

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.
BOARD OF DIRECTORS MEETING
Meeting location 309 W 9th St Walsenburg, Co
June 26, 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. Wage Increase –discussion, wage and salary scale
–discussion, update with salary increase
 2. Bonuses
 3. Vacation accrual rates and buy back
 4. Election of Officers
 - 5.
- X. OHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report- CFCM, Case Management -
 - 2.
 3. Adult Services -
 4. EBD -
- XII. ADJOURNMENT

MINUTES OF BOARD OF DIRECTORS MEETING**DATE:** May 29, 2019**TIME:** 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive**PERSONS PRESENT:** Board Members: Shier, Pando, Nielsen, De Bono , Spencer, Quintero, Business Manager, Teri Hansford and Executive Director Duane Roy**ABSENT/EXCUSED:** Board Member: None**NOT EXCUSED:****TOPIC****DISCUSSION****CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board President Shier, the meeting was held Trinidad at 1205 Congress Dr.

**ADDITIONS AND DELETIONS
TO THE AGENDA**

None

Public Comment

None

**MINUTES TO THE PREVIOUS
MEETING**

The minutes to the March 25, 2019 meeting was reviewed Following discussion it was M/S/P by Pando and Spencer to accept the minutes.

TREASURER'S REPORT

Teri Hansford, Business Manager reviewed Finance Statements for LACRC and SCDDS for the month of April 2019. Following discussion it was M/S/P by De Bono and Nielsen. Teri reported that the Logan Thomas Auditing firm said they would have the FY 17-18 audit completed in the next 90 days.

CORRESPONDENCE**COMMITTEE REPORT**

None

OLD BUSINESS**1. Board Member
Replacement**

No action taken.

NEW BUSINESS**1. CCB Designation**

Duane indicated that SCDDS received the CCB designation for FY 2019 - 2020.

2. State Contracts

Duane requested authorization to have the 2019-2020 State contracts signed. Following discussion it was M/S/P Spencer and Quintero.

**3. Sell Vehicles, 2003
ford wheelchair van,
caravan and
purchase
replacement vehicles**

Duane requested authorization to sell the 2003 Ford wheelchair van. Duane said he has a buyer for \$2,000. Duane also wants to sell the 2007 Dodge Caravan, it has over 165,000 miles and requires some maintenance and A/C work. Duane then requested authorization to purchase replacement vehicles. Following discussion it was M/S/P by Spencer and De Bono to sell the vehicles and replace with late model vehicles.

**4. Convert two Staffed
home to Host
Homes**

Duane requested authorization to develop a plan that would downsize the number of staffed group homes from 8 to 6. The two IRSS Homes, White and Willis street which are 3 bedroom homes will be selected first. Following discussion it was the consensus to go forward.

5. Rural Exception

Duane requested authorization to withdraw the rural exception that was submitted back the first of the year. With new CMA rules coming out it might be in SCDDS's best interest to withdraw the exception that would then allow the agency to provide CM in a conflict setting through June 30, 2019 (requires 25% of population to be

6. Wage Increase

Duane requested authorization to pay out unused vacation for FY 18-19 so that staff would not lose vacation hours. As in the past there have been circumstances that have precluded staff from taking vacation such as the SAO audit and other unforeseen circumstances. Duane also indicated that the wage and salary scale needs to be updated and that the wage for some staff positions need to be increased because of the minimum wage increase, our merit system so that staff with longevity do not end up with wages that are lower than other staff that were recently hired and the \$11.10 minimum wage. Following discussion it was M/SP by To authorize this buyout.


Program Reports

1. Directors

Duane briefly discussed the Rural Exception, CFCM and the possibility of other CMA's coming into the area and how that could alter the case management as we currently know it. The new CMA rules become effective 8/30/2019 and will open the doors so that other agencies can provide Case Management. Updates on new funding for residential effective 10/1/2019, the 1% rate increase that we will receive on all Medicaid dollars and the legislation that will bring the minimum wage increase for all staff employed in the waiver that provide personal care and home maker categories to \$12.41 beginning July 1, 2020.

