

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.
BOARD OF DIRECTORS MEETING
Meeting location 1205 Congress Drive
April 29, 2020 3:00PM

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
 - a. Review Financials LACRC/SCDDS
 - b. Update on Accounting program and restoration of files
 - c. Audit status
 - d.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. Board Member Replacement
- IX. NEW BUSINESS
 1. Update on Covid – 19
 2. Application for Payroll Protection Program funds
 3. Retainer Payments
- X. OTHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report
 - a. States economic forecast
- XII. Adjournment

MINUTES OF BOARD OF DIRECTORS MEETING**DATE:** March 19, 2020 (there was no meeting in February)**TIME:** 4:00 PM, The meeting was held in Walsenburg**PERSONS PRESENT:** Board Members: Board President Spencer (via phone), Shier, Nielsen, Quintero, Business Manager, Teri Hansford and Executive Director Duane Roy**ABSENT/EXCUSED:** Board Member: De Bono and Pando**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 Walsenburg at 330 W 9th St.**ADDITIONS AND DELETIONS
TO THE AGENDA**

None

Public Comment

None

**MINUTES TO THE PREVIOUS
MEETING**

The minutes to the January 29, 2020 meeting was reviewed. Following discussion it was M/S/P by Nielsen and Shier to approve the January 29, 2020 meeting minutes. (there was no meeting in February)

TREASURER'S REPORT

Teri Hansford, Business Manager reviewed the January 2020 Finance Statements for LACRC and SCDDS. Teri gave an update on the Malware attack on our accounting software and documents. Teri said it is taking longer than anticipated to re-construct all of the accounts, she said the posting of revenues is more tedious than the payables and that she has been pulled off the project to attend to some of the administrative issues regarding the Covid-19 virus. Teri discussed a conversation that she and Duane had with representatives from the Bank of the West regarding alternate ways of paying bills through electronic media and some of the safe guards that this has. This was an introductory meeting and the agency needs to learn more about this. Following discussion it was M/S/P by Shier and Nielsen to accept the January 2020 finance statement

CORRESPONDENCE

Letter from Denver Fox

COMMITTEE REPORT

None

OLD BUSINESS**1. Board Member
Replacement**

No action taken.

NEW BUSINESS**1. Close Dormant
Accounts at Bank of
the West, Century
Savings and
consolidate CD's**

Duane requested authorization to close 5 accounts that are no longer being used and transfer the balance to LACRC's general fund, see list of attached accounts and balances. Duane talked about consolidating a couple of the CD accounts and to earmark the balances for the building and remodeling fund to replace 1205 Congress Drive with the Indiana Street property. Duane will present a list and recommendation at the next Board Meeting.

**2. Replace Madison's
15 Passenger Van**

Duane requested authorization to replace the Madison home van. The former van was totaled in an accident. Duane estimates the cost of the replacement van to be approximately \$26,000 as we need to look at one of the late model vans that have the high roofs or transporter type vans. Following discussion it was M/S/P by Shier and Quintero.

3. **Staff Member Danny Dominguez, SE Certification** Duane reported that staff member Danny Dominguez recently took a national test to be a certified job coach and employment development specialist for individuals with IDD. Danny is one of the first in the state to take this test and passed. The state will be requiring all staff hired to provide job coaching to have this certification in the future. Congratulations Danny.
4. **Building Security** Duane reviewed a cost estimate to upgrade and provide more building security for group homes and the administrative offices for LACRC/SCDDS in Trinidad and Walsenburg. The security upgrades include video surveillance for the exterior of the group homes and the administrative offices along with electronic door locks for the administrative buildings. Duane indicated that HUD will pay for the outside security cameras at the HUD funded homes. The initial cost estimate for the HUD funded group homes is \$12,080 and the balance is \$18,430 for the non HUD funded group home and the administrative site, see attached cost estimate. Board President Spencer requested that the agency get a second quote and bring the issue back to the board.
5. **CCB designation and Long Range Plan** Duane discussed the annual CCB designation process and SCDDS's long term plan and update. This is required annually and SCDDS held open public meetings in March. Input from persons served, their guardians, the general public and staff was solicited. The plan and application are due April 15th. The plan is basically a continuation of SCDDS's current plan and the most pressing issue is the future of Case Management and the impact that the rules changes will have on how services are delivered in our catchment area. New rules beginning July 2022 and concluding July 2024. The new case management rules will make it easier for new agencies to come into our area and provide alternatives to Case Management that is provided by SCDDS. SCDDS is one of the smaller CCB's and the state may look at consolidating all CM functions for those services provided by Social Services and SCDDS in our area into one agency or look at a regional approach to services with Pueblo. SCDDS is encouraging completion in the various service areas and this can also change how services are provided in the future. Consumers like existing services; they want more fun things to do in the community. The board did not have any additional input so the plan will be finalized and submitted to the state.

