

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

Meeting location 1205 Congress Drive

July 27, 2021 Time: 4:00PM

Topic: July Board Meeting

Time: Jul 27, 2021 04:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87965994446?pwd=cEhjWFhzYjA3Q2Z0MlI1bDBTY3lyUT09>

Meeting ID: 879 6599 4446

Passcode: scdds2021

One tap mobile

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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. Wage increase
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
- X. OTHER
  - 1.

Director's Program Reports

XI. PROGRAM REPORTS

1. Directors Report
  - a. Budget FY 21-22
  - b. Covid

x

XII. Adjournment

Close White  
house  
Can't find staff,  
Wages dsp  
wages  
New board  
member  
My Contract  
Have Marsi  
review HRC

**MINUTES OF BOARD OF DIRECTORS MEETING****DATE:** June 29, 2021**TIME:** 4:00 PM, The meeting was held in Trinidad**PERSONS PRESENT:** Board Members: Board President Spencer, Shier, Quintero, Blasi, Veridey along with Business Manager, David Moore, Teri Hansford, and Executive Director Duane Roy.**Absent:** Board Members: 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**

None

**MINUTES TO THE PREVIOUS  
MEETING**

The minutes to the April 27, 2021 meeting was reviewed. Following discussion it was M/S/P by Quintero and Shier to approve the meeting minutes.

**TREASURER'S REPORT**

David Moore, Business Manager reviewed the finance statements for May 2021 along with Year to Date for July 2020 through May 2021. Following discussion it was M/S/P Shier 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. David will give and a more detailed timeline for the audit at the June meeting.

**CORRESPONDENCE**

None

**COMMITTEE REPORT**

None

**OLD BUSINESS****1. Board Member  
Replacement**

Duane introduced Verity Blackburn as a prospective new Board Member. Verity has lives in Trinidad and has a daughter in the EI program. Following discussion it was M/S/P by Quintero and Blasi to appoint Verity as a parent representative to the Board of Directors for a term of 3 years.

**NEW BUSINESS****1. Election of Officers**Discussion was given to the slate of officers for this coming year. Following it was M/S/P to appoint:  
President – Don Spencer  
Vice President - Alfredo Pando  
Secretary/Treasurer - Dave Shier**2. Status of PPP Loan**

David reported that LACRC has received notification that the PPP loan has been forgiven, refer to letter from the Inn Bank, dated June 10, 2021.

**3. Budget,**

Duane requested authorization to operate on a continuation budget until the budget for 2021-22 can be presented and approved. Following discussion it was M/S/P by Shier and Blasi to operate on a continuation budget..

**4. State and Host Home  
Contracts**

Duane requested authorization to sign the Host Home Contracts for FY 21-22 and then to sign the State contracts as they come in. Following discussion it was M/S/P by Blasi and Quintero.

5. **Appointment of Melissa Baily to the HRC** Duane requested authorization to appoint Mellissa Bailey to SCDDS's HRC committee as a parent representative. Following discussion it was M/S/P by Blasi and Quintero to appoint Mellissa to the HR Committee.
6. **LACRC/SCDDS By-Laws** Duane reviewed action taken at the May Board Meeting to change the number of Board Members that serve on the Board of Directors for LACRC/SCDDS from 7 member's minimum and 11 members maximum, to 5 members minimum and 9 members maximum. A quorum is represented by a majority of members at any meeting. The By-Law change is being reviewed for information purposes and transparency as new board members are being appointed..
7. **Buy out excess vacation** Duane requested authorization to buyout unused vacation. Some staff were not able to use the vacation because of COVID and job demands this past year. LACRC/SCDDS's vacation policy is "use it or lose it" unless authorized by the board of directors to either roll the hours over to the next year or buy the hours out. Following discussion it was M/S/P Blasi and Shier to authorize the rollover/buyout of the hours. Estimated Cost is \$18,000.
8. **Wage Increase** Duane talked about the need to increase the wages that are paid to staff. Duane stated that the agency is seeing fewer responses to ads for employment and that staff are turning over at a much higher frequency than in the past. Part of this may be the result of the unemployment benefits that are being paid by the state and federal government along with the mobility of the newer workforce. Duane will bring recommendations to increase the entry level wage from our present of \$12.41 for direct care workers to a higher wage at the July meeting. The additional cost of the wage increase will be reflected in the new budget.
9. **Executive Director's Contract** The employment contract for the Executive Director, Duane Roy was discussed for renewal. The contract has been in force since the 1990's and renews annually unless not renewed by the board of directors. The terms and conditions remain the same as the existing contract. Following discussion it was M/SP by Shier and Blasi to renew the employment contract.

