

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

Meeting location 1205 Congress Drive
April 25, 2023
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 March 2023 Financials for 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. SAM's # for EI
 2. CCB Application and LRP update
 3. Signature cards for B Of W Investment Account
 4. Retention payments for CM and EI staff
 - 5.
 - 6.
- X. OTHER
 - 1.
- XI. DIRECTORS REPORT
 1. Update on the CMRD and transition to a new SEP
 2. Funding for next FY
 - 3 Group homes and Host Homes
 - 5.
 - 6..

ADJOURNMENT

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

DATE: March 28, 2023

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

PERSONS PRESENT: Board Members: Board President Spencer (zoom), Blackburn (zoom), Quintero (zoom), Blasi (Zoom), Pando along with Business Manager, Teri Hansford and Executive Director Duane Roy.

**Absent:
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 February 28, 2023 board meeting was reviewed. Following discussion it was M/S/P by Pando and Quintero to accept the February 28, 2023 minutes for LACRC and SCDDS as presented.

TREASURER'S REPORT

Teri Hansford presented the February 2023 financial statements for both LACRC and SCDDS. Teri indicated that revenues and expenses are in line with normal postings for both LACRC and SCDDS. Following discussion it was M/S/P by Pando and Quintero to accept the February 2023 finance statements as presented.

Teri gave an update on the audit, she indicated the information for the audit has been submitted to the auditor. Teri will continue to update the Board on the audit status at the upcoming meetings.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

**1. Board Member
Replacement**

None

NEW BUSINESS

**1. Bank of the West
Investment Account**

Duane indicated that the Bank of the West is requesting confirmation on the Board and Staff Members that are authorized to sign on the Bank of the West/Bank West Brokerage Account number NX^6-007085 . The Board has authorized the Board Officers and the Executive Director to be on signature document for this accounts held at the Bank of the West. The accounts require 2 of the 4 signatures to transact business.

They are:

Board President - Ralph Don Spencer

Board Vice President - Alfredo Pando

Board Secretary/Treasurer – Brian Blasi

Executive Director – Duane Roy

2. Retention Payments

Duane informed the Board that the State is going to pay retention bonuses for Case management and Service Coordinators for the EI program in the next 30 to 60 days. The reimbursement for Case Managers will go through SCDDS's payroll system and will be \$500 each, EI bonuses will be made directly by the state to Service Coordinators at an amount to be determined. More on this once the EI amount is known.

Directors Report

Duane gave a brief update on the CMA transition process. He stated that there are no new developments. Transition is scheduled by June 2024. Duane indicated that State budget request are being reviewed by the JBC. Said that the recommendation is for a 3% common policy increase with GRSS and transportation programs to receive a higher rate. Duane said staff are going forward with converting the White House GH to a Host Home. This should be completed by the end of March.

Adjournment

Adjournment by Blasi at 4:45 pm

Income Statement SubType

For the period of 3/1/2023 through 3/31/2023

For the period of 3/1/2023 through 3/31/2023

Revenues

Food Stamps	\$1,944
Administrative Management	\$2,980
Rental Property Income	\$2,025
Misc Income	\$900
IHAB TRI	\$25,459
Comm Connect TRI	\$3,234
Transportation - Non Med Day TRI	\$6,574
IHAB WAL	\$15,620
Comm Connect WAL	\$397
Transportation - Non Med Day WAL	\$2,285
Supported Employment TRI	\$14,567
Transportation - Supported Emp TRI	\$1,015
Supported Employment WAL	\$620
SLS MW Direct Srv/PC/Homemaker TRI	\$9,190
SLS MW Direct Srv/PC/Homemaker WAL	\$4,931
CES - Direct Service - Medicaid	\$6,132
SLS-Direct Service-State TRI	\$2,521
SLS-Direct Service-State WAL	\$158
SLS Revenue - Medicaid	\$222
SLS Revenue - State Fund	\$394
EBD Direct Service-Personal Care	\$184,558
Comprehensive - Medicaid	\$184,695
Non-Emergency Medical Transp	\$2,064
Comprehensive R & B	\$24,135
Dental/Vision Care	\$1,720
Client production revenue	\$720

