

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

Meeting location 1205 Congress Drive
February 22, 2022
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 Financials LACRC/SCDDDS
 - b. Audit status
 - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. New Board members
 - 2.
- IX. NEW BUSINESS
 1. Appointments to the FSSP Board
 2. CCB Application and Long Range Plan
 - 3.
 - 4.
 - 5.
 - 6.
- X. OTHER
 1. Board Member Dave Shier
- XI. DIRECTORS REPORT

ADJOURNMENT

Adjournment

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

DATE: January 25,2022

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

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

Absent: Board Members: Al 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 December 15, 2021 meeting was reviewed. Following discussion it was M/S/P by Quintero and Shier.

TREASURER'S REPORT

David Moore, Business Manager reviewed the LACRC/SCDDS finance statements for December 2021 and Year to Date July thru December 2021. Following discussion it was M/S/P Blasi and Shier 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. Revised Wage and Salary Scale

Duane presented a revised wage and salary scale that reflects the \$15.00 per hour minimum wage for all DSP's effective January 1, 2022. Duane indicated that this increase represents up to a 21% wage increase for some DSP's. Duane indicated he would like to increase the remaining job classifications/positions on the wage and salary scale by only 5%. The DSP wage increase was implemented on January 1, 2022. Duane is holding on the wage increase for the non DSP staff and would like to have a special meeting on February 3, 2022 to finalize this. Following discussion it was M/S/P by Shier and Quintero to approve the wage and salary scale effective January 1, 2022.

2. Heater for Garage area at LACRC

Duane requested authorization to have the heater in the garage area at 1205 Congress replaced. The heat exchanger is bad. Estimated cost is \$6,274 from T J's Mechanical. Following discussion it was M/S/P by Blasi and Quintero.

3. Board Meeting Calendar

Duane passed out a calendar of the scheduled Board meeting dates for 2022. This was also email to everyone and will be posted on SCDDS's web site.

Directors Report

Duane briefed the board on the upcoming legislative session and is hoping that the legislature will approve a rate increase for this coming FY. Duane also reviewed the current rate payment system and indicated that rates will be increased January 1, 2022 for a 3 month period and then come April 1, rates will revert to the billing rates affective in December 2022.

Adjournment

Motion by Shier to Adjourn. Meeting adjourned at 4:45 PM

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

DATE: February 3, 2022 (Special Meeting)

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

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

Absent: Board Members: Shier and Blackburn

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>	Special meeting so no previous minutes
<u>TREASURER'S REPORT</u>	
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. <u>Board Member Replacement</u>	None

NEW BUSINESS

1. **Revised Wage and Salary Scale**
 The purpose of the meeting today is to review the wage and salary plan for LACRC/SCDDS and to implement a wage increase for those staff that were not affected by the states requirement to bring all DSP wages to \$15.00 per hour. DSP wage increases were implemented on January 1, 2022. The non DSP staff involves 32 individuals and the recommendation is to increase the wages with a 5% COLA with the exception of the:
 Director of the Residential \$24.50 /hr
 Director of the EBD program \$21.64/hr
 Add Position of House Manager at \$16.00 per hour (this position will replace the existing program manager position).

Duane said the new billing rates will generate approximately \$69,000 per month or \$414,000 for 6 months. The cost for all of the wage increases is estimated at \$62,000 per month or \$372,000 for 6 months. Once the wage increases are finalized the Wage and Salary Schedule needs to be updated. Following discussion it was M/S/P Blasi and Pando to increase the starting wage for the Residential Director to \$24.50 per hr, the EBD Director to \$21.50 per hr and to add a House Manager position to the wage and salary scale starting at \$16.00/hr and to give the remaining non DSP staff a 5% COLA increase effective January 1, 2022.

2. **Host Home Rates** Duane requested authorization to increase the Host Home rates and pass along between 50 and 65% of the rate increase to the providers effective January 1, 2022. Following discussion it was M/S/P Blasi and Pando.
 3. **Replacement Vehicles** Duane requested authorization to purchase a re-placement vehicle for snow removal truck that was stolen in December, estimated cost for truck with a snowplow that is coming up on the upcoming Roller Auction is \$20,000 plus. Duane also ask about replacing the Subaru that he drives with a 2022 model. Following discussion it was M/S/P by Pando and Blasi to approve the purchase of the requested replacement vehicles.
- Adjournment** Motion to adjourn by Pando. Adjournment at 4:45PM

