

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

Meeting location 1205 Congress Drive  
September 27, 2022  
Time: 4:00 PM

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 August 2022 Financials LACRC/SCDDS
  - b. Audit status for years 2018 - 2022
  - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
  1. New Board members
  - 2.
- IX. NEW BUSINESS
  1. Select contractor - Hail Storm
  2. WC premium retro to last fy 2021-22 17K
  3. Update on the CMRD and transition to new SEP
  - 4.
  - 5.
  - 6.
- X. OTHER
  - 1.
- XI. DIRECTORS REPORT
  - Loss of clients

ADJOURNMENT

Adjournment

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

**DATE:** August 30,2022

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

**PERSONS PRESENT:** Board Members: Board President Spencer, Quintero, Blasi along with Business Manager, Teri Hansford, Marsi mason and Executive Director Duane Roy.

**Absent:** Board Members: Pando, , Blackburn

**NOT EXCUSED:**

**TOPIC**

**DISCUSSION**

**CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board President Don 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 26, 2022 board meeting was reviewed. Following discussion it was M/S/P by Blasi and Quintero to accept the July 26<sup>th</sup> minutes for LACRC and SCDDS as presented.

**TREASURER'S REPORT**

Teri Hansford will be taking over the Business Manager position and reported on the July 2022 financial statements for both LACRC and SCDDS. Teri indicated that revenues and expenses for both LACRC and SCDDS are in line with traditional normal expenses for both LACRC and SCDDS. Following discussion it was M/S/P by Blasi and Quintero to accept the July finance statement as presented.

Teri gave an update on the audit. Teri indicated that the 2017 audit is in the final review status with the audit firm and should be finalized by the September board meeting. Teri is hoping that once this audit is complete the remaining audits will go quickly.

**CORRESPONDENCE**

None

**COMMITTEE REPORT**

None

**OLD BUSINESS**

- 1. Board Member Replacement

None

**NEW BUSINESS**

- 1. Board Member Dave Shier

Dave Shier will no longer be serving on the board. Following discussion it was M/S/P by Blasi and Quintero to remove Dave Shier from the board roster.

- 2. Theft of 2011 Dodge Caravan

Duane reported that the 2011 Dodge Caravan was recovered in Aurora Colorado about 1 week from when it was stolen. The van had some mechanical issues that will be repaired in Trinidad. All damages and costs have been sent to the insurance company.

- 3. Select contractor for roof repairs

Duane requested authorization to work with Board President Don Spencer on selecting a contractor to repair the building that sustained hail damage. The residential homes are pretty straight forward but LACRC main building at 1205 Congress Drive is more extensive. The consensus of the board was to involve Don Spencer

4. **Signature Cards** Duane indicated that LACRC/SCDDS needs to update all signature cards for the various bank accounts and investment funds for both LACRC and SCDDS. Following discussion it was M/S/P by Blasi and Quintero to have the offices of the corporation on the signature cards.
5. **MOU with ABC Disabilities and SHAC** Duane requested authorization to enter into an MOU and agreement with ABC Disabilities to use part of the outside fenced in area at SCDDS's main building for a sensory garden. The garden will be used by children and adults with disabilities. ABC disabilities will install a short sidewalk from the main entrance of SCDDS's building to the fenced area to access the outside area at their cost. Duane also requested authorization to allow the Seniors Health Advocates Colorado to utilize a small office space in SCDDS's building for their program. Both ABC and SHAC are 501 c 3 nonprofits and both provide ancillary services to individuals that LACRC and SCDDS serves. Following discussion it was M/S/P by Blasi and Quintero. The agreements will be ongoing with a 30 termination clause. Both parties will provide liability insurance.
6. **Update on the CMRD and transition to local or other SEP** Marsi mason gave an update on the transition of Case Management services from SCDDS to the new prospective Single Entry Point Service provider. Marsi indicated that the local Department of Social Services is going to apply as the SEP. Marsi will continue to update the board. The transition needs to be completed by spring 2024.
- Directors Report** Duane assisted Marsi in the CMRD update. Duane said the response to posted job positons is slowing down.
- Adjournment** Moved by Blasi to Adjourn. Adjournment 5:20 pm

9/26/22

**Las Animas County Rehabilitation  
Center**  
Income Statement SubType

SCDDS

Income Statement SubType

4:40:42 PM

(Single Period)

For the period of 8/1/2022 through 8/31/2022

(Single Period)