**Directors Report**

Duane talked about the budget for FY 21-22. The workforce is a big issue. As stated earlier the agency is seeing fewer individuals respond to ads for employment and the turnover rate is higher than in the past. Staff feel that increasing entry level wages will help in the recruitment process and a increase to existing staff will help with retention. The wage increase will cause LACRC/SCDDS to operate at a loss this coming year. Duane indicated that we need to look at the one time Covid money and use some of it to help with he deficit spending. Duane said that the increased cost with wages and the budget will be offset to an extent by the 2.5% rate increase that we will get on the new contract with the state on Medicaid funded services. The 2.5% rate increase will result in approximately \$120,000 in new money for the FY 21-22 budget.

Duane gave a brief update on the Covid virus and how this is impacting services. Duane stated that consumers are returning to the day program. Staff and consumers are following the Covid protocols and that staff working and clients living in the group setting are tested weekly if they have not had the vaccine and that anyone exhibiting Covid related symptoms are then tested and protocols are followed. Duane stated that we have had very low incident rate to date.

**Adjournment**

Adjournment by Quintero at 4:45 pm.

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

Income Statement SubType  
(Single Period)

For the period of 6/1/2021 through 6/30/2021

Income Statement SubType  
(Single Period)

For the period of 6/1/2021 through 6/30/2021

**Revenues**

Food Stamps	\$3,013
Administrative Management	\$10,423
Rental Property Income	\$3,055
Misc Income	\$5,424
IHAB TRI	\$51,758
Comm Connect TRI	\$801
Transportation - Non Med Day TRI	\$2,581
IHAB WAL	\$12,201
Comm Connect WAL	\$17
Transportation - Non Med Day WAL	\$30
Supported Employment TRI	\$18,340
Transportation - Supported Emp TRI	\$273
Supported Employment WAL	\$801
Transportation - Comprehensive	\$2,718
SLS MW Direct Srv/PC/Homemaker TRI	\$10,970
SLS MW Direct Srv/PC/Homemaker WAL	\$4,299
CES - Direct Service - Medicaid	\$2,726
SLS-Direct Service-State TRI	\$1,412
SLS Revenue - Medicaid	\$977
SLS Revenue - State Fund	\$51
EBD Direct Service-Personal Care	\$143,385
Comprehensive - Medicaid	\$177,132
Non-Emergency Medical Transp	\$2,678
Comprehensive R & B	\$23,060
Client production revenue	\$3,018

**Net Revenues****\$481,145****Program Expenses**

CES Program Expenses	\$231
Staff Salaries	\$271,238
Client Wages	\$390
Payroll Taxes - FICA	\$19,352
Payroll Taxes - Unemp	\$2,619
Payroll Taxes - WC	\$9,142
Health Ins - Company Portion	\$5,109
Retirement Benefit - Company Portio	\$1,173
Residential Provider	\$14,120
Program Supply	\$831
Office Supply	\$106
Custodial Supplies	\$970
First Aide & Safety Supplies	\$27
Safety Supplies	\$682
Telephone	\$2,064
Postage	\$241
Dues & Publications	\$43
Maintenance - Equipment	\$127
Maintenance - Computers	\$3,634
Staff Development	\$1,223
Mileage Reimbursement	\$169
Food	\$5,911
Recreation	\$316
License & Fees	\$5,615
Payroll Processing Expense	\$3,189