6. **Changes to Sick Leave, Vacation and Personal Time policies** Duane presented the following recommended changes for LACRC/SCDDS's sick leave, vacation, personal leave and probationary policies.

Policy	Current Policy	Recommended Change
Probationary Policy	Calls for a 6 month period	Change to 3 months
Paid Vacation	Available after 1 year of service	Available after the completion of the probationary period
Paid Sick Leave	Has a 3 day waiting period that was offset with 4 days of personal leave that was made available to qualified staff	Available after the completion of the probationary period on the first day of illness.
Personal Leave	Staff received 4 days of personal time to offset the 3 day waiting period for paid sick leave.	Eliminate paid personal time since sick leave is paid on day 1 of an illness.

All other terms and conditions of the policies will remain the same to include accrual rates, vacation is paid out on termination, sick leave is not paid out and any personal time as of March 31, 2020 will be honored. Following discussion it was M/S/P by Shier and Nielsen to adopt the recommended changes effective April 1, 2020.

7. **Review of SCDDS Satisfaction Survey** Duane reviewed the annual satisfaction survey that was completed by Case Management.
8. **Directors report and Covid-19 Preparation along** Duane reviewed the following updates and changes to LACRC/SCDDS programs as a result the Covid-19 virus:
- The day program is being suspended until further notice per directive from HCPF. The State has agreed to pay for some day services that are identified in the client's individual plan so that the agency can keep day program and support staff on during this pandemic crisis.
 - LACRC/SCDDS is allowing Case Management, Early Intervention and some administrative staff to work from home. The state is suspending some of the face to face requirements and encouraging this.
 - Compliance with CDL laws for paid sick leave for individuals that are being tested for Covid -19.
 - Restricting access to all of LACRC/SCDDS properties to include group homes and administrative sites to essential staff only.

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- b. LACRC/SCDDS is allowing Case Management, Early Intervention and some administrative staff to work from home. The state is suspending some of the face to face requirements and encouraging this.
- c. Compliance with CDL laws for paid sick leave for individuals that are being tested for Covid -19.
- d. Restricting access to all of LACRC/SCDDS properties to include group homes and administrative sites to essential staff only.

- e. Updating our Business Continuity Plan to reflect steps to be taken in the event of exposure to the Covid-19 virus. Developing alternative plans and locations for services if we have to quarantine individuals that have been exposed.
- f. Training staff on the safe guards and best practices to keep everyone safe during this Covid-19 pandemic.

Outreach by the State on SCDDS's interest in expanding Case management services

Duane informed the board of a conversation he had with staff at the OCL regarding expanding case management services to 2 counties in the San Luis Valley that we border on the west, Costilla and Conejos counties. The Case Management services would be for the non IDD waiver programs and serve 300 plus individuals. The state is looking to RFP this out. Duane's recommendation is to not respond to the RFP at this time. There are just too many obstacles at this time not to mention the Covid crisis.

Adjournment

_____By Ronald Nielsen, Secretary

Date: _____

Las Animas County Rehabilitation Center

SCDDS

Income Statement SubType
For the period of 3/1/2020 through 3/31/2020

Income Statement SubType
For the period of 3/1/2020 through 3/31/2020

Revenues

Misc Income (Pinnacle Dividend)	\$23,604
Food Stamps	\$1,260
Administrative Management	\$9,766
Rental Property Income	\$1,425
Transporation - Comprehensive	\$3,751
Transporation - SLS Direct Srv Medicaid	\$2,350
SLS Revenue - Medicaid	\$45,139
SLS Revenue - State Fund	\$4,508
EBD Direct Service-Personal Care	\$101,568
Comprehensive - Medicaid	\$239,496
Non-Emergency Medical Transp	\$2,570
Comprehensive R & B	\$24,399
Client production revenue	\$1,070