For the period of 8/1/2022 through 8/31/2022

Revenues

Food Stamps	\$3,571
Administrative Management	\$48,093
Rental Property Income	\$2,025
Administrative Management	\$526
Misc Income	\$763
IHAB TRI	\$32,094
Comm Connect TRI	\$4,288
Transportation - Non Med Day TRI	\$7,972
IHAB WAL	\$12,336
Comm Connect WAL	\$782
Transportation - Non Med Day WAL	\$3,115
Supported Employment TRI	\$8,093
Transportation - Supported Emp TRI	\$577
Supported Employment WAL	\$403
Transportation - Supported Emp WAL	\$116
SLS MW Direct Srv/PC/Homemaker TRI	\$7,896
SLS MW Direct Srv/PC/Homemaker WAL	\$5,550
CES - Direct Service - Medicaid	\$4,881
SLS-Direct Service-State TRI	\$1,730
SLS-Direct Service-State WAL	\$309
SLS Revenue - Medicaid	\$238
SLS Revenue - State Fund	\$66
EBD Direct Service-Personal Care	\$171,989
Comprehensive - Medicaid	\$200,805
Non-Emergency Medical Transp	\$4,556
Comprehensive R & B	\$23,399
Dental/Vision Care	\$475
Client production revenue	\$1,080

**Net Revenues****\$547,727**Program Expenses

CES Program Expenses	\$47
Staff Salaries	\$331,186
Client Wages	\$404
Payroll Taxes - FICA	\$24,911
Payroll Taxes - Unemp	\$2,429
Payroll Taxes - WC	\$7,171
Health Ins - Company Portion	\$6,924
Retirement Benefit - Company Portio	\$1,493
Residential Provider	\$14,953
Program Supply	\$1,017
Office Supply	\$189
Custodial Supplies	\$1,429
Safety Supplies	\$95
Telephone	\$2,074
Dues & Publications	\$32
Maintenance - Computers	\$2,021
Staff Development	\$50
Per Diem Reimbursements	\$166
Mileage Reimbursement	\$35
Travel Allowance	\$300

Revenues

SLS MW Direct Service Revenue	\$13,684
SLS MW IHAB Revenue	\$13,212
CES Direct Service-Medicaid	\$4,881
SLS Revenue - State Fund	\$8,961
Early Intervention Program Revenue	\$14,954
Early Intervention - Other Revenue	\$5,005
Family Support Program Revenue	\$12,271
Comprehensive - Day Hab	\$39,087
Comprehensive - Residential	\$200,805
Transportation	\$10,052
Dental & Vision Care	\$475
Case Management	\$30,244

**Net Revenues****\$353,633**Program Expenses

CES EXPENSE	\$4,881
Staff Salaries	\$28,211
Payroll Taxes - FICA	\$1,977
Payroll Taxes - WC	\$55
Payroll Deductions - Health Ins	\$1,587
Payroll Deductions - 401(k)	\$548
Program Supply	\$1,908
Office Supply	\$(168)
Telephone	\$939
Postage	\$12
Maintenance - Computers	\$546
Advertising & PR	\$563
License & Fees	\$18
Office Equipment Lease	\$52
Management Service	\$2,864
General Insurance	\$295
Depreciation	\$26
Utilities	\$225
In-Kind Rent	\$600
Building Maintenance	\$209

Food	\$7,018
Recreation	\$933
License & Fees	\$345
Payroll Processing Expense	\$3,614
Office Equipment Lease	\$635
Management Service	\$44,485
General Insurance	\$8,263
Unemployment Services Expense	\$197
Depreciation	\$6,061
Utilities	\$3,672
Cable TV & Internet Service	\$251
Building Maintenance	\$1,302
Gas & Oil - Auto	\$3,099
Vehicle Repair & Maintenance	\$6,598
Client Transportation	\$1,005
Medical Supply	\$339
Assistive Tech/Home Mod	\$418
Vision Care	\$580
Pharmacy	\$718
Tenant Rent Contributions	\$6,413
Personal Needs	\$3,959

Family Reimbursement-FSSP	\$4,909
Therapy	\$5,307
SLS EXPENSE: MEDICAID	\$29,300
SLS EXPENSE: STATE	\$8,579
Comprehensive	\$248,016

**Total Program Expenses** \$496,828

**Total Program Expenses** \$341,461

**General & Administrative Expenses**

**General & Administrative Expenses**

Staff Salaries	\$36,284
Payroll Taxes - FICA	\$2,623
Payroll Taxes - Unemp	\$25
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$1,963
Retirement Bene - Company Portion	\$950
Office Supplies	\$299
Custodial Supplies	\$45
Telephone	\$297
Postage	\$10
Maintenance - Equipment	\$168
Maintenance - Computers	\$147
Advertising & PR	\$481
Staff Development	\$82
Per Diem Reimbursements	\$332
Mileage Reimbursement	\$234
Travel Allowance	\$1,253
License & Fees	\$46
Legal-Admin	\$300
Office Equipment Lease	\$62
General Insurance	\$2,418
Audit & Accounting	\$1,000
Depreciation	\$827
Utilities	\$703
Cable TV & Internet Service	\$17
Building Maintenance	\$99
Gas & Oil - Auto	\$54
Vehicle Repair & Maintenance	\$306

Payroll Processing Expense	\$396
Audit & Accounting	\$737

**Total General & Administrative** \$51,224

**Total General & Administrative Expenses** \$1,133

**Total Expenses** \$548,052

**Total Expenses** \$342,594

\$(325)

**Income (Loss) from Operations** \$11,039

**COMBINED INCOME (LOSS) \$13,360**