

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.  
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.  
BOARD OF DIRECTORS MEETING  
Meeting location 1205 Congress Drive, Trinidad, Co  
December 17, 2019 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
  - a. Review Financials LACRC/SCDDS
  - b. Update on Accounting program and restoration of files
  - c. Audit status
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
  1. Board Member Replacement
- IX. NEW BUSINESS
  1. Appointment to HRC - Laura Shubert
  2. Updated Policies for SCDDS
  3. Wage increase
  4. Bonus
  5. Board Meeting Calendar for 2020
  6. Holiday Schedule
- X. OHER
  - 1.
- XI. PROGRAM REPORTS
  1. Directors Report  
End the Wait list  
Upcoming Legislative Session
- XII. ADJOURNMENT

# MINUTES OF BOARD OF DIRECTORS MEETING

**DATE:** October 23, 2019

**TIME:** 4:00 PM, The meeting was held in Walsenburg at 330 W 9<sup>th</sup>

**PERSONS PRESENT:** Board Members: Board President Spencer, Shier, Nielsen, Quintero, Business Manager, Teri Hansford and Executive Director Duane Roy

**ABSENT/EXCUSED:** Board Member: De Bono, 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 Trinidad at 1205 Congress Drive.

### ADDITIONS AND DELETIONS TO THE AGENDA

None

### Public Comment

No

### MINUTES TO THE PREVIOUS MEETING

The minutes to the August 28, 2019 meeting was reviewed. Following discussion it was M/S/P by Nielsen and Shier to approve the August 28, 2019 meeting. Note there was no meeting in September 2019.

### TREASURER'S REPORT

Teri Hansford, Business Manager reviewed Finance Statements for LACRC and SCDDS for the month of August and September 2019. Following discussion it was M/S/P by Nielsen and Shier to accept.

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. Teri anticipates that it will take another 6 to 8 weeks.

### CORRESPONDENCE

None

### COMMITTEE REPORT

None

### OLD BUSINESS

#### 1. Board Member Replacement

No action taken.

## NEW BUSINESS

#### 1. Establish Building Fund

Duane discussed the concept of establishing a building fund that will be used at a future date to upgrade or replace the current administrative office and program site in Trinidad. Duane suggested that we start the fund with the deposits at Century Savings and build on this. SCDDS has 3 accounts with a total of \$351,273. Following discussion it was M/S/P by Shier and Nielsen to relabel these accounts and restrict them for the purpose of a building/replacement fund.

#### 2. Sell Vans

Duane requested authorization sell the following vehicles. Reference attached list. Most of the vehicles are over 13 years old and have either high mileage, mechanical and cosmetic issue. Following discussion it was M/S/P by Shier and Nielsen to sell these vehicles and use the NADA and Kelly Bluebook at pricing guides.

#### 3. Review Wage, Salary, Merit and Probation Policy

Discussion was given to LACRC/SCDDS's wage, salary, merit and probation policy. The policies needs to be modified to reflect that wage and merit increases are done annually by the board in July. The provision of a wage review after 6 months for newly hired staff is changed to reflect a 2% increase and not a 5% or \$.50 per hr. The probation policy remains at 6 months. Following discussion it was M/S/P by Shier and Nielsen to approve the noted changes. The wage and salary plan will be update in December.

- 4. **Replacement Van for Madison** Duane indicated the 2005 Chevrolet 15 passenger van located at the Madison home was involved in a non-driving accident and hit by another vehicle while parked. The vehicle was totaled and we will receive \$7,500 from the insurance company. Duane requested authorization to replace the vehicle, estimated cost is approximately \$22,000 for a later model 15 passenger van. Following discussion it was M/S/P by Shier and Quintero.
  
- 5. **Health insurance renewal** Duane reported that the employee health insurance policy is going up by approximately 4%. The policy period is January 1 thru December 31, 2020. The new health renewal policy requires that health insurance is available to full time staff after 60 days of employment so our health enrollment policy will need to be changed to reflect this.
  
- 6. **November and December meeting** Duane indicated that the next board meeting will be in December on the 18<sup>th</sup>. There is no meeting in November. The December meeting will be held in Walsenburg at 4 pm.