Net Revenues \$460,906

Program Expenses

Medical Supply	\$472
EBD Program Expenses	\$7,012
Staff Salaries	\$191,379
EBD Salaries & Benefits	\$77,309
Client Wages	\$546
Payroll Taxes - FICA	\$14,216
Payroll Taxes - Unemp	\$1,844
Payroll Taxes - WC	\$10,064
Health Ins - Company Portion	\$9,681
Retirement Benefit - Company Portio	\$1,755
Residential Provider	\$20,924
Program Supply	\$2,003
Office Supply	\$10
Custodial Supplies	\$3,548
Telephone	\$1,661
Postage	\$450
Dues & Publications	\$13
Maintenance - Equipment	\$50
Maintenance - Computers	\$1,113
Staff Development	\$796
Mileage Reimbursement	\$172
Food	\$6,202
Recreation	\$1,157
License & Fees	\$209
Payroll Processing Expense	\$5,602
Office Equipment Lease	\$912
General Insurance	\$5,214
Unemployment Services Expense	\$197
Utilities	\$3,500
Cable TV & Internet Service	\$323
Building Maintenance	\$1,337

Revenues

Misc Inc (Pinnacle dividend)	354
SLS Revenue - Medicaid	\$15,511
SLS MW Day	\$29,628
CES Direct Service-Medicaid	\$6,773
SLS Revenue - State Fund	\$4,508
Early Intervention Program Revenue	\$38,136
Family Support Program Revenue	\$2,592
Comprehensive - Day Hab	\$57,622
Comprehensive - Residential	\$181,874
Transportation	\$6,101
Case Management	\$35,040

Net Revenues \$378,139

Program Expenses

Staff Salaries	\$25,149
Payroll Taxes - FICA	\$1,740
Payroll Taxes - Unemp	\$111
Payroll Taxes - WC	\$244
Payroll Deductions - Health Ins	\$2,358
Payroll Deductions - 401(k)	\$216
Program Supply	\$185
Office Supply	\$128
Custodial Supplies	\$59
Telephone	\$672
Postage	\$8
Maintenance - Computers	\$32
Advertising & PR	\$305
License & Fees	\$26
Office Equipment Lease	\$85
Management Service	\$3,693
General Insurance	\$491
Depreciation	\$36
Utilities	\$313
Building Maintenance	\$80
Family Reimbursement-FSSP	\$1,889
Therapy	\$14,239
Homemaker Enhanced Prof Svcs	\$538
SLS EXPENSE: MEDICAID	\$47,489
SLS EXPENSE: STATE	\$3,781
Comprehensive	\$243,246

Gas & Oil - Auto	\$1,424
Vehicle Repair & Maintenance	\$2,503
Client Transportation	\$1,488
Assistive Tech/Home Mod	\$451
Vision Care	\$894
Pharmacy	\$743
Tenant Rent Contributions	\$6,671
Personal Needs	\$3,399
Depreciation	\$8,474
Total Program Expenses	\$395,718

General & Administrative Expenses

Staff Salaries	\$9,571
Payroll Taxes - FICA	\$634
Payroll Taxes - Unemp	\$196
Unallocated W/C Expense	\$156
Health Ins - Company Portion	\$653
Retirement Bene - Company Portion	\$219
Office Supplies	\$159
Custodial Supplies	\$162
Telephone	\$284
Postage	\$107
Dues & Publications	\$50
Maintenance - Computers	\$4,659
Advertising & PR	\$313
Staff Development	\$197
Mileage Reimbursement	\$103
Travel Allowance	\$250
Food	\$10
License & Fees	\$58
Legal-Admin	\$300
Office Equipment Lease	\$157
General Insurance	\$839
Depreciation	\$1,156
Utilities	\$565
Cable TV & Internet Service	\$17
Building Maintenance	\$140
Gas & Oil - Auto	\$90
Vehicle Repair & Maintenance	\$88

Total General & Admin Expenses \$21,132

Total Expenses \$416,849

Net Income (Loss) \$44,057

Total Program Expenses \$347,112

General & Administrative Expenses

Program Supply	408
Telephone	110
Advertising & PR	323
License & Fees	12
Payroll Processing Expense	337
General Insurance	399

Total General & Admin Expenses \$1,590

Total Expenses \$348,703

Net Income (Loss) \$29,436

ombined Net Income (Loss) **\$73,493**

Mutual Funds - Unrealized Gain or Loss \$(16,852)