Net Revenues**\$499,060**Program Expenses

Staff Salaries	\$314,580
Client Wages	\$553
Payroll Taxes - FICA	\$23,665
Payroll Taxes - CO EE PFML	\$1,538
Payroll Taxes - Unemp	\$4,604
Payroll Taxes - WC	\$7,679
Health Ins - Company Portion	\$8,820
Retirement Benefit - Company Portio	\$1,552
Residential Provider	\$15,296
Program Supply	\$843
Office Supply	\$720
Custodial Supplies	\$1,123
Telephone	\$2,064
Dues & Publications	\$33
Maintenance - Equipment	\$321
Maintenance - Computers	\$2,096
Mileage Reimbursement	\$323
Food	\$5,521
Recreation	\$830
License & Fees	\$262
Payroll Processing Expense	\$3,439
Office Equipment Lease	\$824
General Insurance	\$8,263
Unemployment Services Expense	\$197

Revenues

Donations - Case Mgmt	1,158
Donations - Family Sppt	291
Donations - Early Int	751
SLS MW Direct Service Revenue	14,344
SLS MW IHAB Revenue	16,595
State SLS Revenue	7,861
CES Direct Service-Medicaid	6,132
Early Intervention Program Revenue	15,187
Early Intervention - Other Revenue	3,095
FSSP Direc Serv Rev	8,281
Comprehensive - Day Hab	40,155
Comprehensive - Residential	184,854
Transportation	8,241
Dental & Vision Care	1,720
Case Management	19,299

Net Revenues**327,963**Program Expenses

CO EE PFML Payable	81
CES EXPENSE	6,132
CO EE PFML Payable	36
CO EE PFML Payable	2
Staff Salaries	28,767
Payroll Taxes - FICA	2,050
Payroll Taxes - Unemp	199
Payroll Taxes - WC	55
Payroll Deductions - Health Ins	1,680
Payroll Deductions - 401(k)	885
Program Supply	775
Office Supply	60
Custodial Supplies	86
Telephone	831
Postage	20
Advertising & PR	2,266
Mileage Reimbursement	163
License & Fees	8
Office Equipment Lease	45
Management Service	280
General Insurance	295
Utilities	395
In-Kind Rent	600
Building Maintenance	39

Utilities	\$4,467	Family Reimbursement-FSSP	8,604
Cable TV & Internet Service	\$270	Therapy	5,563
Building Maintenance	\$720	SLS EXPENSE: MEDICAID	32,364
Gas & Oil - Auto	\$1,982	SLS EXPENSE: STATE	8,243
Vehicle Repair & Maintenance	\$1,940	Comprehensive	233,378
Client Transportation	\$642		
Medical Supply	\$141		
Assistive Tech/Home Mod	\$4,070		
Vision Care	\$1,938		
Pharmacy	\$1,697		
Tenant Rent Contributions	\$6,507		
Personal Needs	\$4,525		

Total Program Expenses	\$434,046	Total Program Expenses	333,902
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$34,245	Program Supply	383
Payroll Taxes - FICA	\$2,482	Payroll Processing Expense	426
Payroll Taxes - Unemp	\$337	Audit & Accounting	737
Unallocated W/C Expense	\$200		
Health Ins - Company Portion	\$2,560		
Retirement Bene - Company Portion	\$938		
Program Supply	\$20		
Office Supplies	\$(11)		
Custodial Supplies	\$29		
Telephone	\$299		
Maintenance - Computers	\$467		
Advertising & PR	\$825		
Staff Development	\$30		
Mileage Reimbursement	\$176		
Travel Allowance	\$250		
Food	\$59		
License & Fees	\$229		
Legal-Admin	\$300		
Office Equipment Lease	\$84		
General Insurance	\$2,418		
Utilities	\$755		
Cable TV & Internet Service	\$17		
Building Maintenance	\$3,837		
Gas & Oil - Auto	\$49		
Total General & Administrative Expenses	\$50,594	Total General & Administrative	1,545
Total Expenses	\$484,640	Total Expenses	335,447
Net Income (Loss)	\$14,419	Net Income (Loss)	(7,484)

Preliminary ~ Unaudited

COMBINED INCOME (LOSS)

\$6,935