

**SOUTHERN COLORADO DEVELOPMENTAL
DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION
CENTER, INC.
BOARD OF DIRECTORS MEETING
Meeting location: 330 W 9th, Walsenburg, CO 81089
Mar 27, 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
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 30, 2019
TIME: 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive

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

ABSENT/EXCUSED: Board Member: Shier
NOT EXCUSED:

TOPIC**DISCUSSION****CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board Vice President Spencer, the meeting was held in Trinidad at 1205 Congress Drive, conference room.

**ADDITIONS AND DELETIONS
TO THE AGENDA**

None

Public Comment

None

**MINUTES TO THE PREVIOUS
MEETING**

The minutes to the December 19, 2018 meeting was reviewed. Following discussion it was M/S/P by Nielsen and De Bono to accept the minutes. .

TREASURER'S REPORT

Teri Hansford, Business Manager reviewed Finance Statements for LACRC and SCDDS for the month of November 2018. Following discussion it was M/S/P by De Bono and Nielsen. Teri reported that the Logan Thomas Auditing firm said they would the FY 17-18 audit in March.

CORRESPONDENCE**COMMITTEE REPORT**

None

OLD BUSINESS**1. Board Member
Replacement**

No action taken.

NEW BUSINESS**1. Signature Cards for
Bank accounts**

Duane reported that the signature cards for the bank checking, CD's and mutual funds have been completed.

**2. Bids to replace
Exterior Stairs at
Casa 1 & 2**

Duane indicated that the exterior stairs at the Adams and Madison group homes need to be replaced. Duane said we received 2 bids and that Dave Armijo was the low bidder with a quote of \$5,600 per house or \$11,200 for the stairs. Following discussion it was M/S/P by Quintero and De Bono.

**3. Update on the New
THERAP Billing
system**

Finance Director Teri Hansford gave a update on the THERAP and the agencies new billing system for state funded services. Teri indicated once everything is in place this billing system will be more functional than the previous Medisoft system which is having issues and we have some archived data that has been lost.

Program Reports**1. Directors**

Duane reviewed upcoming bills in the legislature that will affect IDD services to include Medicaid rate increases. Duane reviewed updates to CFCM and the upcoming Long Range Plan and CCB application process. Public meeting will be held on March 18 and 19th. IDD day at the Capital is coming up in February, let Duane know if you would like to attend.

Adjournment

Adjournment by Spencer 5:30 PM

 By Alfredo Pando, Secretary

Date: 3/25/19

LACRC

SCDDS

Income Statement SubType

(Single Period)

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

<u>Revenues</u>		<u>Revenues</u>	
Food Stamps	\$2,815	Comp Day Hab	\$59,065
Administrative Management	\$1,030	Comprehensive Fee for Svc - Residential	\$175,671
Rental Property Income	\$615	SLS MW Day	\$23,168
Misc Income	\$35	SLS Revenue - Medicaid	\$16,566
SLS Revenue - Medicaid	\$39,733	CES Direct Service-Medicaid	\$2,754
SLS Revenue - State Fund	\$12,721	SLS Revenue - State Fund	\$12,721
EBD Direct Service-Personal Care	\$64,656	Early Intervention Program Revenue	\$8,084
Comprehensive - Medicaid	\$234,736	Family Support Program Revenue	\$2,533
Non-Emergency Medical Transp	\$3,832	Behavioral/Mental Health	\$18,517
Comprehensive R & B	\$26,047	Transportation	\$11,831
Behavioral/Mental Health	\$18,517	Dental & Vision Care	\$250
Transportation	\$11,831	Case Management	\$27,915
Dental/Vision Care	\$250		
Client production revenue	\$459		
Net Revenues	\$417,278	Net Revenues	\$359,074
<u>Program Expenses</u>		<u>Program Expenses</u>	
Medical Supply - Res - TRI	\$56	Staff Salaries	\$22,862
Medical Supply - Res - WAL	\$56	Payroll Taxes - FICA	\$1,559
Medical Supply - MW SLS - TRI	\$57	Payroll Taxes - Unemp	\$126
Medical Supply - ST SLS - WAL	\$94	Payroll Taxes - WC	\$158
EBD Program Expenses	\$1,815	Payroll Deductions - Health Ins	\$2,322
SPCC Program Expenses	\$70	Payroll Deductions - 401(k)	\$211
Staff Salaries	\$190,605	Program Supply	\$565
EBD Salaries & Benefits	\$50,592	Office Supply	\$119
Client Wages	\$963	Custodial Supplies	\$44
Payroll Taxes - FICA	\$14,118	Telephone	\$427
Payroll Taxes - Unemp	\$1,237	Postage	\$145
Payroll Taxes - WC	\$12,360	Advertising & PR	\$667
Health Ins - Company Portion	\$9,202	Staff Development	\$26
Retirement Benefit - Company Portio	\$1,610	Mileage Reimbursement	\$337
Other Benefits - Company Portion	\$9	License & Fees	\$12
Residential Provider	\$14,480	Office Equipment Lease	\$69
Program Supply	\$1,986	Management & General Service	\$1,799
Office Supply	\$466	General Insurance	\$412
Custodial Supplies	\$1,725	Audit & Accounting	\$729
Telephone	\$1,868	Depreciation	\$74
Postage	\$339	Utilities	\$462
Dues & Publications	\$27	Building Maintenance	\$231
Maintenance - Computers	\$735	Family Reimbursement-FSSP	\$1,468
Advertising & PR	\$64	Therapy EI	\$4,993
Staff Development	\$661	CES Homemaker Enhanced Svcs	\$622
Per Diem Reimbursements	\$14	Vision Care	\$250
Mileage Reimbursement	\$428	Behavioral/Mental Health	\$18,517