Adjournment

Adjournment by Pando 5:45 PM

 By Alfredo Pando, Secretary

Date: 6/26/19

Income Statement SubType

For the period of 4/1/2019 through 4/30/2019

Revenues

| | |
|----------------------------------|-----------|
| Food Stamps | \$1,356 |
| Administrative Management | \$1,030 |
| Rental Property Income | \$615 |
| Misc Income | \$36,741 |
| SLS Revenue - Medicaid | \$45,526 |
| SLS Revenue - State Fund | \$12,721 |
| EBD Direct Service-Personal Care | \$76,346 |
| Comprehensive - Medicaid | \$238,369 |
| Non-Emergency Medical Transp | \$3,030 |
| Comprehensive R & B | \$24,657 |
| Behavioral/Mental Health | \$17,444 |
| Transportation | \$12,718 |
| Dental/Vision Care | \$1,617 |
| Client production revenue | \$1,070 |
| SPCC - Program Revenue | \$30,066 |
| Fuel Reimbursement | \$250 |

Net Revenues**\$503,557**Program Expenses

| | |
|-------------------------------------|-----------|
| Medical Supply - Res - TRI | \$560 |
| Medical Supply - Res - WAL | \$54 |
| Medical Supply - PCAs - TRI | \$161 |
| Medical Supply - PCAs - WAL | \$55 |
| Medical Supply - MW SLS - TRI | \$57 |
| Medical Supply - ST SLS - WAL | \$94 |
| EBD Program Expenses | \$1,631 |
| SPCC Program Expenses | \$453 |
| Staff Salaries | \$188,492 |
| EBD Salaries & Benefits | \$58,596 |
| Client Wages | \$741 |
| Payroll Taxes - FICA | \$14,057 |
| Payroll Taxes - Unemp | \$2,227 |
| Payroll Taxes - WC | \$12,552 |
| Health Ins - Company Portion | \$9,335 |
| Retirement Benefit - Company Portio | \$1,547 |
| Other Benefits - Company Portion | \$9 |
| Residential Provider | \$6,902 |
| Program Supply | \$1,758 |
| Office Supply | \$355 |
| Custodial Supplies | \$1,698 |
| First Aide & Safety Supplies | \$483 |
| Telephone | \$1,809 |
| Postage | \$237 |
| Dues & Publications | \$27 |
| Maintenance - Computers | \$1,620 |
| Staff Development | \$751 |
| Per Diem Reimbursements | \$48 |

Revenues

| | |
|---|-----------|
| Comp Day Hab | \$59,906 |
| Comprehensive Fee for Svc - Residential | \$178,463 |
| SLS MW Day | \$26,202 |
| SLS Revenue - Medicaid | \$17,324 |
| CES Direct Service-Medicaid | \$7,184 |
| SLS Revenue - State Fund | \$12,721 |
| Early Intervention Program Revenue | \$9,433 |
| Family Support Program Revenue | \$2,533 |
| Behavioral/Mental Health | \$17,444 |
| Transportation | \$12,718 |
| Dental & Vision Care | \$1,617 |
| Case Management | \$29,790 |

Net Revenues**\$375,335**Program Expenses

| | |
|---------------------------------|-----------|
| Staff Salaries | \$22,547 |
| Payroll Taxes - FICA | \$1,512 |
| Payroll Taxes - Unemp | \$58 |
| Payroll Taxes - WC | \$158 |
| Payroll Deductions - Health Ins | \$2,322 |
| Payroll Deductions - 401(k) | \$211 |
| Program Supply | \$358 |
| Custodial Supplies | \$66 |
| Telephone | \$499 |
| Postage | \$265 |
| Advertising & PR | \$646 |
| Staff Development | \$22 |
| License & Fees | \$64 |
| Office Equipment Lease | \$89 |
| Management & General Service | \$1,799 |
| General Insurance | \$412 |
| Audit & Accounting | \$729 |
| Depreciation | \$74 |
| Utilities | \$325 |
| Building Maintenance | \$49 |
| Family Reimbursement-FSSP | \$1,036 |
| Therapy EI | \$4,685 |
| Vision Care | \$247,941 |
| Behavioral/Mental Health | \$17,444 |
| SLS EXPENSE: MEDICAID | \$48,289 |
| SLS EXPENSE: STATE | \$10,922 |

