

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

Meeting location 1205 Congress Drive
May 23, 2023, 2023
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 April 2023 Financials for LACRC/SCDDS
 - b. Audit status for years 2018 – 2022
 - c. Transfer Cash to CD's
 - d.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 - 1.
 - 2.
- IX. NEW BUSINESS
 1. CCB Application and LRP update
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
- X. OTHER
 - 1.
- XI. DIRECTORS REPORT
 1. Update on the CMRD and transition to a new SEP
 2. Funding for next FY
 - 3 Group homes and Host Homes
 - 5.
 - 6..

ADJOURNMENT

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

DATE: April 25, 2023

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

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

Absent:

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>	The minutes to the March 28, 2023 board meeting was reviewed. Following discussion it was M/S/P by Pando and Quintero to accept the March 28, 2023 minutes for LACRC and SCDDS as presented.
<u>TREASURER'S REPORT</u>	<p>Teri Hansford presented the March 2023 financial statements for both LACRC and SCDDS. Teri indicated that revenues and expenses are in line with normal postings for both LACRC and SCDDS. Following discussion it was M/S/P by Pando and Quintero to accept the March 2023 finance statements as presented.</p> <p>Teri gave an update on the audit, she indicated the information for the audit has been submitted to the auditor. Teri will continue to update the Board on the audit status at the upcoming meetings.</p>
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Member Replacement	None
<u>NEW BUSINESS</u>	
1. SAM'S # for EI	Duane informed the board that SCDDS is having difficulty in renewing the Federal SAMS number that is required for all business doing business with the State of Colorado. The SAMS number is needed for our contract with the Office of Early Childhood. He said there are some inconsistencies with our legal name and address when we filed the renewal and the application was rejected. Duane is hopeful that we can get everything in place so that there will not be a disruption in EI services. Duane will keep the board up to date on this issue.
2. CCB Application and LRP Update	Duane reported that the Annual CCB Application has been filed with the State and that SCDDS should know within 30 days the status of our application. Duane indicated information from the public meeting was used in developing the long rang goals and objectives. Most of the input was around the transitioning of case management and how this will impact LACRC and SCDDS. The other issue is the workforce and staff recruitment and retention.

3. **Bank of the West Investment Account** Duane indicated that the Bank of the West has some additional forms that need signatures. Once these are completed he believes all accounts are current and up to date.

4. **Retention Payments** Duane informed the Board that the State has made the staff retention payments to case management staff. These payments were in the amount of \$500 per case management staff. The State is now working on retention payments to EI staff and these will be paid directly to EI staff by the state. Duane will let the board know when the payments have been made and the amounts. Duane did say the amount will be higher than what was given to case management.

Directors Report Duane gave a brief update on the CMA transition process. He stated that there are no new developments. Transition is still scheduled by June 2024.
The State FY 23-24 budget is going through the hearing and review process. Duane said that the recommendation is for a 3% common policy increase for all Medicaid funded services with some getting additional increases such as GRSS and transportation services.
Duane said the White House GH went to a Host Home the first of April.

Adjournment Adjournment by Blasi at 4:45 pm

Income Statement SubType
For the period of 4/1/2023 through 4/30/2023

Revenues

Food Stamp Revenue	\$1,410.00
Grants	\$3,200
Administrative Management	\$2,980
Rental Property Income	\$2,500
Misc Income	\$3,685
IHAB TRI	\$26,599
Comm Connect TRI	\$2,723
Transportation - Non Med Day TRI	\$6,708
IHAB WAL	\$13,901
Comm Connect WAL	\$1,045
Supported Employment - IHAB Day WAL	\$682
Transportation - Non Med Day WAL	\$2,121
Supported Employment TRI	\$14,547
Transportation - Supported Emp TRI	\$1,188
SLS MW Direct Srv/PC/Homemaker TRI	\$8,837
SLS MW Direct Srv/PC/Homemaker WAL	\$4,470
CES - Direct Service - Medicaid	\$16,202
SLS-Direct Service-State TRI	\$1,925
SLS-Direct Service-State WAL	\$169
SLS Revenue - Medicaid	\$214
SLS Revenue - State Fund	\$53
EBD Direct Service-Personal Care	\$162,207
Comprehensive - Medicaid	\$173,365
Non-Emergency Medical Transp	\$2,853
Comprehensive R & B	\$23,256
Dental/Vision Care	\$875
Client production revenue	\$750