Food	\$8,127
Recreation	\$331
License & Fees	\$313
Payroll Processing Expense	\$2,573
Office Equipment Lease	\$590
General Insurance	\$4,735
Unemployment Services Expense	\$191
Depreciation	\$8,474
Utilities	\$4,772
Rent	\$385
Cable TV & Internet Service	\$560
Building Maintenance	\$494
Gas & Oil - Auto	\$2,117
Vehicle Repair & Maintenance	\$2,336
Client Transportation	\$3,299
Assistive Tech/Home Mod	\$390
Vision Care	\$1,178
Behavioral / Mental Health	\$16,665
Pharmacy	\$1,079
Tenant Rent Contributions	\$6,400
Personal Needs	\$3,807

SLS EXPENSE: MEDICAID	\$44,132
SLS EXPENSE: STATE	\$10,922
Comprehensive	\$242,168

Total Program Expenses

\$374,452

Total Program Expenses

\$356,430

General & Administrative Expenses

Staff Salaries	\$9,528
Payroll Taxes - FICA	\$666
Payroll Taxes - Unemp	\$1,955
Unallocated W/C Expense	\$94
Health Ins - Company Portion	\$205
Retirement Bene - Company Portion	\$237
Other Benefits - Company Portion	\$9
Office Supplies	\$662
Custodial Supplies	\$44
Telephone	\$222
Postage	\$88
Maintenance - Equipment	\$372
Maintenance - Computers	\$3
Advertising & PR	\$937
Staff Development	\$380
Mileage Reimbursement	\$299
Travel Allowance	\$250
Food	\$10
License & Fees	\$62
Legal-Admin	\$300
Office Equipment Lease	\$117
General Insurance	\$691
Audit & Accounting	\$729
Depreciation	\$1,156
Utilities	\$630
Cable TV & Internet Service	\$15
Building Maintenance	\$46
Gas & Oil - Auto	\$103

General & Administrative Expenses

Telephone	\$100
Payroll Processing Expense	\$144
General Insurance	\$335

Total General & Admin Expenses

\$19,811

Total General & Admin Expenses

\$580

Total Expenses	<u>\$394,263</u>	Total Expenses	<u>\$357,009</u>
Income (Loss) from Operations	\$23,015	Income (Loss) from Operati	\$2,065
<u>Other Income (Expense)</u>		<u>Other Income (Expense)</u>	
Mutual Funds	\$13,112	Mutual Funds - Unrealized Gain or Loss	\$6,081
Total Other Income (Expense)	<u>\$13,112</u>	Total Other Income (Expense)	<u>\$6,081</u>
Net Income (Loss)	<u>\$36,127</u>	Net Income (Loss)	<u>\$8,145</u>

COMBINED NET INCOME (LOSS) **\$44,272**
1/1/2019 TO 1/31/2019