| | |
|-------------------------------|----------|
| Mileage Reimbursement | \$447 |
| Food | \$7,963 |
| Recreation | \$419 |
| License & Fees | \$130 |
| Payroll Processing Expense | \$2,591 |
| Office Equipment Lease | \$852 |
| General Insurance | \$4,735 |
| Unemployment Services Expense | \$191 |
| Board Expense | \$103 |
| Depreciation | \$8,474 |
| Utilities | \$3,785 |
| Rent | \$385 |
| Cable TV & Internet Service | \$565 |
| Building Maintenance | \$407 |
| Gas & Oil - Auto | \$3,255 |
| Vehicle Repair & Maintenance | \$1,364 |
| Client Transportation | \$3,375 |
| Assistive Tech/Home Mod | \$442 |
| Dental Care | \$28 |
| Vision Care | \$459 |
| Behavioral / Mental Health | \$14,895 |
| Pharmacy | \$769 |
| Tenant Rent Contributions | \$6,400 |
| Personal Needs | \$3,807 |

Total Program Expenses \$372,149

General & Administrative Expenses

| | |
|-----------------------------------|---------|
| Staff Salaries | \$8,627 |
| Payroll Taxes - FICA | \$573 |
| Payroll Taxes - Unemp | \$185 |
| Unallocated W/C Expense | \$94 |
| Health Ins - Company Portion | \$493 |
| Retirement Bene - Company Portion | \$222 |
| Other Benefits - Company Portion | \$9 |
| Office Supplies | \$213 |
| Custodial Supplies | \$79 |
| Telephone | \$230 |
| Postage | \$25 |
| Maintenance - Computers | \$207 |
| Advertising & PR | \$155 |
| Staff Development | \$195 |
| Mileage Reimbursement | \$315 |
| Travel Allowance | \$250 |
| Food | \$26 |
| License & Fees | \$1,322 |
| Legal-Admin | \$300 |
| Office Equipment Lease | \$146 |
| Miscellaneous | \$(23) |
| General Insurance | \$691 |
| Audit & Accounting | \$729 |
| Depreciation | \$1,156 |
| Utilities | \$529 |
| Cable TV & Internet Service | \$15 |

Total Program Expenses \$362,522

General & Administrative Expenses

| | |
|----------------------------|-------|
| Program Supply | \$148 |
| Telephone | \$102 |
| Payroll Processing Expense | \$144 |
| General Insurance | \$335 |

| | | | |
|---|------------------------------------|---|------------------------------------|
| Building Maintenance | \$23 | | |
| Gas & Oil - Auto | \$87 | | |
| Total General & Admin Expenses | <u>\$16,874</u> | Total General & Admin Expenses | <u>\$730</u> |
| Total Expenses | <u>\$389,022</u> | Total Expenses | <u>\$363,252</u> |
| | | | |
| Income (Loss) from Operations | \$114,535 | Income (Loss) from Operations | \$12,083 |
| <u>Other Income (Expense)</u> | | <u>Other Income (Expense)</u> | |
| Mutual Funds | \$6,042 | Mutual Funds - Unrealized Gain or Loss | \$2,946 |
| Total Other Income (Expense) | <u>\$6,042</u> | Total Other Income (Expense) | <u>\$2,946</u> |
| | | | |
| Net Income (Loss) | <u>\$120,576</u> | Net Income (Loss) | <u>\$15,029</u> |
| | <u><u> </u></u> | | <u><u> </u></u> |
| | | | |
| | | | |
| | | | |
| COMBINED Net Income (Loss) | | \$135,606 | |

Las Animas County Rehabilitation Center

SCDDS

Income Statement SubType

Income Statement SubType

12:37:26 PM

(Single Period)

(Single Period)

For the period of 5/1/2019 through 5/31/2019

For the period of 5/1/2019 through 5/31/2019

Revenues

| | |
|--------------------------------------|------------------|
| * Food Stamps | \$1,356 |
| Administrative Management | \$1,030 |
| Rental Property Income | \$615 |
| Misc Income | \$2,267 |
| SLS Revenue - Medicaid | \$44,044 |
| SLS Revenue - State Fund | \$12,721 |
| EBD Direct Service-Personal Care | \$76,942 |
| Comprehensive - Medicaid | \$241,866 |
| Non-Emergency Medical Transp | \$4,202 |
| Comprehensive R & B | \$24,662 |
| Behavioral/Mental Health | \$20,228 |
| Transportation | \$11,132 |
| Dental/Vision Care | \$1,361 |
| Client production revenue | \$1,070 |
| Fuel Reimbursement - Meals on Wheels | \$250 |
| Net Revenues | \$443,747 |

