

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

Meeting location 1205 Congress Drive  
December 15, 2021 Time: 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. Audit status
  - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
  - 1.
- IX. NEW BUSINESS
  1. New ARPA Funds-Received \$35 164
  2. Contract HUD projects
  3. Sell 1999 Chevrolet Impala
  - 4.
- X. OTHER
  - 1.
- XI. DIRECTORS REPORT

ADJOURNMENT

Adjournment

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

**DATE:** October 26, 2021

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

**PERSONS PRESENT:** Board Members: Board President Spencer, Quintero, Blasi, Verity along with Business Manager, David Moore, Teri Hansford, and Executive Director Duane Roy.

**Absent:** Board Members: Shier, Pando,

**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 October 26, 2021 meeting was reviewed. Following discussion it was M/S/P by Blasi and Quintero.

**TREASURER'S REPORT**

David Moore, Business Manager reviewed the LACRC/SCDDS finance statements for September 2021 and Year to Date July thru September 2021. Following discussion it was M/S/P Blasi and Quintero to accept the finance statement as presented.

David also gave an update on the audit. David indicated that he is still working with the auditor to get the 2017 audit completed. David said once the 2017 audit is complete the 2018-2021 audits should go smoother. The reconstruction of the data that was lost in the 2017 accounting software program hack is just about complete and staff are working with the auditors to finish this up.

**CORRESPONDENCE**

None

**COMMITTEE REPORT**

None

**OLD BUSINESS**

**1. Board Member  
Replacement**

None

**NEW BUSINESS**

**1. COVID Policies**

Duane reviewed the new mandates from CDPHE regarding vaccination requirements for individuals that work in services funded by Medicaid. The current rules allow for a medical exemption or religious exemption. Duane indicated that the new rules are very conflicting as they apply to only Medicaid funded services and not state funded services, example all licensed group homes, SLS and EBD services are covered but day services and EI services as an example are not. The attached policies require all staff to be vaccinated by October 1, 2021 and or have a valid exemption on file to continue with employment. Those staff with vaccination exemptions are subject to weekly COVID testing. CDPHE is getting some push back from various providers and is going to review their policies in October when the Health Services Board convenes to assure that they are in compliance with rules from CMS. There are new directives under consideration from the Biden administration that would require all employers that employ over 100 individuals to require Covid vaccination or testing for non-vaccinated employees. Duane stated these Covid vaccination policies are subject to revision as new directives from CDPHE and other regulatory agencies require. Following discussion it was M/S/P by Blasi and Quintero to adopt these policies

- 2. **ARP-R Funding Phase 4** Duane requested authorization to submit an application for Phase 4 funding from HRSA specifically ARPA for Rural areas. The application process does not make available or identify the dollar amount that is associated with a given application. Duane is suggesting that we go forward with the application process. Following discussion it was M/S/P by Blasi and Quintero.
- 3. **Buy out Vacation** Duane requested authorization to buy back 80 hours of vacation from an employee that is having financial issues. Following discussion the board agreed with the buyback.
- 4. **November Board Meeting** The November board meeting is generally canceled because of the Thanksgiving Holiday and the agency normally holds a meeting the second week of December for both November and December. The December meeting will be held on either December 8<sup>th</sup> or the 15<sup>th</sup>.

**Directors Report**

Duane gave an update on the State's plan to provide enhanced funding for all Medicaid funded services that will be retroactive back to the billing that begins with April 1, 2021 billing cycle. The plan is to provide a 2.2% rate increase on published rates. The state has not released the specific date when these services can be retro billed but the best estimate is sometime in October. In addition to the 2.2% increase the State is committed to additional funding that would increase the pay for all staff that provide direct care services to a rate of at least \$15.00 per hour. The state is working on a plan that would reimburse the provider agency for the difference between the current DSP wage and the \$15.00 minimum wage that the state is requiring. This will be very similar to the wage increase the state mandated back a few years ago that brought all individuals employed in "personal care and home maker services" to a minimum of \$12.41 per hour, HB 1407. This new required minimum wage will become effective January 1, 2022 and the reimbursement methodology to cover this cost is being developed now. This really good news. Duane pointed out that this increase mandate is for DSP's only and will contribute to wage compression within the salary scale. This does not address funding for management and other non DSP workers. It is hoped that the rate increases will generate sufficient revenue to increase the other positions.

**Adjournment**

Motion by Blasi to adjourn

\_\_\_\_\_  
Signature and Date

## Income Statement SubType

## Income Statement SubType

(Single Period)

For the period of 10/1/2021 through 10/31/2021

(Single Period)

For the period of 10/1/2021 through 10/31/2021

Revenues

Food Stamps	\$3,292.02
Administrative Management	40,323.97
Rental Property Income	2,025.00
Administrative Management	548.90
Misc Income	1,004.34
IHAB TRI	23,610.88
Comm Connect TRI	2,577.22
Supported Employment - IHAB Day TRI	495.36
Transportation - Non Med Day TRI	649.52
IHAB WAL	9,944.51
Supported Employment TRI	8,796.72
Transportation - Supported Emp TRI	1,102.15
Transportation - Comprehensive	3,709.96
SLS MW Direct Srv/PC/Homemaker TRI	10,981.51
SLS MW Direct Srv/PC/Homemaker WAL	4,923.68
CES - Direct Service - Medicaid	7,339.63
SLS-Direct Service-State TRI	1,660.95
SLS-Direct Service-State WAL	147.30
SLS Revenue - State Fund	110.72
EBD Direct Service-Personal Care	146,783.91
Comprehensive - Medicaid	183,350.40
Non-Emergency Medical Transp	2,802.14
Comprehensive R & B	23,348.00
Client production revenue	810.00