**Program Reports**  
 1. **Directors**

Duane reported that long-time resident TN passed away October 5<sup>th</sup>. TN lived in Walsenburg at the Willis home. On the State level the various associations are working on removing the wait list along with ever increasing reimbursements on the fee for service. Duane reported there is not a lot of new information on the new roles of the CCB versus the CMA agency all of which went live on September 1, 2019. Duane anticipates that things will change over the next several months but for right now SCDDS continues to operate under the rural exception thru 2024 with bench marks to be conflict free with 25%<sup>^</sup> of the people we serve by June 2022 and 100% by July 2024.

Adjournment by Pando 5:30PM

\_\_\_\_\_ By Ronald Nielsen, Secretary

Date: \_\_\_\_\_

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**Program Reports**

**1. Directors**

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Adjournment by Pando 5:30PM

\_\_\_\_\_By Ronald Nielsen, Secretary

Date:\_\_\_\_\_

## Income Statement SubType

For the period of 7/1/2019 through 10/31/2019

Revenues

Food Stamps	\$5,278
Administrative Management	\$36,760
Rental Property Income	\$2,460
Misc Income	\$6,060
Transporation - Comprehensive	\$29,976
Transporation - SLS Direct Srv Medicaid	\$18,255
SLS Revenue - Medicaid	\$168,892
SLS Revenue - State Fund	\$51,597
EBD Direct Service-Personal Care	\$329,408
Comprehensive - Medicaid	\$965,619
Non-Emergency Medical Transp	\$12,540
Comprehensive R & B	\$97,917
Dental/Vision Care	\$2,050
Client production revenue	\$7,363
Audit & Accounting	\$2,188
<b>Net Revenues</b>	<b>\$1,736,361</b>

Program Expenses

Medical Supply - Res - TRI	\$616
Medical Supply - Res - WAL	\$56
Medical Supply - PCAs - TRI	\$250
Medical Supply - PCAs - WAL	\$224
Medical Supply - MW SLS - TRI	\$126
Medical Supply - ST SLS - WAL	\$189
EBD Program Expenses	\$29,644
Staff Salaries	\$826,961
EBD Salaries & Benefits	\$252,529
Client Wages	\$2,581
Payroll Taxes - FICA	\$61,067
Payroll Taxes - Unemp	\$3,504
Payroll Taxes - WC	\$31,359
Health Ins - Company Portion	\$38,399
Retirement Benefit - Company Portio	\$6,384
Other Benefits - Company Portion	\$36
Residential Provider	\$40,743
Program Supply	\$9,360
Office Supply	\$432
Custodial Supplies	\$6,252
Safety Supplies	\$330
Telephone	\$6,492
Postage	\$478
Dues & Publications	\$124
Maintenance - Equipment	\$406
Maintenance - Computers	\$3,057
Staff Development	\$6,283
Per Diem Reimbursements	\$127
Mileage Reimbursement	\$1,084
Travel Allowance	\$336
Food	\$24,084
Recreation	\$1,783
License & Fees	\$(165)
Payroll Processing Expense	\$14,180
Office Equipment Lease	\$2,104
General Insurance	\$20,855
Unemployment Services Expense	\$197
Board Expense	\$369
Depreciation	\$33,895
Utilities	\$13,459

## Income Statement SubType

For the period of 7/1/2019 through 10/31/2019

Revenues

Donations - Family Sppt	\$800
SLS Revenue - Medicaid	\$60,557
SLS MW Day	\$108,335
CES Direct Service-Medicaid	\$28,292
SLS Revenue - State Fund	\$50,884
Early Intervention Program Revenue	\$37,370
Family Support Program Revenue	\$10,367
Comprehensive - Day Hab	\$237,570
Comprehensive - Residential	\$728,049
Transportation	\$48,231
Dental & Vision Care	\$2,050
Case Management	\$129,286

**Net Revenues****\$1,441,791**Program Expenses

Staff Salaries	\$106,054
Payroll Taxes - FICA	\$7,370
Payroll Taxes - Unemp	\$65
Payroll Taxes - WC	\$91
Payroll Deductions - Health Ins	\$9,288
Payroll Deductions - 401(k)	\$845
Program Supply	\$1,355
Office Supply	\$913
Custodial Supplies	\$90
Telephone	\$1,572
Postage	\$103
Advertising & PR	\$1,523
Mileage Reimbursement	\$981
Office Equipment Lease	\$441
Management Service	\$19,058
General Insurance	\$1,964
Depreciation	\$146
Utilities	\$1,181
Building Maintenance	\$1,038
Family Reimbursement-FSSP	\$7,399
Therapy	\$42,438
Homemaker Enhanced Prof Svcs	\$1,346
Vision Care	\$1,205
SLS EXPENSE: MEDICAID	\$187,992
SLS EXPENSE: STATE	\$44,403
Comprehensive	\$995,594