Las Animas County Rehabilitation

SCDDS

Income Statement SubType
For the period of 1/1/2022 through 1/31/2022

Revenues

Food Stamps	\$3,075
CDOT Grant for Van	\$35,164
Administrative Management	\$11,638
Rental Property Income	\$2,025
Administrative Management	\$192
Misc Income	\$987
IHAB TRI	\$16,721
Comm Connect TRI	\$1,295
Supported Employment - IHAB Day TRI	\$663
Transportation - Non Med Day TRI	\$120
IHAB WAL	\$12,478
Comm Connect WAL	\$522
Supported Employment TRI	\$2,790
Transportation - Supported Emp TRI	\$585
Supported Employment WAL	\$8,127
Transportation - Comprehensive	\$2,796
SLS MW Direct Srv/PC/Homemaker TRI	\$8,624
SLS MW Direct Srv/PC/Homemaker WAL	\$3,895
CES - Direct Service - Medicaid	\$7,413
SLS-Direct Service-State TRI	\$1,791
SLS-Direct Service-State WAL	\$120
SLS Revenue - Medicaid	\$421
SLS Revenue - State Fund	\$75
EBD Direct Service-Personal Care	\$170,964
Comprehensive - Medicaid	\$215,031
Non-Emergency Medical Transp	\$766
Comprehensive R & B	\$24,119
Client production revenue	\$735
Net Revenues	\$533,133

Revenues

SLS MW Direct Service Revenue	\$12,421
SLS MW IHAB Revenue	\$12,698
CES Direct Service-Medicaid	\$7,413
SLS Revenue - State Fund	\$4,348
Early Intervention Program Revenue	\$10,336
Family Support Program Revenue	\$6,699
Comprehensive - Day Hab	\$27,133
Comprehensive - Residential	\$215,031
Transportation	\$3,597
Case Management	\$22,353

Net Revenues

\$322,031

Program Expenses

Depreciation - IHAB Day TRI	\$365
CES Program Expenses	\$7
Staff Salaries	\$314,330
Client Wages	\$350
Payroll Taxes - FICA	\$23,467
Payroll Taxes - Unemp	\$4,735
Payroll Taxes - WC	\$9,478
Health Ins - Company Portion	\$8,077
Retirement Benefit - Company Portio	\$1,102
Residential Provider	\$14,953
Program Supply	\$1,714
Office Supply	\$105
Custodial Supplies	\$1,171
Safety Supplies	\$349
Telephone	\$2,026
Postage	\$5
Dues & Publications	\$30
Maintenance - Computers	\$1,749
Mileage Reimbursement	\$138
Food	\$6,188
Recreation	\$133

Program Expenses

CES EXPENSE	\$7,413
Staff Salaries	\$27,705
Payroll Taxes - FICA	\$1,964
Payroll Taxes - Unemp	\$194
Payroll Taxes - WC	\$63
Payroll Deductions - Health Ins	\$2,000
Payroll Deductions - 401(k)	\$369
Program Supply	\$135
Custodial Supplies	\$95
Telephone	\$812
Postage	\$44
Maintenance - Computers	\$65
Advertising & PR	\$935
License & Fees	\$10
Office Equipment Lease	\$85
Management Service	\$873
General Insurance	\$155
Utilities	\$393
In-Kind Rent	\$600
Building Maintenance	\$35
Family Reimbursement-FSSP	\$4,344

License & Fees	\$273	Therapy	\$1,614
Payroll Processing Expense	\$6,067	Assistive Technology	\$102
Office Equipment Lease	\$705	SLS EXPENSE: MEDICAID	\$25,759
Management Service	\$8,709	SLS EXPENSE: STATE	\$4,348
General Insurance	\$6,855	Comprehensive	\$245,121
Unemployment Services Expense	\$197		
Depreciation	\$8,474		
Utilities	\$3,769		
Cable TV & Internet Service	\$332		
Building Maintenance	\$7,726		
Gas & Oil - Auto	\$1,635		
Vehicle Repair & Maintenance	\$36		
Client Transportation	\$510		
Medical Supply	\$308		
Assistive Tech/Home Mod	\$511		
Pharmacy	\$855		
Tenant Rent Contributions	\$6,341		
Personal Needs	\$3,959		
Total Program Expenses	\$447,737	Total Program Expenses	\$325,236
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$34,628	Dues & Publications	\$1,354
Payroll Taxes - FICA	\$2,494	Payroll Processing Expense	\$644
Payroll Taxes - Unemp	\$505	Audit & Accounting	\$737
Unallocated W/C Expense	\$200		
Health Ins - Company Portion	\$1,963		
Retirement Bene - Company Portion	\$731		
Program Supply	\$174		
Office Supplies	\$77		
Custodial Supplies	\$10		
Telephone	\$351		
Postage	\$27		
Maintenance - Computers	\$610		
Advertising & PR	\$113		
Staff Development	\$784		
Per Diem Reimbursements	\$13		
Mileage Reimbursement	\$67		
Travel Allowance	\$250		
Food	\$12		
License & Fees	\$52		
Legal-Admin	\$300		
Office Equipment Lease	\$64		
General Insurance	\$1,937		
Audit & Accounting	\$1,000		
Depreciation	\$1,694		
Utilities	\$436		
Cable TV & Internet Service	\$17		
Building Maintenance	\$841		
Gas & Oil - Auto	\$129		
Total General & Administrative Expenses	\$49,478	Total General & Administrative	\$2,735
Total Expenses	\$497,215	Total Expenses	\$327,971
Income (Loss) from Operations	\$35,918	Income (Loss) from Operations	\$(5,941)
		COMBINED INCOME(LOSS)	\$29,977