

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

BOARD OF DIRECTORS MEETING

Meeting location: 1205 Congress Dr, Trinidad, CO 81082

Apr 26, 2018 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: March 29, 2018

TIME: 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive

PERSONS PRESENT: Board Members: Shier, De Bono, Spencer, Quintero, Nielsen, Barros along with Penny Martinez, Sisto Mazza, Teri Hansford and 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 Trinidad at the Administrative Building, conference room.

ADDITIONS AND DELETIONS TO THE AGENDA

None

MINUTES TO THE PREVIOUS MEETING

The minutes to the February 22, 2018 meeting was reviewed. Following discussion it was M/S/P by Nielson and Spencer to accept the minutes.

TREASURER'S REPORT

Teri Hansford, Finance Director reviewed SCDDS/LACRC's finance statements for January 2018. Following discussion it was M/S/P by Spencer and De Bono to accept the financial statement.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS**1. SPCC Update**

Duane reported that the HULA group is going forward with their plans to take over the Child Care Center in Walsenburg. They are getting their 501 c 3 designation, they are setting up a board to govern and looking at funding sources to purchase the building and equipment. The HULA group will present an update to the board at the April Board Meeting and feel they are on schedule to take the program over on or before June 30th.

2. General Discussion Relocating Services to the Alta Vista Property

No new updates

NEW BUSINESS**1. Executive Session**

It was M/S/P by Nielson and De Bono to go into Executive Session to discuss personnel issues with Attorney Sisto Mazza.

2. Review of Accounting Internal Control Policies

Teri Hansford reviewed policies that the accounting department uses for internal controls. Following discussion it was M/S/P by Spencer and De Bono to adopt the updated internal control policies.

3. Request to lease the home on Garcia St

Duane reported that he has been approached about the possibility of leasing the house that we own on Garcia street. Following discussion it was M/S/P De Bono and Spencer to authorize the lease for 1 year if the agency is not going to use the property in the next year. The rental amount at a minimum should be \$1,200 per month.

Program Reports**1. Directors**

Duane gave an update on upcoming legislation to include bills that target wages for direct service staff. The bill is originating from the JBC and the intent to have line item funding that is directed at wages for direct service personnel. At the present time the amount is targeted at increase of 6.5%. Questions on the bill include, will this be across all 11 waivers or just those that serve the IDD population. Will this include taxes and other benefits. what accountability factors will be put in place. will this cover Case Management and mid-level

support staff. SCDDS needs to file the Annual Designation Application for the CCB and update the long range plan. Duane indicated that public forums will be held on April 17 in Trinidad and the 18 for Walsenburg both meeting will be at 4 pm.
Duane also reported that LACRC is advertising for the Adult Day program Director position.

Adjournment

Adjournment by De Bono 5:30 pm

 By Alfredo Pando, Secretary

Date: 5/3/2018

Income Statement SubType

Single Period

For the period of 1/1/2018 through 1/31/2018

Revenues

Food Stamps	\$1,368
SPCC - Grant Revenue	\$14,721
Administrative Management	\$1,210
Rental Property Income	\$615
Misc Income	\$2,240
SLS Revenue - Medicaid	\$41,494
SLS Revenue - State Fund	\$7,071
EBD Direct Service-Personal Care	\$50,106
EBD Adult Day	\$3,739
Comprehensive - Medicaid	\$220,854
Non-Emergency Medical Transp	\$2,982
Comprehensive R & B	\$26,821
Behavioral/Mental Health	\$17,045
Transportation	\$10,200
Dental/Vision Care	\$640
Client production revenue	\$1,752
SPCC - Program Revenue	\$9,245

Net Revenues

\$412,103

Revenues

Part C Income	\$3,858
Comp Day Hab	\$52,274
Comprehensive Fee for Svc - Residential	\$168,580
SLS MW Day	\$26,262
SLS Revenue - Medicaid	\$13,202
CES Direct Service-Medicaid	\$4,303
SLS Revenue - State Fund	\$8,230
Early Intervention Program Revenue	\$1,650
Family Support Program Revenue	\$2,189
Behavioral/Mental Health	\$17,045
Transportation	\$10,200
Dental & Vision Care	\$640
Case Management	\$30,635

