

**SOUTHERN COLORADO DEVELOPMENTAL
DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION
CENTER, INC.**

BOARD OF DIRECTORS MEETING

**Meeting location: 1205 Congress Drive, Trinidad, CO 81082
Feb 22, 2018 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
Review Financials**
- VI. CORRESPONDENCE**
- VII. COMMITTEE REPORTS**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
- XI. PROGRAM PRESENTATIONS
Programs Director
Case Management
Adult Services
EBD**

ADJOURNMENT

MINUTES OF BOARD OF DIRECTORS MEETING

DATE: January 25, 2018
TIME: 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive

PERSONS PRESENT: Board Members Shier, De Bono, Barrows, Pando, Quintero, Spencer, Nielson (via phone) along with Teri Hansford and Executive Director Duane Roy

ABSENT/EXCUSED:
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 De Bono, the meeting was held in Trinidad at the Administrative Building, conference room.
<u>ADDITIONS AND DELETIONS TO THE AGENDA</u>	None
<u>MINUTES TO THE PREVIOUS MEETING</u>	The minutes to the October 26, 2017 meeting was reviewed. Following discussion it was M/S/P by Spencer and De Bono to accept the minutes.
<u>TREASURER'S REPORT</u>	The SCDDS/LACRC Finance statements for October 2017 were reviewed. Following discussion it was M/S/P by De Bono and Spencer to accept the financial statement.
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1.	

NEW BUSINESS

1. **General Discussion Relocating Services to the Alta Vista Property**
 Discussion was given to moving LACRC's program and administrative office from 1205 Congress Drive to the Alta Vista site at 415 S Indiana. Duane indicated that the City of Trinidad's Economic Development group has inquired about the property. Some board members expressed concerns with moving at this point since services are going to be changing with the new settings rule and CFCM. Both the settings rule and CFCM will impact our need for space. The consensus is to develop a committee (s) to help analyze future needs. No decision was made to formally put the building on the market.

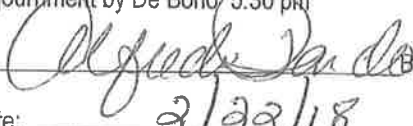
2. **SPCC – Transition to New Management Group**
 Duane and Jeanette presented an update on the SPCC child care center. Jeanette has indicated that she will be retiring in June. The center has been struggling over the years financially and the local bi-county early childhood group HULA (Huerfano/Las Animas County Early Intervention) has shown an interest in taking the child care facility over in the event that LACRC decides to cease operation. Duane introduced Jenifer McDonald the Director with HULA. Jenifer reviewed their vision for the continuation of early childhood services for the Walsenburg area and affirmed that group's interest in assuming services. Jeanette indicated that the majority of the furnishings and educational materials for the center came from grants generated from the HULA group. Jenifer indicated that the SPCC is well respected at the state and regional level thanks to the efforts of Jeanette and the staff at SPCC. The board ask Jenifer what she needed to go forward with a planned transition and Jenifer indicated that a letter identifying SPCC's intent to transition services to them along with the terms and conditions for the building along with the furnishings and fixtures. Duane indicated that the agency has about \$40,000 in the building and that the furnishing/fixtures came from grants. Following discussion it was M/S/P Shier and Spencer to go forward with the transition and let the HULA group know that we would like to sell the building along with the furnishings and fixtures that came from the grants to them at a price of \$40,000.

Program Reports
1. Directors

Duane's report centered on recent staff changes. Within the past month the agency has replaced the nurse and one of the program managers. Staff turnover continues to be an issue at the direct care level. Duane reported on the recent health department survey. Duane gave an update on the evolving state requirements for a rural exception for CFCM which they refer to as our Business Continuity Plan. Duane also gave an update on upcoming legislation to include bills that target wages for direct service staff.

Adjournment

Adjournment by De Bono 5:30 pm


By Alfredo Pando, Secretary

Date: 2/22/18

Las Animas County Rehabilitation Center

SCDDS

Income Statement SubType

(Single Period)

For the period of 12/1/2017 through 12/31/2017

		<u>Revenues</u>	
Food Stamps	\$1,441.00	Part C Income	\$3,858.34
Administrative Management	1,209.56	Comp Day Hab	45,198.22
Rental Property Income	615.00	Comprehensive Fee for Svc - Residential	166,888.98
SLS Revenue - Medicaid	27,545.35	SLS MW Day	26,908.35
SLS Revenue - State Fund	7,070.66	SLS Revenue - Medicaid	9,713.94
EBD Direct Service-Personal Care	49,832.60	CES Direct Service-Medicaid	818.90
EBD Adult Day	3,693.78	SLS Revenue - State Fund	8,230.36
Comprehensive - Medicaid	212,087.20	Early Intervention Program Revenue	1,781.83
Non-Emergency Medical Transp	2,722.19	Family Support Program Revenue	2,188.82
Comprehensive R & B	27,005.98	Behavioral/Mental Health	18,082.35
Behavioral/Mental Health	27,159.29	Transportation	9,040.10
Transportation	9,040.10	Dental & Vision Care	230.00
Dental/Vision Care	230.00	Case Management	26,128.05
Client production revenue	1,177.30		
SPCC - Program Revenue	11,595.15		
Net Revenues	\$382,425.16	Net Revenues	\$319,068.24

