

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.
BOARD OF DIRECTORS MEETING
Meeting location 1205 Congress Drive
July 31, 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 Audit process
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. Board Member Replacement
- IX. NEW BUSINESS
 1. Election of Officers
 2. Ransom Ware virus that hit server
 3. Wage Increase –discussion, wage and salary scale and benefits, update,
 4. Check Signers
 5. Continuation Budget
 6. Management fees to SCDDS and EBD
- X. OHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report-
CFCM, Case Management – Rural Exemption
Board Member Nick De Bono is in the hospital
- XII. ADJOURNMENT

MINUTES OF BOARD OF DIRECTORS MEETING

DATE: June 26, 2019
TIME: 4:00 PM, the meeting was held in Walsenburg at 330 W 9th st.

PERSONS PRESENT: Board Members: Nielsen, De Bono , Spencer (via phone), Quintero, Business Manager, Teri Hansford and Executive Director Duane Roy

ABSENT/EXCUSED: Board Member: Shier, 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 Shier, the meeting was held Walsenburg at 330 W 9 th st
<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 29, 2019 meeting was reviewed. Following discussion it was M/S/P by De Bono and Quintero
<u>TREASURER'S REPORT</u>	Teri Hansford, Business Manager reviewed Finance Statements for LACRC and SCDDS for the month of May 2019. Following discussion it was M/S/P by Nielsen and De Bono. Teri reported the FY 17-18 is not complete.
<u>CORRESPONDENCE</u>	
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Member Replacement	No action taken.
<u>NEW BUSINESS</u>	
1. Wage Increase	Discussion was given to updating the wage and salary plan for LACRC/SCDDS. Duane indicated that the plan was last updated in July 2018. Duane pointed out that the plan was updated more to reflect the increase of minimum wage for DSP's creating a narrowing of what is paid to DSP's versus middle and upper management. Duane reference the 6.5% rate increase on Medicaid funds for direct services with the intent of the legislation to increase DSP wages accordingly but did not do anything for management. The new rates have generated revenues so that we now we can increase management salaries. In addition the new rates affective in July will increase Medicaid rates by 1%. Duane will present a plan for the new wage and salary pan along with salary increases at the July board meeting.
2. End of Year Bonus for staff	Duane requested authorization to do a year-end bonus for all staff. The bonus will be based on a percentage of current salary along with longevity for each employee. The cost of the bonus will be approximately \$96,000 for LACRC staff and \$12,000 for SCDDS staff, plus taxes. Following discussion it was M/S/P by De Bono and Nielsen.
3. Vacation Buy Back	Duane requested authorization to buy back and pay staff for vacation that was not taken in FY 2018-19, because of work load demands. The cost of the vacation buy back is \$7,653 for LACRC and \$3,313 for SCDDS. Following discussion it was M/SP by Nielsen and Spencer.
4. Election of Officers	The board decided to postpone the election of officers for FY 2019-2020 until the July Meeting.

Program Reports

1. Directors

Duane gave an update on the status of the new host home development. Duane indicated that the transition for the Willis home is delayed due to the prospective host home provider needing to do some work on the home for accessibility and the need to up the occupancy level at the Bella Vista home from 4 to 5 persons. The new target date for the staffed Willis home closure is September 1. The home will then be leased to Rachael Bobian that will be a host home for 2 individuals.

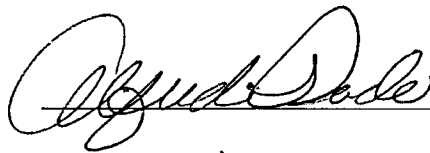
Duane reviewed graphs of the showing the aging population that LACRC serves along with longevity of staff and staff turnover. Duane is working with HR to see if there is something that can be done to reduce staff turnover. Staff turnover is more prevalent in the residential program versus the day program.

Duane asks the board to consider establishing a building fund for the future remodeling of the Alta Vista site to be used as the day program and administrative site.

Duane reported that the rules that govern the new "Case Management Agency" are being heard by the Medical services Board in July and will become final and then implemented on August 30, 2019. These rules will spell out the relationship between LACRC as the service provider and SCDDS as the case management agency. LACRC, if the rural exception is withdrawn will have until June 30, 2021 to be 25% conflict free and the will need to be 100% conflict free by June 30 2022.

