to provide services to individuals living in CDPHE licensed group homes which represents 4 group homes. The rules are frustrating because they do not apply to all programs. LACRC/SCDDS staff will review the new requirements and bring back a recommendation for new employment policies and the covid vaccination requirements.

Adjournment

Motion by Quintero, 4:45 PM

Signature and

Date

Income Statement SubType
For the period of 8/1/2021 through 8/31/2021

| <u>Revenues</u> | | <u>Revenues</u> | |
|-------------------------------------|------------------|------------------------------------|------------------|
| Food Stamps | \$3,013 | SLS MW Direct Service Revenue | \$16,425 |
| Administrative Management | \$41,991 | SLS MW IHAB Revenue | \$7,284 |
| Rental Property Income | \$2,025 | CES Direct Service-Medicaid | \$8,403 |
| Administrative Management | \$537 | SLS Revenue - State Fund | \$9,361 |
| Misc Income | \$932 | Early Intervention Program Revenue | \$8,101 |
| IHAB TRI | \$26,421 | Family Support Program Revenue | \$4,591 |
| Comm Connect TRI | \$777 | Comprehensive - Day Hab | \$19,387 |
| Supported Employment - IHAB Day TRI | \$557 | Comprehensive - Residential | \$179,717 |
| Transportation - Non Med Day TRI | \$706 | Transportation | \$1,167 |
| IHAB WAL | \$13,390 | Dental & Vision Care | \$195 |
| Transportation - Non Med Day WAL | \$30 | Case Management | \$23,374 |
| Supported Employment TRI | \$10,190 | | |
| Transportation - Supported Emp TRI | \$841 | | |
| Supported Employment WAL | \$524 | | |
| Transportation - Comprehensive | \$4,740 | | |
| SLS MW Direct Srv/PC/Homemaker TRI | \$8,653 | | |
| SLS MW Direct Srv/PC/Homemaker WAL | \$4,191 | | |
| CES - Direct Service - Medicaid | \$5,431 | | |
| SLS-Direct Service-State TRI | \$1,798 | | |
| SLS-Direct Service-State WAL | \$257 | | |
| SLS Revenue - Medicaid | \$310 | | |
| SLS Revenue - State Fund | \$76 | | |
| EBD Direct Service-Personal Care | \$139,797 | | |
| Comprehensive - Medicaid | \$195,822 | | |
| Non-Emergency Medical Transp | \$941 | | |
| Comprehensive R & B | \$23,060 | | |
| Client production revenue | \$900 | | |
| | | | |
| Net Revenues | \$487,912 | Net Revenues | \$278,006 |
| <u>Program Expenses</u> | | <u>Program Expenses</u> | |
| Depreciation - IHAB Day TRI | \$365 | CES EXPENSE | \$8,403 |
| CES Program Expenses | \$58 | Staff Salaries | \$20,857 |
| Staff Salaries | \$279,582 | Payroll Taxes - FICA | \$1,472 |
| Client Wages | \$395 | Payroll Taxes - WC | \$67 |
| Payroll Taxes - FICA | \$19,625 | Payroll Deductions - Health Ins | \$2,358 |
| Payroll Taxes - Unemp | \$1,729 | Payroll Deductions - 401(k) | \$275 |
| Payroll Taxes - WC | \$10,974 | Miscellaneous | \$10 |
| Health Ins - Company Portion | \$8,253 | Program Supply | \$16 |
| Retirement Benefit - Company Portio | \$1,162 | Office Supply | \$18 |
| Residential Provider | \$14,591 | Custodial Supplies | \$92 |
| Program Supply | \$1,292 | Telephone | \$676 |
| Office Supply | \$223 | Postage | \$48 |
| Custodial Supplies | \$1,909 | Advertising & PR | \$42 |
| Safety Supplies | \$508 | Staff Development | \$139 |
| Telephone | \$2,014 | Office Equipment Lease | \$103 |
| Postage | \$2 | Management Service | \$3,234 |
| Dues & Publications | \$30 | General Insurance | \$491 |
| Maintenance - Equipment | \$53 | Depreciation | \$36 |
| Maintenance - Computers | \$1,749 | Utilities | \$221 |
| Staff Development | \$132 | Building Maintenance | \$34 |
| Mileage Reimbursement | \$141 | Family Reimbursement-FSSP | \$1,394 |
| Food | \$5,146 | Therapy | \$5,707 |
| Recreation | \$191 | SLS EXPENSE: MEDICAID | \$25,071 |
| License & Fees | \$437 | SLS EXPENSE: STATE | \$3,983 |

| | | | |
|-------------------------------|----------|---------------|-----------|
| Payroll Processing Expense | \$3,320 | Comprehensive | \$199,105 |
| Office Equipment Lease | \$793 | | |
| Miscellaneous | \$(8) | | |
| Management Service | \$36,230 | | |
| General Insurance | \$6,855 | | |
| Unemployment Services Expense | \$197 | | |
| Depreciation | \$8,474 | | |
| Utilities | \$4,095 | | |
| Cable TV & Internet Service | \$330 | | |
| Building Maintenance | \$664 | | |
| Gas & Oil - Auto | \$1,830 | | |
| Vehicle Repair & Maintenance | \$203 | | |
| Client Transportation | \$915 | | |
| Medical Supply | \$417 | | |
| Assistive Tech/Home Mod | \$448 | | |
| Dental Care | \$202 | | |
| Pharmacy | \$484 | | |
| Tenant Rent Contributions | \$6,341 | | |
| Personal Needs | \$3,460 | | |

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|---|------------------|---|------------------|
| Total Program Expenses | \$425,811 | Total Program Expenses | \$273,850 |
| <u>General & Administrative Expenses</u> | | <u>General & Administrative Expenses</u> | |
| Staff Salaries | \$37,430 | Telephone | \$227 |
| Payroll Taxes - FICA | \$2,518 | Advertising & PR | \$113 |
| Payroll Taxes - Unemp | \$88 | License & Fees | \$12 |
| Unallocated W/C Expense | \$200 | Payroll Processing Expense | \$52 |
| Health Ins - Company Portion | \$2,005 | General Insurance | \$399 |
| Retirement Bene - Company Portion | \$887 | Audit & Accounting | \$737 |
| Subcontract - Accounting Svcs | \$779 | | |
| Program Supply | \$70 | | |
| Office Supplies | \$238 | | |
| Custodial Supplies | \$39 | | |
| Telephone | \$302 | | |
| Maintenance - Computers | \$66 | | |
| Advertising & PR | \$233 | | |
| Staff Development | \$68 | | |
| Mileage Reimbursement | \$75 | | |
| Travel Allowance | \$250 | | |
| Food | \$65 | | |
| License & Fees | \$63 | | |
| Legal-Admin | \$300 | | |
| Office Equipment Lease | \$70 | | |
| General Insurance | \$1,937 | | |
| Audit & Accounting | \$1,000 | | |
| Depreciation | \$1,694 | | |
| Utilities | \$903 | | |
| Cable TV & Internet Service | \$17 | | |
| Building Maintenance | \$48 | | |
| Gas & Oil - Auto | \$51 | | |
| | | | |
| Total General & Administrative Expenses | \$51,397 | Total General & Administrative | \$1,540 |
| | | | |
| Total Expenses | \$477,208 | Total Expenses | \$275,391 |
| | | | |
| Income (Loss) from Operations | \$10,703 | Income (Loss) from | \$2,615 |
| | | | |
| Net Income (Loss) | \$10,703 | Net Income (Loss) | \$2,615 |

COMBINED INCOME (LOSS) \$13,319