		<u>Program Expenses</u>	
Medical Supply - Res - TRI	\$112.00	Staff Salaries	\$20,599.50
Medical Supply - Res - WAL	56.00	Payroll Taxes - FICA	1,454.07
Medical Supply - PCAs - TRI	112.00	Payroll Taxes - Unemp	28.80
Medical Supply - PCAs - WAL	67.31	Payroll Taxes - WC	158.33
Medical Supply - MW SLS - TRI	56.00	Payroll Deductions - Health Ins	784.84
Medical Supply - ST SLS - WAL	94.48	Payroll Deductions - 401(k)	211.30
EBD Program Expenses	2,491.46	Program Supply	90.76
SPCC Program Expenses	4,789.78	Office Supply	366.84
Staff Salaries	162,793.06	Telephone	370.18
EBD Salaries & Benefits	43,215.19	Postage	156.54
SPCC Salaries & Benefits	10,747.86	Staff Development	33.44
Client Wages	1,043.46	Mileage Reimbursement	123.58
Payroll Taxes - FICA	12,070.59	License & Fees	812.99
Payroll Taxes - Unemp	540.71	Office Equipment Lease	84.26
Payroll Taxes - WC	13,242.22	General Insurance	435.41
Health Ins - Company Portion	10,594.36	Audit & Accounting	590.00
Retirement Benefit - Company Portio	1,460.87	Depreciation	184.78
Other Benefits - Company Portion	9.00	Utilities	472.28
Residential Provider	11,403.35	Building Maintenance	107.96
Program Supply	1,576.09	Gas & Oil - Auto	10.97
Office Supply	3.70	Family Reimbursement-FSSP	931.47
Custodial Supplies	1,309.30	Therapy	4,335.00
Telephone	2,251.34	Behavioral/Mental Health	27,159.29
Postage	337.49	SLS EXPENSE: MEDICAID	30,880.70
Dues & Publications	25.89	SLS EXPENSE: STATE	7,070.66
Maintenance - Computers	830.00	Comprehensive	218,021.95

Advertising & PR	767.83
Staff Development	465.97
Per Diem Reimbursements	9.77
Mileage Reimbursement	8.96
Food	7,191.08
Recreation	206.48
License & Fees	25.90
Payroll Processing Expense	3,923.38
Office Equipment Lease	609.46
General Insurance	5,057.25
Unemployment Services Expense	185.33
Depreciation	10,975.50
Utilities	4,256.04
Rent	398.28
Cable TV & Internet Service	480.67
Building Maintenance	305.82
Gas & Oil - Auto	3,194.32
Vehicle Repair & Maintenance	1,289.21
Client Transportation	3,325.50
Therapy	152.00
Assistive Tech/Home Mod	386.89
Vision Care	984.88
Behavioral / Mental Health	14,620.00
Pharmacy	900.07
Tenant Rent Contributions	7,018.00
Personal Needs	5,500.75

Total Program Expenses

\$353,472.85

Total Program Expenses

\$315,475.90

General & Administrative Expenses

Staff Salaries	\$8,861.90
Payroll Taxes - FICA	589.90
Payroll Taxes - Unemp	37.55
Unallocated W/C Expense	93.50
Health Ins - Company Portion	859.69
Retirement Bene - Company Portion	220.11
Other Benefits - Company Portion	9.00
Office Supplies	78.70
Custodial Supplies	45.08
Telephone	260.45
Postage	37.50
Maintenance - Computers	38.45
Advertising & PR	6,637.29
Staff Development	42.15
Mileage Reimbursement	87.97
Travel Allowance	250.00
License & Fees	95.00
Legal-Admin	300.00
Office Equipment Lease	67.72
Miscellaneous	(107.11)
General Insurance	738.56
Audit & Accounting	1,980.00
Depreciation	1,477.39
Utilities	606.79
Cable TV & Internet Service	14.98

Program Supply	\$145.97
Telephone	92.35
Advertising & PR	712.50
Payroll Processing Expense	268.52
General Insurance	354.03
Depreciation	42.62

Building Maintenance	26.21
Gas & Oil - Auto	46.71

Total General & Administrative Expenses	\$23,395.49
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Total Expenses	\$376,868.34
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Income (Loss) from Operations	\$5,556.82
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Mutual Funds	\$3,617.18
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Total Other Income (Expense)	\$3,617.18
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\$9,174.00

Net Income (Loss)

Total General & Administrative Expenses	\$1,615.99
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Total Expenses	\$317,091.89
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Income (Loss) from Operations	\$1,976.35
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Other Income (Expense)

Mutual Funds - Unrealized Gain or Loss	\$709.96
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Total Other Income (Expense)	\$709.96
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\$2,686.31

Net Income (Loss)

Combined Net Income (Loss)

\$11,860.31