Revenues

| | |
|---|------------------|
| Comp Day Hab | \$57,547 |
| Comprehensive Fee for Svc - Residential | \$184,319 |
| SLS MW Day | \$24,396 |
| Donations - Family Sppt | \$400 |
| SLS Revenue - Medicaid | \$16,648 |
| CES Direct Service-Medicaid | \$7,295 |
| SLS Revenue - State Fund | \$12,721 |
| Family Support Program Revenue | \$2,533 |
| Early Intervention Revenue (Apr & May) | \$13,043 |
| Behavioral/Mental Health | \$20,228 |
| Transportation | \$11,132 |
| Dental & Vision Care | \$1,361 |
| Case Management | \$18,748 |
| Net Revenues | \$370,372 |

Program Expenses

| | |
|---|-----------|
| Medical Supply - Res - TRI | \$168 |
| Medical Supply - PCAs - TRI | \$112 |
| Medical Supply - MW SLS - TRI | \$28 |
| EBD Program Expenses | \$1,509 |
| Staff Salaries | \$199,728 |
| EBD Salaries & Benefits | \$62,476 |
| Client Wages | \$1,660 |
| Payroll Taxes - FICA | \$14,976 |
| Payroll Taxes - Unemp | \$1,898 |
| Payroll Taxes - WC | \$11,806 |
| Health Ins - Company Portion | \$7,787 |
| * Employee Retirement - Company Portion | \$5,931 |
| Other Benefits - Company Portion | \$9 |
| Residential Provider | \$3,856 |
| Program Supply | \$778 |
| Telephone | \$891 |
| Maintenance - Equipment | \$504 |
| Maintenance - Computers | \$719 |
| Staff Development | \$406 |
| Mileage Reimbursement | \$410 |
| License & Fees | \$9 |
| Payroll Processing Expense | \$3,299 |
| General Insurance | \$4,735 |
| Unemployment Services Expense | \$191 |
| Depreciation | \$8,474 |
| Utilities | \$542 |
| Rent | \$385 |
| Cable TV & Internet Service | \$430 |
| Building Maintenance | \$181 |
| Gas & Oil - Auto | \$3,072 |
| Vehicle Repair & Maintenance | \$878 |
| Client Transportation | \$3,189 |

Program Expenses

| | |
|---------------------------------|-----------|
| Staff Salaries | \$25,736 |
| Payroll Taxes - FICA | \$1,767 |
| Payroll Taxes - Unemp | \$25 |
| Payroll Taxes - WC | \$158 |
| Payroll Deductions - Health Ins | \$2,322 |
| Program Supply | \$330 |
| Office Supply | \$181 |
| Telephone | \$549 |
| Postage | \$15 |
| Advertising & PR | \$412 |
| Staff Development | \$36 |
| Per Diem Reimbursements | \$123 |
| Mileage Reimbursement | \$6 |
| Travel Allowance/Lodging | \$184 |
| License & Fees | \$912 |
| Office Equipment Lease | \$84 |
| Management & General Service | \$1,799 |
| General Insurance | \$412 |
| Audit & Accounting | \$729 |
| Depreciation | \$74 |
| Utilities | \$280 |
| Building Maintenance | \$89 |
| Family Reimbursement-FSSP | \$1,519 |
| Therapy EI | \$3,838 |
| Vision Care | \$328 |
| Behavioral/Mental Health | \$20,228 |
| SLS EXPENSE. MEDICAID | \$46,535 |
| SLS EXPENSE. STATE | \$10,922 |
| Comprehensive | \$248,541 |

| | |
|-------------------------------|------------------|
| Assistive Tech/Home Mod | \$330 |
| Dental Care | \$185 |
| Vision Care | \$1,505 |
| Behavioral / Mental Health | \$18,228 |
| Pharmacy | \$165 |
| Tenant Rent Contributions | \$6,400 |
| Personal Needs | \$3,812 |
| * Unposted Misc Expenses | \$11,177 |
| Total Program Expenses | \$382,840 |

