

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

Meeting location 1205 Congress Drive  
October 25, 2022  
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 September 2022 Financials LACRC/SCDDS
  - b. Audit status for years 2018 - 2022
  - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS --
- VIII. OLD BUSINESS
  1. New Board members
  - 2.
- IX. NEW BUSINESS
  1. Update on Roof Repairs from the July Hail Storm
  2. Bank Balances, move part of balance to savings account
  3. Add Language to August minutes on exact accounts for new Signature cards
  4. Transition AP to more ETF and ACH transfers
  5. Change November/December Board meeting -- December 13<sup>th</sup>
  6. Review of Designs by Architectural Students
- X. OTHER
  - 1.
- XI. DIRECTORS REPORT
  1. Update on the CMRD and transition to a new .SEP
  2. Loss of clients

ADJOURNMENT

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

**DATE:** September 27,2022

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

**PERSONS PRESENT:** Board Members: Board President Spencer, Blackburn (zoom), Quintero, Blasi along with Business Manager, Teri Hansford, Marsi Mason 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 Don 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 August 30, 2022 board meeting was reviewed. Following discussion it was M/S/P by Blasi and Blackburn to accept the August 30<sup>th</sup> minutes for LACRC and SCDDS as presented.

**TREASURER'S REPORT**

Teri Hansford presented the August 2022 financial statements for both LACRC and SCDDS. Teri indicated that revenues and expenses are in line with normal expenses for both LACRC and SCDDS. Following discussion it was M/S/P by Quintero and Blasi to accept the August finance statements as presented.

Teri gave an update on the audit. Teri indicated that the 2017 audit has been completed. Teri is hoping that once this audit is complete the remaining audits will go quickly. Teri will continue to update the Board on the audit status at the upcoming meetings.

**CORRESPONDENCE**

None

**COMMITTEE REPORT**

None

**OLD BUSINESS**

1. Board Member Replacement

None

**NEW BUSINESS**

1. Select Contractor for Roof damages

Duane has met with Board President Spencer and interviewed contractors for the roof repairs at 1205 Congress, 503 White and 1402 Atchison Street properties. Bill Winter with Blue Diamond Builders has been selected to repair the roofs. Blue Diamond bids came in in accordance with the amount being paid by the insurance company or right under the amount not to include the one time deductible of \$25,000.

2. Retro Active W/C coverage increase for last FY

Duane informed the Board that LACRC received a retro-active invoice on last year's Workman's Comp coverage/premium in the amount of \$17,000. The error resulted in under estimating LACRC's annual payroll for last fiscal year. The amount needs to be paid and will be booked to last year's expenses.

- 3. Update on the CMRD and transition to local or other SEP**

Marsi gave an update on the Case Management Services and the probable transition of these services to the local Single Entry Point (SEP) for non DD waivers. The local SEP is the Las Animas Department of Social Services. Marsi and Duane have met with local SEP and they will apply for the overall SEP designation for Las Animas and Huerfano Counties. The RFP from the state will be released in December. Applicants will have 90 days to respond. The state will then select the successful bidder. The local SEP if awarded the contract is interested in hiring our CM staff based on their hiring processes. Duane indicated that the FSSP program will also transition to the new SEP at this time. The transition process will likely occur between October 2023 and June 2024.
  - 4. Hire Architectural Students**

Duane requested authorization to hire 2 Architectural Students that are doing a student internship with Spencer Architect Services to draw some conceptual drawing and floor plans of the Alta Vista Property to help LACRC/SCDDS with the long term plan of moving LACRC services to the SCDDS building once CM services are transferred to another agency. The students will be paid by the hour for their time. The goal is to have a functional floor plan of the space needed so that a contractor can give LACRC a cost estimate of the construction. Following discussion it was M/S/P Blasi and Quintero to hire the students at \$13.00/hr to draw some potential floor plans for the consolidation of LACRC and SCDDS services to a single building. Board president Don Spencer abstained from the vote.
- Directors Report**
- Duane gave an update on client services and went over enrollment numbers and attendance for LACRC's adult programs. Duane indicated that enrollment is down in all adult services. Duane said the other services such as Early Childhood remain about the same as what we historically serve. Some of the decline in adult services is due to the pandemic, individuals moving out of our service area and with individuals passing on. Overall LACRC has lost 8 individuals in residential program and 5 in SLS services this past year. Duane said that when looking at the ages of the individuals that we currently serve we will likely have more attrition. Duane said that new enrollments are not keeping pace with attrition. This trend will likely have a far reaching impact on how we provide services in the future. Duane said that LACRC/SCDDS has been fortunate over the past few years with the level of attrition. Duane said as we go forward the agency will need to adjust accordingly.
- Adjournment**
- Moved by Blasi to Adjourn, Adjournment at 5:20 pm

**LACRC**

(Single Period)

For the period of 9/1/2022 through 9/30/2022

**SCDDS**

(Single Period)