**Net Revenues****\$480,338.79**Revenues

SLS MW Direct Service Revenue	\$13,806.78
SLS MW IHAB Revenue	12,618.97
CES Direct Service-Medicaid	7,339.63
SLS Revenue - State Fund	4,142.69
Early Intervention Program Revenue	10,166.44
Family Support Program Revenue	8,714.06
Comprehensive - Day Hab	31,006.11
Comprehensive - Residential	183,350.40
Transportation	6,910.52
Case Management	23,168.91

**Net Revenues****\$301,224.51**Program Expenses

Depreciation - IHAB Day TRI	\$364.95
CES Program Expenses	58.00
Staff Salaries	256,335.38
Client Wages	322.92
Payroll Taxes - FICA	16,705.52
Payroll Taxes - Unemp	1,361.86
Payroll Taxes - WC	9,831.68
Health Ins - Company Portion	7,467.00
Retirement Benefit - Company Portio	1,005.01
Residential Provider	14,591.08
Program Supply	661.06
Office Supply	651.04
Custodial Supplies	1,635.63
First Aide & Safety Supplies	232.96
Safety Supplies	713.17
Telephone	2,012.32
Postage	228.30
Dues & Publications	30.23
Maintenance - Computers	1,749.02
Staff Development	110.00
Mileage Reimbursement	179.32
Food	5,777.33
Recreation	262.85
License & Fees	216.53

Program Expenses

CEX EXPENSE	\$7,339.63
Staff Salaries	26,423.61
Payroll Taxes - FICA	1,833.67
Payroll Taxes - WC	63.25
Payroll Deductions - Health Ins	2,030.28
Payroll Deductions - 401(k)	349.38
Program Supply	121.89
Office Supply	511.90
Custodial Supplies	78.56
Telephone	810.46
Postage	269.80
Advertising & PR	112.50
License & Fees	10.00
Office Equipment Lease	64.49
Management Service	3,893.87
General Insurance	154.96
Utilities	253.32
In-Kind Rent	600.00
Building Maintenance	43.19
Family Reimbursement-FSSP	1,652.42
Therapy	2,138.90
SLS EXPENSE: MEDICAID	28,726.36
SLS EXPENSE: STATE	4,142.69
Comprehensive	218,966.42

Payroll Processing Expense	3,323.48
Office Equipment Lease	653.03
Miscellaneous	(8.00)
Management Service	34,730.65
General Insurance	6,855.00
Unemployment Services Expense	196.67
Depreciation	8,473.77
Utilities	3,175.15
Cable TV & Internet Service	329.91
Building Maintenance	411.73
Gas & Oil - Auto	2,434.73
Vehicle Repair & Maintenance	1,900.68
Client Transportation	859.50
Medical Supply	263.13
Assistive Tech/Home Mod	591.06
Vision Care	788.00
Pharmacy	663.59
Tenant Rent Contributions	6,341.00
Personal Needs	3,748.00

<b>Total Program Expenses</b>	<b>\$398,234.24</b>
-------------------------------	---------------------

**General & Administrative Expenses**

Staff Salaries	\$30,485.50
Payroll Taxes - FICA	1,919.30
Payroll Taxes - Unemp	19.01
Unallocated W/C Expense	199.57
Health Ins - Company Portion	2,004.50
Retirement Bene - Company Portion	728.67
Office Supplies	56.72
Custodial Supplies	17.69
Telephone	294.14
Postage	25.00
Maintenance - Computers	293.49
Advertising & PR	226.95
Mileage Reimbursement	96.33
Travel Allowance	250.00
License & Fees	158.01
Legal-Admin	300.00
Office Equipment Lease	61.81
General Insurance	1,937.41
Audit & Accounting	1,000.00
Depreciation	1,693.75
Utilities	810.65
Cable TV & Internet Service	16.98
Building Maintenance	29.89
Gas & Oil - Auto	128.81
Vehicle Repair & Maintenance	755.36

<b>Total General &amp; Admin Expenses</b>	<b>\$43,509.54</b>
---	--------------------

<b>Total Expenses</b>	<b>\$441,743.78</b>
-----------------------	---------------------

<b>Income (Loss) from Operations</b>	<b>\$38,595.01</b>
--------------------------------------	--------------------

**COMBINED INCOME (LOSS)**

<b>Total Program Expenses</b>	<b>\$300,591.55</b>
-------------------------------	---------------------

**General & Administrative Expenses**

Program Supply	\$113.09
Payroll Processing Expense	379.56
Audit & Accounting	737.04

<b>Total General &amp; Admin Expenses</b>	<b>\$1,229.69</b>
---	-------------------

<b>Total Expenses</b>	<b>\$301,821.24</b>
-----------------------	---------------------

<b>Income (Loss) from</b>	<b>\$(596.73)</b>
---------------------------	-------------------

**\$37,998.28**