Net Revenues

\$339,070

Program Expenses

Medical Supply - PCAs - TRI	\$34
Medical Supply - MW SLS - TRI	\$56
EBD Program Expenses	\$2,922
SPCC Program Expenses	\$2,798
Staff Salaries	\$172,063
EBD Salaries & Benefits	\$49,995
SPCC Salaries & Benefits	\$13,505
Client Wages	\$1,061
Payroll Taxes - FICA	\$13,017
Payroll Taxes - Unemp	\$2,297
Payroll Taxes - WC	\$13,037
Health Ins - Company Portion	\$10,154
Retirement Benefit - Company Portio	\$1,463
Other Benefits - Company Portion	\$9
Residential Provider	\$11,403
Program Supply	\$3,711
Office Supply	\$52
Custodial Supplies	\$2,219
Telephone	\$1,960
Postage	\$1
Dues & Publications	\$26
Maintenance - Computers	\$690
Advertising & PR	\$339
Staff Development	\$529

Program Expenses

Staff Salaries	\$23,187
Payroll Taxes - FICA	\$1,404
Payroll Taxes - Unemp	\$114
Payroll Taxes - WC	\$158
Payroll Deductions - Health Ins	\$1,624
Payroll Deductions - 401(k)	\$211
Program Supply	\$91
Telephone	\$371
Postage	\$5
Staff Development	\$19
Per Diem Reimbursements	\$(61)
Mileage Reimbursement	\$176
License & Fees	\$93
Office Equipment Lease	\$85
General Insurance	\$435
Depreciation	\$(754)
Utilities	\$440
Building Maintenance	\$28
Family Reimbursement-FSSP	\$1,539
Therapy	\$2,160
Homemaker Enhanced Prof Srvs	\$1,431
Vision Care	\$512
Behavioral/Mental Health	\$17,441
SLS EXPENSE: MEDICAID	\$42,540

Mileage Reimbursement	\$881
Travel Allowance	\$404
Food	\$7,670
Recreation	\$186
License & Fees	\$242
Payroll Processing Expense	\$2,532
Office Equipment Lease	\$715
General Insurance	\$5,057
Retirement Plan Maintenance	\$420
Unemployment Services Expense	\$185
Board Expense	\$95
Depreciation	\$10,976
Utilities	\$4,609
Rent	\$398
Cable TV & Internet Service	\$490
Building Maintenance	\$340
Gas & Oil - Auto	\$2,723
Vehicle Repair & Maintenance	\$1,251
Client Transportation	\$3,834
Therapy	\$152
Assistive Tech/Home Mod	\$507
Dental Care	\$140
Vision Care	\$512
Behavioral / Mental Health	\$13,720
Pharmacy	\$68
Tenant Rent Contributions	\$7,018
Personal Needs	\$5,062

Total Program Expenses

\$373,528

SLS EXPENSE: STATE
Comprehensive

\$7,071
\$227,712

Total Program Expenses

\$328,032

General & Administrative Expenses

Staff Salaries	\$9,739
Payroll Taxes - FICA	\$630
Payroll Taxes - Unemp	\$345
Unallocated W/C Expense	\$94
Health Ins - Company Portion	\$884
Retirement Bene - Company Portion	\$218
Other Benefits - Company Portion	\$9
Office Supplies	\$177
Custodial Supplies	\$122
Telephone	\$396
Dues & Publications	\$75
Maintenance - Computers	\$137
Advertising & PR	\$649
Staff Development	\$90
Mileage Reimbursement	\$123
Travel Allowance	\$250
Food	\$31
License & Fees	\$127
Legal-Admin	\$300
Office Equipment Lease	\$374
Miscellaneous	\$(89)
General Insurance	\$739
Audit & Accounting	\$1,390

General & Administrative Expenses

Telephone	\$91
Dues & Publications	\$1,844
Advertising & PR	\$393
Payroll Processing Expense	\$152
General Insurance	\$354
Depreciation	\$43

Depreciation	\$1,477
Utilities	\$669
Cable TV & Internet Service	\$15
Building Maintenance	\$29
Gas & Oil - Auto	\$187

Total General & Administrative Expenses \$19,186

Total Expenses \$392,714

Income (Loss) from Operations \$19,389

Other Income (Expense)

Mutual Funds \$11,087

Total Other Income (Expense) \$11,087

\$30,476

Net Income (Loss)

Total General & Administrative Expenses \$2,876

Total Expenses \$330,908

Income (Loss) from Operations \$8,161

Other Income (Expense)

Mutual Funds - Unrealized Gain or Loss \$2,432

Total Other Income (Expense) \$2,432

\$10,594

Net Income (Loss)

Combined Net Income (Loss)

\$41,070