Total Program Expenses \$368,136

General & Admin Expenses

General & Admin Expenses

| | |
|----------------------------------|---------|
| Staff Salaries | \$8,483 |
| Payroll Taxes - FICA | \$556 |
| Payroll Taxes - Unemp | \$114 |
| Unallocated W/C Expense | \$94 |
| Health Ins - Company Portion | \$493 |
| Other Benefits - Company Portion | \$9 |
| Office Supplies | \$600 |
| Custodial Supplies | \$421 |
| Telephone | \$867 |
| Dues & Publications | \$108 |
| Maintenance - Computers | \$1,276 |
| Advertising & PR | \$112 |
| Staff Development | \$45 |
| Mileage Reimbursement | \$330 |
| Travel Allowance | \$250 |
| License & Fees | \$48 |
| Legal-Admin | \$300 |
| Office Equipment Lease | \$729 |
| Miscellaneous | \$37 |
| General Insurance | \$691 |
| Audit & Accounting | \$729 |
| Depreciation | \$1,156 |
| Utilities | \$3,176 |
| Cable TV & Internet Service | \$150 |
| Building Maintenance | \$757 |
| Gas & Oil - Auto | \$71 |

| | |
|----------------------------|-------|
| Program Supply | \$42 |
| Telephone | \$100 |
| Payroll Processing Expense | \$252 |
| General Insurance | \$335 |

Total General & Admin Expenses \$21,601

Total General & Admin Expenses \$729

Total Expenses \$404,441

Total Expenses \$368,865

Income (Loss) from Operations \$39,307

Income (Loss) from Operations \$1,506

Other Income (Expense)

Other Income (Expense)

Mutual Funds \$40,422

Mutual Funds - Unrealized Gain or Loss \$(4,622)

Total Other Income (Expense) \$40,422

Total Other Income (Expense) \$(4,622)

Net Income (Loss) \$79,729

Net Income (Loss) \$(3,116)

| | |
|-------------------------------|------------------|
| Dental Care | \$185 |
| Vision Care | \$1,505 |
| Behavioral / Mental Health | \$18,228 |
| Pharmacy | \$165 |
| Tenant Rent Contributions | \$6,400 |
| Personal Needs | \$3,812 |
| * Unposted Misc Expenses | \$11,177 |
| Total Program Expenses | \$382,840 |

Total Program Expenses \$368,136

General & Admin Expenses

| | |
|----------------------------------|---------|
| Staff Salaries | \$8,483 |
| Payroll Taxes - FICA | \$556 |
| Payroll Taxes - Unemp | \$114 |
| Unallocated W/C Expense | \$94 |
| Health Ins - Company Portion | \$493 |
| Other Benefits - Company Portion | \$9 |
| Office Supplies | \$600 |
| Custodial Supplies | \$421 |
| Telephone | \$867 |
| Dues & Publications | \$108 |
| Maintenance - Computers | \$1,276 |
| Advertising & PR | \$112 |
| Staff Development | \$45 |
| Mileage Reimbursement | \$330 |
| Travel Allowance | \$250 |
| License & Fees | \$48 |
| Legal-Admin | \$300 |
| Office Equipment Lease | \$729 |
| Miscellaneous | \$37 |
| General Insurance | \$691 |
| Audit & Accounting | \$729 |
| Depreciation | \$1,156 |
| Utilities | \$3,176 |
| Cable TV & Internet Service | \$150 |
| Building Maintenance | \$757 |
| Gas & Oil - Auto | \$71 |

General & Admin Expenses

| | |
|----------------------------|-------|
| Program Supply | \$42 |
| Telephone | \$100 |
| Payroll Processing Expense | \$252 |
| General Insurance | \$335 |

Total General & Admin Expenses \$21,601

Total General & Admin Expenses \$729

Total Expenses \$404,441

Total Expenses \$368,865

Income (Loss) from Operations \$39,307

Income (Loss) from Operation \$1,506

Other Income (Expense)

Other Income (Expense)

Mutual Funds \$40,422

Mutual Funds - Unrealized Gain or Loss \$(4,622)

Total Other Income (Expense) \$40,422

Total Other Income (Expense) \$(4,622)

Net Income (Loss) \$79,729

Net Income (Loss) \$(3,116)