Adjournment

Adjournment by Pando 5:00 PM



By Alfredo Pando, Secretary

Date: 7/31/19

7/27/19

Las Animas County Rehabilitation

SCDDS

Income Statement SubType

Income Statement SubType

(Single Period)

(Single Period)

For the period of 6/1/2019 through 6/30/2019

For the period of 6/1/2019 through 6/30/2019

Revenues

Food Stamps	\$3,000
Administrative Management	\$1,030
Rental Property Income	\$615
Misc Income	\$2,714
Fuel Reimbursement - Meals on Wheels	\$250
SLS Revenue - Medicaid	\$46,199
SLS Revenue - State Fund	\$12,721
EBD Direct Service-Personal Care	\$71,493
Comprehensive - Medicaid	\$231,380
Non-Emergency Medical Transp	\$3,029
Behavioral/Mental Health	\$17,316
Transportation	\$10,537
Dental/Vision Care	\$536
Comprehensive R & B	\$24,469
Client production revenue	\$1,070

Net Revenues**\$426,359**Program Expenses

Medical Supply - MW SLS - TRI	\$122
EBD Program Expenses	\$882
Staff Salaries	\$263,841
EBD Salaries & Benefits	\$70,138
Client Wages	\$694
Payroll Taxes - FICA	\$19,809
Payroll Taxes - Unemp	\$1,715
Payroll Taxes - WC	\$11,934
Retirement Benefit - Company Portio	\$3,190
Health & Other Benefits - Company Portion	\$7,796
Residential Provider	\$3,732
Program Supply	\$1,955
Office Supply	\$14
Custodial Supplies	\$1,354
Telephone	\$519
Maintenance - Equipment	\$52
Maintenance - Computers	\$1,399
Mileage Reimbursement	\$171
Food	\$5,466
Recreation	\$197
License & Fees	\$285

Revenues

Comp Day Hab	\$53,235
Comprehensive Fee for Svc - Residential	\$178,033
SLS MW Day	\$23,155
Donations - Family Sppt	\$0
SLS Revenue - Medicaid	\$23,047
CES Direct Service-Medicaid	\$6,875
SLS Revenue - State Fund	\$12,721
Family Support Program Revenue	\$2,533
Early Intervention Revenue	\$8,295
Behavioral/Mental Health	\$17,316
Transportation	\$10,537
Dental & Vision Care	\$536
Case Management	\$16,879

Net Revenues**\$353,161**Program Expenses

Staff Salaries (includes bonus)	\$38,358.13
Payroll Taxes - FICA	2,747.28
Payroll Taxes - Unemp	24.89
Payroll Taxes - WC	158.33
Program Supply	324.10
Telephone	256.60
Postage	5.80
Advertising & PR	184.58
Per Diem Reimbursements	184.97
Travel/Lodging	508.00
Audit & Accounting	729.33
Utilities	333.50
Building Maintenance	61.81
Gas & Oil - Auto	37.06
License & Fees	\$912
Office Equipment Lease	\$84
Management & General Service	\$1,799
General Insurance	\$412
Audit & Accounting	\$729
Depreciation	\$74
Utilities	\$280

Payroll Processing Expense	\$3,299
General Insurance	\$4,735
Unemployment Services Expense	\$191
Depreciation	\$8,474
Utilities	\$849
Cable TV & Internet Serv	\$537
Building Maintenance	\$75
Gas & Oil - Auto	\$2,919
Vehicle Repair & Maintenance	\$558
Client Transportation	\$3,063
Assistive Tech/Home Mod	\$365
Vision Care	\$510
Behavioral / Mental Health	\$15,722
Pharmacy	\$210
Tenant Rent Contributions	\$6,400
Personal Needs	\$3,812

Building Maintenance	\$89
Family Reimbursement-FSSP	\$3,498
Vision Care	\$536
Behavioral/Mental Health	\$17,316
SLS EXPENSE: MEDICAID	\$46,202
SLS EXPENSE: STATE	\$10,922
Comprehensive	\$231,268
Therapy	8,295.16
Transportation	\$10,537

Total Program Expenses

\$446,985

Total Program Exp

\$376,867

General & Administrative Expenses

Staff Salaries	\$14,864
Payroll Taxes - FICA	\$864
Payroll Taxes - Unemp	\$73
Unallocated W/C Expense	\$94
Health Ins - Company Portion	\$493
Retirement Bene - Company Portion	\$252
Other Benefits - Company Portion	\$9
Office Supplies	\$177
Custodial Supplies	\$343
Telephone	\$867
Maintenance - Computers	\$42
Advertising & PR	\$113
Staff Development	\$40
Per Diem Reimbursements	\$103
Mileage Reimbursement	\$287
Office Equipment Lease	\$893
General Insurance	\$691
Audit & Accounting	\$729
Depreciation	\$1,156
Grant Expense-Trinidad-Adm	\$36
Utilities	\$2,863
Building Maintenance	\$122
Gas & Oil - Auto	\$132

Total General & Admin Expenses

\$25,241

General & Admin Expenses

Program Supply	\$1,848.05
Advertising & PR	112.50
Telephone	\$100
Payroll Processing Expense	\$252
General Insurance	\$335

Total General & Admin Expenses

\$2,647.77

Total Expenses

\$472,227

\$379,515.22

Income (Loss) from Operations	\$ (45,867)	\$ (26,354.03)
<u>Other Income (Expense)</u>		<u>Other Income (Expense)</u>
Net Income (Loss)	<u>\$ (45,867)</u>	<u>\$ (26,354.03)</u>
Combined Income (Loss)		<u><u>(\$72,221.42)</u></u>