**Revenues**

Family Support Grant Revenue	\$2,000
SLS MW Direct Service Revenue	\$16,087
SLS MW IHAB Revenue	\$22,970
CES Direct Service-Medicaid	\$2,726
SLS Revenue - State Fund	\$4,368
Early Intervention Program Revenue	\$47,576
Family Support Program Revenue	\$25,608
Comprehensive - Day Hab	\$59,604
Comprehensive - Residential	\$175,132
Transportation	\$4,689
Case Management	\$32,146

**Net Revenues****\$392,906****Program Expenses**

CES EXPENSE	\$2,726
Staff Salaries	\$31,090
Payroll Taxes - FICA	\$1,859
Payroll Taxes - WC	\$46
Payroll Deductions - Health Ins	\$1,965
Payroll Deductions - 401(k)	\$352
Program Supply	\$15,050
Therapy	\$2,025
Office Supply	\$877
Custodial Supplies	\$78
Telephone	\$2,133
Postage	\$262
Dues & Publications	\$6,896
Advertising & PR	\$1,433
License & Fees	\$411
Office Equipment Lease	\$81
Management Service	\$3,771
General Insurance	\$8,186
Depreciation	\$36
Utilities	\$202
In-Kind Rent	\$600
Building Maintenance	\$113
Family Reimbursement-FSSP	\$3,227
Therapy	\$7,854
SLS EXPENSE: MEDICAID	\$40,456

Office Equipment Lease	\$995
General Insurance	\$6,182
Unemployment Services Expense	\$197
Depreciation	\$8,474
Utilities	\$2,891
Cable TV & Internet Service	\$330
Building Maintenance	\$1,862
Gas & Oil - Auto	\$1,804
Vehicle Repair & Maintenance	\$2,997
Client Transportation	\$624
Medical Supply	\$505
Assistive Tech/Home Mod	\$521
Vision Care	\$899
Pharmacy	\$964
Tenant Rent Contributions	\$6,583
Personal Needs	\$3,460

SLS EXPENSE: STATE	\$2,910
Comprehensive	\$238,025

**Total Program Expenses** \$387,807

**General & Administrative Expenses**

Loss (Income) from Insurance Claims	\$(11,566)
Staff Salaries	\$38,514
Payroll Taxes - FICA	\$2,453
Payroll Taxes - Unemp	\$84
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$2,005
Retirement Bene - Company Portion	\$811
Program Supply	\$1,316
Office Supplies	\$1,468
Custodial Supplies	\$53
First Aide & Safety Supplies	\$54
Telephone	\$300
Postage	\$25
Dues & Publications	\$349
Maintenance - Equipment	\$71
Maintenance - Computers	\$1,408
Advertising & PR	\$113
Staff Development	\$102
Mileage Reimbursement	\$87
Travel Allowance	\$250
Food	\$10
License & Fees	\$356
Legal-Admin	\$300
Office Equipment Lease	\$97
General Insurance	\$924
Audit & Accounting	\$1,000
Depreciation	\$1,156
Grant Expense-Trinidad-Adm	\$2,058
Utilities	\$655
Cable TV & Internet Service	\$17
Building Maintenance	\$291
Gas & Oil - Auto	\$58
Vehicle Repair & Maintenance	\$628

**Total General & Administrative** \$45,646

**Total Expenses** \$433,454

**Income (Loss) from Operations** \$47,691

**Total Program Expenses** \$372,666

**General & Administrative Expenses**

Telephone	\$(1,332)
Dues & Publications	\$(6,896)
Advertising & PR	\$(1,271)
License & Fees	\$(401)
Payroll Processing Expense	\$366
General Insurance	\$(6,806)
Audit & Accounting	\$737

**Total General & Administrative** \$(15,604)

**Total Expenses** \$357,062

**Income (Loss) from** \$35,844

**COMBINED INCOME (LOSS)**

**\$83,535**