Rent	\$1,546		
Cable TV & Internet Service	\$2,015		
Building Maintenance	\$3,264		
Gas & Oil - Auto	\$12,306		
Vehicle Repair & Maintenance	\$7,784		
Client Transportation	\$12,618		
Assistive Tech/Home Mod	\$1,944		
Dental Care	\$275		
Vision Care	\$2,328		
Pharmacy	\$2,603		
Tenant Rent Contributions	\$26,684		
Personal Needs	\$15,212		
<b>Total Program Expenses</b>	<b>\$1,528,767</b>	<b>Total Program Expenses</b>	<b>\$1,434,453</b>
<b><u>General &amp; Administrative Expenses</u></b>		<b><u>General &amp; Administrative Expenses</u></b>	
* Loss (Income) from Insurance Claims	\$(18,867)	Program Supply	\$67
Staff Salaries	\$50,609	Office Supply	\$210
Payroll Taxes - FICA	\$3,508	Telephone	\$550
Payroll Taxes - Unemp	\$589	Dues & Publications	\$3,183
Unallocated W/C Expense	\$415	Advertising & PR	\$450
Health Ins - Company Portion	\$2,076		\$1,743
Retirement Bene - Company Portion	\$1,006	Payroll Processing Expense	\$1,623
Other Benefits - Company Portion	\$36	General Insurance	\$1,597
Program Supply	\$208	Audit & Accounting	\$2,917
Office Supplies	\$2,042		
Custodial Supplies	\$1,092		
Telephone	\$1,566		
Postage	\$656		
Dues & Publications	\$50		
Maintenance - Computers	\$8,450		
Advertising & PR	\$1,975		
Staff Development	\$338		
Per Diem Reimbursements	\$14		
Mileage Reimbursement	\$760		
Travel Allowance	\$2,054		
Food	\$126		
License & Fees	\$3,859		
Legal-Admin	\$1,200		
Office Equipment Lease	\$1,099		
General Insurance	\$3,355		
Depreciation	\$4,622		
Grant Expense-Trinidad-Adm	\$170		
Utilities	\$5,948		
Cable TV & Internet Service	\$219		
Building Maintenance	\$875		
Gas & Oil - Auto	\$622		
Vehicle Repair & Maintenance	\$62		
<b>Total General &amp; Administrative Expenses</b>	<b>\$80,735</b>	<b>Total Gen &amp; Admin Expenses</b>	<b>\$12,339</b>
<b>Total Expenses</b>	<b>\$1,609,502</b>	<b>Total Expenses</b>	<b>\$1,446,792</b>
<b>Net Income (Loss)</b>	<b>\$126,859</b>	<b>Net Income (Loss)</b>	<b>\$(5,001)</b>
<b>COMBINED</b>		<b>\$121,858</b>	

1/28/20

## Las Animas County Rehabilitation Center

SCDDS

## Income Statement SubType

For the period of 11/1/2019 through 11/30/2019

Revenues

Food Stamps	\$1,353
Administrative Management	\$9,745
Rental Property Income	\$615
Misc Income	\$44
Transporation - Comprehensive	\$7,201
Transporation - SLS Direct Srv Medicaid	\$3,754
SLS Revenue - Medicaid	\$34,587
SLS Revenue - State Fund	\$12,721
EBD Direct Service-Personal Care	\$85,870
Comprehensive - Medicaid	\$217,517
Non-Emergency Medical Transp	\$2,572
Comprehensive R & B	\$23,236
Dental/Vision Care	\$350
Client production revenue	\$1,320

**Net Revenues****\$400,887**Program Expenses

Medical Supply - Res - TRI	\$168
Medical Supply - MW SLS - TRI	\$35
Medical Supply - ST SLS - WAL	\$94
EBD Program Expenses	\$6,713
Staff Salaries	\$176,695
EBD Salaries & Benefits	\$68,733
Client Wages	\$530
Payroll Taxes - FICA	\$13,136
Payroll Taxes - Unemp	\$659
Payroll Taxes - WC	\$8,916
Health Ins - Company Portion	\$9,031
Retirement Benefit - Company Portio	\$1,646
Residential Provider	\$17,842
Program Supply	\$1,077
Office Supply	\$9
Custodial Supplies	\$996
Telephone	\$994
Postage	\$26
Dues & Publications	\$13
Maintenance - Equipment	\$67
Maintenance - Computers	\$764
Advertising & PR	\$632
Staff Development	\$772
Mileage Reimbursement	\$176
Food	\$5,075
Recreation	\$638
License & Fees	\$113
Payroll Processing Expense	\$3,166
Board Expense	\$51
Depreciation	\$8,474
Utilities	\$294
Cable TV & Internet Service	\$164