Net Revenues**\$478,466**Program Expenses

Staff Salaries	\$284,683
Client Wages	\$498
Payroll Taxes - FICA	\$21,458
Payroll Taxes - CO EE PFML	\$1,394
Payroll Taxes - Unemp	\$4,121
Payroll Taxes - WC	\$7,950
Health Ins - Company Portion	\$6,720
Retirement Benefit - Company Portio	\$1,035
Residential Provider	\$17,742
Program Supply	\$568
Office Supply	\$26
Custodial Supplies	\$2,187
Telephone	\$1,257
Postage	\$4
Dues & Publications	\$33
Maintenance - Equipment	\$54
Maintenance - Computers	\$2,047
Staff Development	\$90
Mileage Reimbursement	\$200
Food	\$5,863
Recreation	\$1,096
License & Fees	\$324
Payroll Processing Expense	\$3,623
General Insurance	\$8,263
Unemployment Services Expense	\$197

Revenues

Early Intervention Grant Revenue	\$6,000
SLS MW Direct Service Revenue	\$13,521
SLS MW IHAB Revenue	\$16,761
CES Direct Service-Medicaid	\$16,202
SLS Revenue - State Fund	\$6,374
Early Intervention Program Revenue	\$15,298
Family Support Program Revenue	\$14,286
Comprehensive - Day Hab	\$40,088
Comprehensive - Residential	\$173,449
Transportation	\$8,270
Dental & Vision Care	\$875
Case Management	\$28,332

Net Revenues**\$339,456**Program Expenses

CO EE PFML Payable	\$65
CES EXPENSE	\$16,202
CO EE PFML Payable	\$34
CO EE PFML Payable	\$2
Staff Salaries	\$23,831
Payroll Taxes - FICA	\$1,410
Payroll Taxes - Unemp	\$122
Payroll Taxes - WC	\$55
Payroll Deductions - Health Ins	\$1,753
Payroll Deductions - 401(k)	\$827
Program Supply	\$3,292
Office Supply	\$48
Telephone	\$832
Postage	\$17
Dues & Publications	\$1,376
Advertising & PR	\$1,450
Staff Development	\$98
Mileage Reimbursement	\$151
License & Fees	\$8
Management Service	\$280
General Insurance	\$295
Depreciation	\$26
Utilities	\$328
In-Kind Rent	\$600
Building Maintenance	\$39

Depreciation	\$6,061	Family Reimbursement-FSSP	\$8,677
Utilities	\$560	Therapy	\$5,761
Cable TV & Internet Service	\$74	SLS EXPENSE: MEDICAID	\$31,650
Building Maintenance	\$15	SLS EXPENSE: STATE	\$6,374
Gas & Oil - Auto	\$1,831	Comprehensive	\$221,230
Vehicle Repair & Maintenance	\$393		
Client Transportation	\$576		
Medical Supply	\$251		
Assistive Tech/Home Mod	\$6,568		
Vision Care	\$525		
Pharmacy	\$764		
Tenant Rent Contributions	\$6,507		
Personal Needs	\$4,366		

Total Program Expenses	\$399,926	Total Program Expenses	\$326,831
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$31,165	Payroll Processing Expense	\$392
Payroll Taxes - FICA	\$2,247	Audit & Accounting	\$737
Payroll Taxes - Unemp	\$291		
Unallocated W/C Expense	\$200		
Health Ins - Company Portion	\$2,560		
Retirement Bene - Company Portion	\$883		
Program Supply	\$11		
Office Supplies	\$109		
Custodial Supplies	\$698		
Telephone	\$1,102		
Postage	\$500		
Maintenance - Computers	\$308		
Advertising & PR	\$113		
Staff Development	\$200		
Mileage Reimbursement	\$144		
Travel Allowance	\$250		
License & Fees	\$1,269		
Legal-Admin	\$300		
Office Equipment Lease	\$573		
General Insurance	\$2,418		
Audit & Accounting	\$1,000		
Depreciation	\$827		
Utilities	\$4,022		
Cable TV & Internet Service	\$170		
Building Maintenance	\$243		
Gas & Oil - Auto	\$59		
Total General & Administrative	\$51,661	Total General & Administrative	\$1,129
Total Expenses	\$451,587	Total Expenses	\$327,961
	\$26,879		\$11,495
Net Income (Loss)		Net Income (Loss)	
	COMBINED INCOME (LOSS)	\$38,375	

Preliminary ~ Unaudited