

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

Meeting location 1205 Congress Drive  
August 29, 2023, 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 July 2023 Financials for LACRC/SCDDS
  - b. Audit status for years 2018 – 2022
  - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
  - 1.
  - 2.
- IX. NEW BUSINESS
  1. Staff bonus
  2. ERC
  3. Grant to Digitize Revords
  - 4.
  - 5.
  - 6
  - 7
  - 8.
- X. OTHER
  - 1.
- XI. DIRECTORS REPORT
  - 1.Update on the CMRD process and the transition to LACDSS
  - 2.

ADJOURNMENT

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

**DATE:** July 25, 2023  
**TIME:** 4:00 PM, The meeting was held in Trinidad

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

**Absent:** Pando  
**NOT EXCUSED:**

<u>TOPIC</u>	<u>DISCUSSION</u>
<u>CALL TO ORDER</u>	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.
<u>ADDITIONS AND DELETIONS TO THE AGENDA</u>	None
<u>Public Comment</u>	None
<u>MINUTES TO THE PREVIOUS MEETING</u>	The minutes to the May 23, 2023 board meeting were reviewed. Following discussion it was M/S/P by Blasi and Blackburn to accept the May 23, 2023 minutes for LACRC and SCDDS as presented. There was no meeting in June 2023.
<u>TREASURER'S REPORT</u>	<p>Teri Hansford presented the May and June 2023 finance statements along with the Year to Date July 2022 thru June 30, 2023 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 Quintero and Blackburn to accept the May and June 2023 and Year to Date finance statements as presented.</p> <p>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.</p> <p>Duane requested authorization to cash in a CD at the IN Bank, CD number 0345 that is at a low interest rate and renew it for a higher rate. The CD is was for one year that was automatically renewed in May. Duane said by renewing early the bank will only charge us a penalty equivalent to 21 days interest. Following it was M/S/P by Blasi and Blackburn to cash in and renew this CD at a higher rate.</p>
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Member Replacement	None
<u>NEW BUSINESS</u>	
1. Election of Board Officers	<p>Discussion was given to Election of Board Officers for FY 2023-24. Following Discussion it was M/S/P by Blasi and Blackburn to leave the current officers in place for the coming year.</p> <p>President: Don Spencer Vice President: Al Pando Secretary/Treasurer: Brian Blasi</p>

2. **Budget for FY 2023-24** Duane requested authorization to work on a continuation budget for FY 2023-24 until a formalized budget can be developed and approved by the board. Following Discussion it was M/S/P by Blasi and Quintero to authorize this.
3. **Host Home contracts for FY 2023-24** Duane requested authorization to renew the Host Home Contracts for IRSS funded serves for 5 individuals and pass on the new rate increase to the host home providers. Following discussion it was M/S/P by Blasi and Quintero to authorize this.
4. **Wage Increase for Staff and New Wage Scale** Duane request authorization to adopt the new wage and salary scale and then to increase wages per the scale. Duane requested to also give a onetime increase to mid and upper management staff to increase the wage separation that have eroded over the past few years with mandatory wage increases for DSP's and created a narrowing of wage differential between direct care and management staff. The increase is around 5% above the wage scale increase. Following discussion it was M/S/P by Blasi and Quintero.
5. **Sick Leave and Vacation Buyback** Duane requested authorization to buy back staff unused vacation for FY 2022-23/ Following discussion it was M/S/P by Blasi and Quintero.
6. **Staff Bonus** Duane requested authorization to do some staff bonuses with some of the funds from year ending June 30, 2023 and pay these funds in December 2023. Duane said the state has done targeted bonuses for some employment classification in Case Management and Early Childhood staff. Duane would like to give the same level of increase to program and administrative support staff before December in line with what was given by the state to CM and EI staff. More on this at the August meeting .
7. **Employee Retention Tax Credit Application** Duane ask the Board about filing and an application for "Employee Retention Tax Credit" program under the IRS rules. The Tax Credit is associated with business earning from the 2021 and 2022 COVID years. There are a few businesses that will do the filing for this refund on a contingency bases. The rates are around 25% of the gross payments if funded. Following discussion it was consensus of the board to go forward with this process and bring back the final application along with the terms and conditions for approval.

8. **Other**

**Directors Report**

Duane gave a brief update on the CMRD process and time line. He said staff continue to meet with the LACDSS on the transition and that everything is still on track for a transition time line of early 2024. Duane said that Early Childhood and agency staff were involved in a communitywide accessibly project aimed at increasing awareness with getting around our community in a wheelchair. Local leaders actually used wheelchairs to traverse the downtown area. Duane reported that 1 new person has enrolled in IRSS services'

**Adjournment**

Blasi Moved to Adjourn at 4:55 PM.