For the period of 9/1/2022 through 9/30/2022

**Revenues**

Food Stamps	\$3,698
Administrative Management	\$1,951
Rental Property Income	\$2,025
Misc Income	\$718
IHAB TRI	\$26,647
Comm Connect TRI	\$3,564
Transportation - Non Med Day TRI	\$5,986
IHAB WAL	\$18,083
Comm Connect WAL	\$270
Transportation - Non Med Day WAL	\$2,015
Supported Employment TRI	\$13,539
Transportation - Supported Emp TRI	\$265
Supported Employment WAL	\$403
Transportation - Supported Emp WAL	\$116
SLS MW Direct Srv/PC/Homemaker TRI	\$7,340
SLS MW Direct Srv/PC/Homemaker WAL	\$5,474
CES - Direct Service - Medicaid	\$4,863
SLS-Direct Service-State TRI	\$1,536
SLS-Direct Service-State WAL	\$179
SLS Revenue - Medicaid	\$9,403
SLS Revenue - State Fund	\$57
EBD Direct Service-Personal Care	\$175,665
Comprehensive - Medicaid	\$190,902
Non-Emergency Medical Transp	\$3,288
Comprehensive R & B	\$23,399
Dental/Vision Care	\$247
Client production revenue	\$2,535

**Net Revenues****\$504,168****Program Expenses**

CES Program Expenses	\$9
Staff Salaries	\$314,041
Client Wages	\$336
Payroll Taxes - FICA	\$23,595
Payroll Taxes - Unemp	\$2,111
Payroll Taxes - WC	\$7,249
Health Ins - Company Portion	\$6,924
Retirement Benefit - Company Portio	\$1,308
Residential Provider	\$14,046
Program Supply	\$1,873
Office Supply	\$222
Custodial Supplies	\$738
First Aide & Safety Supplies	\$14
Telephone	\$1,284
Postage	\$4
Dues & Publications	\$32
Maintenance - Equipment	\$153
Maintenance - Computers	\$2,021
Per Diem Reimbursements	\$26
Mileage Reimbursement	\$64
Travel Allowance	\$368
Food	\$6,322
Recreation	\$679
License & Fees	\$379
Payroll Processing Expense	\$3,550

**Revenues**

SLS MW Direct Service Revenue	\$22,218
SLS MW IHAB Revenue	\$14,224
CES Direct Service-Medicaid	\$4,863
SLS Revenue - State Fund	\$6,639
Early Intervention Program Revenue	\$13,074
Family Support Program Revenue	\$6,385
Comprehensive - Day Hab	\$39,913
Comprehensive - Residential	\$190,902
Transportation	\$8,116
Dental & Vision Care	\$247
Case Management	\$28,330

**Net Revenues****\$334,910****Program Expenses**

CES EXPENSE	\$4,863
Staff Salaries	\$25,058
Payroll Taxes - FICA	\$1,733
Payroll Taxes - WC	\$55
Payroll Deductions - Health Ins	\$1,586
Payroll Deductions - 401(k)	\$510
Program Supply	\$1,336
Telephone	\$827
Postage	\$61
Maintenance - Computers	\$456
Advertising & PR	\$363
License & Fees	\$8
Office Equipment Lease	\$51
Management Service	\$280
General Insurance	\$295
Depreciation	\$26
Utilities	\$200
In-Kind Rent	\$600
Building Maintenance	\$160
Family Reimbursement-FSSP	\$3,284
Therapy	\$4,569
SLS EXPENSE: MEDICAID	\$38,028
SLS EXPENSE: STATE	\$6,639
Comprehensive	\$237,591

Office Equipment Lease	\$76
General Insurance	\$8,263
Unemployment Services Expense	\$393
Depreciation	\$6,061
Utilities	\$567
Cable TV & Internet Service	\$98
Building Maintenance	\$15
Gas & Oil - Auto	\$2,703
Vehicle Repair & Maintenance	\$2,111
Client Transportation	\$878
Medical Supply	\$417
Assistive Tech/Home Mod	\$9,550
Vision Care	\$247
Pharmacy	\$585
Tenant Rent Contributions	\$6,695
Personal Needs	\$3,959

**Total Program Expenses** \$429,966

**Total Program Expenses** \$328,577

**General & Administrative Expenses**

**General & Administrative Expenses**

Staff Salaries	\$31,717
Payroll Taxes - FICA	\$2,274
Payroll Taxes - Unemp	\$19
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$1,963
Retirement Bene - Company Portion	\$898
Office Supplies	\$248
Telephone	\$1,083
Postage	\$60
Dues & Publications	\$166
Maintenance - Computers	\$656
Advertising & PR	\$113
Mileage Reimbursement	\$146
Travel Allowance	\$1,085
License & Fees	\$46
Legal-Admin	\$300
Office Equipment Lease	\$811
Miscellaneous	\$61
General Insurance	\$2,418
Audit & Accounting	\$1,000
Depreciation	\$827
Utilities	\$3,391
Cable TV & Internet Service	\$170
Building Maintenance	\$918
Gas & Oil - Auto	\$149
Vehicle Repair & Maintenance	\$9,123

Payroll Processing Expense	\$396
Audit & Accounting	\$737

**Total General & Administrative Expenses** \$59,841

**Total General & Administrative** \$1,133

**Total Expenses** \$489,807

**Total Expenses** \$329,710

\$14,361

\$5,200

**COMBINED \$19,561**