

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

Meeting location 1205 Congress Drive
September 26, 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 July 2023 Financials for LACRC/SCDDS
 - b. Audit status for years 2018 – 2022
 - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 - 1.
 - 2.
- IX. NEW BUSINESS
 1. Staff bonus
 2. ERC
 - 3.
 - 4.
 - 5.
 - 6
 - 7
 - 8.
- X. OTHER
 - 1.
- XI. DIRECTORS REPORT
 - 1.Update on the CMRD process and the transition to LACDSS
 - 2.

ADJOURNMENT

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

DATE: August 29, 2023
TIME: 4:00 PM, The meeting was held in Trinidad

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

Absent: Pando and Blackburn

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 July 25, 2023 board meeting were reviewed. Following discussion it was M/S/P by Blasi and Quintero to accept the July 23, 2023 minutes for LACRC and SCDDS as presented.
<u>TREASURER'S REPORT</u>	Teri Hansford presented the July 2023 finance 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 Blasi and Quintero to accept the July 2023 and finance statements as presented. 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.
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Member Replacement	None
<u>NEW BUSINESS</u>	
1. Bonus Status	Staff Bonuses were put on hold until the September meeting.
2. Employee Retention Tax Credit Application	Duane ask the Board about filing and an application for "Employee Retention Tax Credit" program under the IRS rules. The Tax Credit is associated with business earnings from 2021 and 2022 years. Duane indicated the completed documents have not been filed as of this date.
3. Grant to Digitize Records	Duane requested authorization to submit a grant to the State for fund to digitize client records. Preliminary estimates are around \$100,000. Funds are available to assist programs with this and require no matching

4. Directors Report

Duane gave a brief update on the CMRD process and time line. Duane indicated that the state has placed SCDDS in the 2nd transition phase and we will begin the process in November and hopefully have everything completed by March 1, 2024 but no later than June 30, 2024. Services that will no longer be provided by SCDDS includes Case Management for Medicaid and State general funded programs, Human Rights Committee and Family Support Services. It hoped that SCDDS's existing staff will transition their employment to the LACDSS. After the transition SCDDS will remain as the CCB and EI provider. Duane said that EI services will be bid out in July of 2024.

5. Other

Adjournment

Blasi Moved to Adjourn at 4:45 PM.

Approved _____

Approved _____

For the period of 8/1/2023 through 8/31/2023

Revenues

Food Stamps	\$1,350
Administrative Management	\$2,726
Rental Property Income	\$2,880
Misc Income	\$1,372
IHAB TRI	\$32,362
Comm Connect TRI	\$5,005
Transportation - Non Med Day TRI	\$10,992
IHAB WAL	\$17,707
Comm Connect WAL	\$460
Supported Employment - IHAB Day	\$65
Transportation - Non Med Day WAL	\$3,389
Supported Employment TRI	\$21,840
Transportation - Supported Emp TRI	\$267
SLS MW Direct Srv/PC/Homemaker	\$15,239
SLS MW Direct Srv/PC/Homemaker	\$4,658
CES - Direct Service - Medicaid	\$7,386
SLS-Direct Service-State TRI	\$2,460
SLS-Direct Service-State WAL	\$596
SLS Revenue - Medicaid	\$154
SLS Revenue - State Fund	\$508
EBD Direct Service-Personal Care	\$190,409
Comprehensive - Medicaid	\$217,295
Non-Emergency Medical Transp	\$3,685
Comprehensive R & B	\$23,838
Dental/Vision Care	\$480
Client production revenue	\$1,566

Net Revenues**\$568,689**Program Expenses

Staff Salaries	\$329,001
Client Wages	\$553
Payroll Taxes - FICA	\$24,965
Payroll Taxes - CO EE PFML	\$1,646
Payroll Taxes - Unemp	\$3,297
Payroll Taxes - WC	\$5,647
Health Ins - Company Portion	\$3,360
Retirement Benefit - Company Portio	\$1,174
Residential Provider	\$21,820
Program Supply	\$1,180
Office Supply	\$59
Custodial Supplies	\$1,067
Telephone	\$1,061
Postage	\$2
Dues & Publications	\$33
Maintenance - Equipment	\$31
Maintenance - Computers	\$20
Staff Development	\$1,425
Mileage Reimbursement	\$334
Food	\$7,093
Recreation	\$595
License & Fees	\$288
Payroll Processing Expense	\$3,500
Office Equipment Lease	\$55
General Insurance	\$8,421
Unemployment Services Expense	\$197
Utilities	\$409
Building Maintenance	\$402

Revenues

Early Intervention Program Revenue	18,802.34
Family Support Program Revenue	7,442.64
Case Management	28,567.73

Net Revenues**\$54,812.71**Program Expenses

CO EE PFML Payable	\$149.81 *
Staff Salaries	35,959.44 *
Payroll Taxes - FICA	2,546.80 *
Payroll Taxes - WC	53.58 *
Payroll Deductions - Health Ins	1,680.00 *
Payroll Deductions - 401(k)	1,195.11 *
Payroll Processing Expense	\$411.42 *
Audit & Accounting	737.04 *
Program Supply	2,843.45 *
Office Supply	293.36 *
Telephone	822.62 *
Postage	35.20 *
Maintenance - Computers	115.99 *
Advertising & PR	1,412.45 *
Mileage Reimbursement	199.70 *
License & Fees	396.32 *
Office Equipment Lease	36.40 *
General Insurance	726.47 *
Utilities	243.69 *
In-Kind Rent	600.00 *
Building Maintenance	254.80 *
Therapy	6,448.76
Family Reimbursement-FSSP	4,102.39

Gas & Oil - Auto	\$2,650
Vehicle Repair & Maintenance	\$523
Client Transportation	\$678
Medical Supply	\$595
Assistive Tech/Home Mod	\$181
Vision Care	\$940
Behavioral / Mental Health	\$275
Pharmacy	\$715
Tenant Rent Contributions	\$6,507
Personal Needs	\$4,208

Total Program Expenses \$434,902

General & Administrative Expenses

Staff Salaries	\$41,070
Payroll Taxes - FICA	\$3,025
Payroll Taxes - Unemp	\$81
Unallocated W/C Expense	\$627
Health Ins - Company Portion	\$2,140
Retirement Bene - Company Portion	\$1,207
Program Supply	\$13
Office Supplies	\$206
Telephone	\$1,101
Maintenance - Computers	\$204
Advertising & PR	\$67
Mileage Reimbursement	\$422
Travel Allowance	\$250
License & Fees	\$26
Legal-Admin	\$300
Office Equipment Lease	\$623
Utilities	\$4,285
Cable TV & Internet Service	\$170
Building Maintenance	\$256
Gas & Oil - Auto	\$56
Vehicle Repair & Maintenance	\$53

Total Gen & Admin Expenses \$56,182

Total Expenses \$491,084

Net Income (Loss) \$77,605

Total Program Expenses \$61,264.80

Net Income (Loss) \$(6,452.09)

LACRC

Vac Payouts issued in Aug \$ 13,630

SCDDS

Vac Payouts issued in Aug \$ 5,412

COMBINED INCOME (LOSS) \$71,152.49

Preliminary ~ Unaudited