For the period of 7/1/2023 through 7/31/2023

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Revenues

Food Stamps	\$1,725
Administrative Management	\$2,726
Rental Property Income	\$2,860
Misc Income	\$811
IHAB TRI	\$30,097
Comm Connect TRI	\$3,872
Transportation - Non Med Day TRI	\$8,389
IHAB WAL	\$13,016
Comm Connect WAL	\$245
Supported Employment - IHAB Day WAL	\$162
Transportation - Non Med Day WAL	\$2,617
Supported Employment TRI	\$11,935
Transportation - Supported Emp TRI	\$267
SLS MW Direct Srv/PC/Homemaker TRI	\$19,155
SLS MW Direct Srv/PC/Homemaker WAL	\$5,035
CES - Direct Service - Medicaid	\$7,567
SLS-Direct Service-State TRI	\$7,060
SLS-Direct Service-State WAL	\$85
SLS Revenue - Medicaid	\$189
SLS Revenue - State Fund	\$48
EBD Direct Service-Personal Care	\$175,463
Comprehensive - Medicaid	\$206,357
Comprehensive R & B	\$14,887
Client production revenue	\$1,593
NEMT Revenue	\$2,642

**Net Revenues****\$518,823**Program Expenses

CES Program Expenses	\$330
Staff Salaries	\$309,635
Client Wages	\$512
Payroll Taxes - FICA	\$23,433
Payroll Taxes - CO EE PFML	\$1,510
Payroll Taxes - Unemp	\$3,854
Payroll Taxes - WC	\$5,647
Health Ins - Company Portion	\$4,620
Retirement Benefit - Company Portio	\$1,052
Residential Provider	\$22,834
Program Supply	\$786
Office Supply	\$66
Custodial Supplies	\$1,545
Telephone	\$1,755
Postage	\$450
Dues & Publications	\$17
Maintenance - Equipment	\$125
Maintenance - Computers	\$2,592
Per Diem Reimbursements	\$16
Mileage Reimbursement	\$256
Food	\$5,334
Recreation	\$370
License & Fees	\$224
Payroll Processing Expense	\$3,544
Office Equipment Lease	\$745
General Insurance	\$8,421
Unemployment Services Expense	\$197

Revenues

Early Intervention Grant Revenue	\$2,000
CM Retention Revenue	\$3,000
SLS MW Direct Service Revenue	\$24,379
SLS MW IHAB Revenue	\$14,858
CES Direct Service-Medicaid	\$7,567
SLS Revenue - State Fund	\$11,973
Early Intervention Program Revenue	\$19,250
Family Support Program Revenue	\$9,055
Comprehensive - Day Hab	\$38,282
Comprehensive - Residential	\$206,357
Transportation	\$10,412
Case Management	\$20,546

**Net Revenues****\$367,681**Program Expenses

CO EE PFML Payable	\$111
CES EXPENSE	\$7,567
CO EE PFML Payable	\$17
CO EE PFML Payable	\$1
Staff Salaries	\$30,891
Payroll Taxes - FICA	\$2,193
Payroll Taxes - WC	\$54
Payroll Deductions - Health Ins	\$1,680
Payroll Deductions - 401(k)	\$905
Program Supply	\$2,024
Custodial Supplies	\$843
Telephone	\$885
Postage	\$12
Dues & Publications	\$1,444
Maintenance - Computers	\$499
Advertising & PR	\$450
Mileage Reimbursement	\$416
License & Fees	\$8
Office Equipment Lease	\$110
General Insurance	\$726
Depreciation	\$26
Utilities	\$279
In-Kind Rent	\$600
Building Maintenance	\$147
Family Reimbursement-FSSP	\$6,355
Therapy	\$7,369
SLS EXPENSE: MEDICAID	\$40,957

Depreciation	\$5,703
Utilities	\$3,520
Cable TV & Internet Service	\$153
Building Maintenance	\$230
Gas & Oil - Auto	\$2,584
Vehicle Repair & Maintenance	\$18
Client Transportation	\$584
Medical Supply	\$129
Assistive Tech/Home Mod	\$220
Behavioral / Mental Health	\$220
Pharmacy	\$734
Tenant Rent Contributions	\$6,507
Personal Needs	\$4,208

SLS EXPENSE: STATE	\$11,973
Comprehensive	\$253,341
Payroll Processing Expense	\$437
Audit & Accounting	\$737

<b>Total Program Expenses</b>	<b>\$424,679</b>
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**General & Administrative Expenses**

Staff Salaries	\$30,870
Payroll Taxes - FICA	\$2,245
Payroll Taxes - Unemp	\$37
Unallocated W/C Expense	\$627
Health Ins - Company Portion	\$1,720
Retirement Bene - Company Portion	\$957
Program Supply	\$31
Office Supplies	\$118
Custodial Supplies	\$16
Telephone	\$298
Postage	\$50
Maintenance - Computers	\$1,039
Advertising & PR	\$72
Mileage Reimbursement	\$193
Travel Allowance	\$250
License & Fees	\$40
Legal-Admin	\$300
Office Equipment Lease	\$64
Depreciation	\$778
Utilities	\$844
Cable TV & Internet Service	\$17
Building Maintenance	\$21
Gas & Oil - Auto	\$49
Vehicle Repair & Maintenance	\$340

<b>Total General &amp; Administrative</b>	<b>\$40,976</b>
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<b>Total Expenses</b>	<b>\$465,655</b>
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<b>Net Income (Loss)</b>	<b>\$53,167</b>
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<b>Total Expenses</b>	<b>\$373,056</b>
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<b>Net Income (Loss)</b>	<b>\$(5,375)</b>
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<b>COMBINED NET INCOME (LOSS)</b>	<b>\$47,792</b>
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