Revenues

Donations - Family Sppt	\$200
SLS Revenue - Medicaid	\$12,091
SLS MW Day	\$22,497
CES Direct Service-Medicaid	\$7,591
SLS Revenue - State Fund	\$12,721
Family Support Program Revenue	\$2,592
Early Intervention Direct	\$11,481
Early Intervention Indirect	\$10,728
Comprehensive - Day Hab	\$49,026
Comprehensive - Residential	\$168,491
Transportation	\$10,956
Dental & Vision Care	\$350
Case Management	\$26,420

**Net Revenues****\$335,143**Program Expenses

Staff Salaries	\$24,029
Payroll Taxes - FICA	\$1,670
Payroll Taxes - WC	\$244
Payroll Deductions - Health Ins	\$2,322
Payroll Deductions - 401(k)	\$211
Program Supply	\$333
Custodial Supplies	\$73
Telephone	\$392
Postage	\$273
Maintenance - Computers	\$309
Advertising & PR	\$67
Staff Development	\$99
Mileage Reimbursement	\$298
Office Equipment Lease	\$156
Management Service	\$4,765
General Insurance	\$491
Depreciation	\$37
Utilities	\$421
Building Maintenance	\$156
Family Reimbursement-FSSP	\$1,402
Therapy	\$10,956
Homemaker Enhanced Prof Svcs	\$538
Assistive Technology	\$76
SLS EXPENSE: MEDICAID	\$38,692
SLS EXPENSE: STATE	\$10,922
Comprehensive	\$224,718

Building Maintenance	\$49
Gas & Oil - Auto	\$2,730
Vehicle Repair & Maintenance	\$2,324
Client Transportation	\$2,640
Assistive Tech/Home Mod	\$471
Dental Care	\$179
Vision Care	\$350
Pharmacy	\$674
Tenant Rent Contributions	\$6,671
Personal Needs	\$3,215

<b>Total Program Expenses</b>	<b>\$347,002</b>
<b><u>General &amp; Administrative Expenses</u></b>	
Staff Salaries	\$9,546
Payroll Taxes - FICA	\$638
Payroll Taxes - Unemp	\$99
Unallocated W/C Expense	\$156
Health Ins - Company Portion	\$794
Retirement Bene - Company Portion	\$228
Other Benefits - Company Portion	\$9
Office Supplies	\$393
Custodial Supplies	\$277
Telephone	\$949
Postage	\$305
Maintenance - Computers	\$2,169
Advertising & PR	\$299
Staff Development	\$47
Mileage Reimbursement	\$91
Travel Allowance	\$334
Food	\$13
License & Fees	\$186
Legal-Admin	\$300
Office Equipment Lease	\$797
General Insurance	\$6,453
Depreciation	\$1,156
Utilities	\$4,000
Cable TV & Internet Service	\$170
Building Maintenance	\$351
Gas & Oil - Auto	\$81
<b>Total General &amp; Admin Expenses</b>	<b>\$29,840</b>
<b>Total Expenses</b>	<b>\$376,842</b>
<b>Income (Loss) from Operations</b>	<b>\$24,045</b>
	<b>\$24,045</b>
<b>Net Income (Loss)</b>	

<b>Total Program Expenses</b>	<b>\$323,650</b>
<b><u>General &amp; Administrative Expenses</u></b>	
Program Supply	\$127
Telephone	\$104
Advertising & PR	\$113
	\$12
Payroll Processing Expense	\$262
General Insurance	\$399
	\$737
<b>Total General &amp; Admin Expenses</b>	<b>\$1,754</b>
<b>Total Expenses</b>	<b>\$325,404</b>
<b>Income (Loss) from Operations</b>	<b>\$9,739</b>
	<b>\$9,739</b>
<b>Net Income (Loss)</b>	

**Nov COMBINED \$33,784**

Mutual Funds - Unrealized Gain or Loss \$5,280

Mutual Funds - Unrealized Gain or Loss \$(2,066)