

**SOUTHERN COLORADO DEVELOPMENTAL  
DISABILITIES SERVICES, INC.  
LAS ANIMAS COUNTY REHABILITATION  
CENTER, INC.**

**BOARD OF DIRECTORS MEETING**

**Meeting location: 330 W 9th St, Walsenburg. CO 81089  
August 25, 2016 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 June Financials**
- VI. CORRESPONDENCE**
- VII. COMMITTEE REPORTS**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS  
Board Membership**
- XI. PROGRAM PRESENTATIONS  
Programs Director  
Case Management**

**ADJOURNMENT**

**Southern Colorado Developmental Disability Services and Las Animas County  
Rehabilitation Center**

**MINUTES OF BOARD OF DIRECTORS MEETING**

**DATE:** June 26, 2016  
**TIME:** 4:00 PM, the meeting was held in Trinidad

**PERSONS PRESENT:** Board Member De Bono, Shier, Nielsen, Quintero, Spencer (via phone) and Executive Director Duane Roy along with Staff members Mary Beach, Jeremy Topping and Bernice Whalen.

**ABSENT/EXCUSED:** Board Member Patterson and Brown  
**NOT EXCUSED:**

TOPIC	DISCUSSION
<u><b>CALL TO ORDER</b></u>	The meeting was called to order at 4:00 PM by Board President De Bono, the meeting was held in Trinidad at the Administrative Building.
<u><b>ADDITIONS AND DELETIONS TO THE AGENDA</b></u>	
<u><b>MINUTES TO THE PREVIOUS MEETING</b></u>	The minutes to the May 26, 2016 meetings were reviewed. Following discussion it was M/S/P by Nielson and Shier to accept the minutes.
<u><b>TREASURER'S REPORT</b></u>	Finance Director Mary Beach reviewed the finance statement for March 2016. Following discussion it was M/S/P Shier and Nielson to accept the report.
<u><b>CORRESPONDENCE</b></u>	None
<u><b>COMMITTEE REPORT</b></u>	None
<u><b>OLD BUSINESS</b></u>	
1. <u><b>EBD &amp; Adult Day Program</b></u>	No new updates.
2. <u><b>SPCC</b></u>	No new updates
3. <u><b>Lang Range Plan</b></u>	Duane reviewed and reported that the CCB designation, Long Range Plan and application have been filed with the State. Public forums and local input was obtained from various stakeholders.
<u><b>NEW BUSINESS</b></u>	
1. <b>Election of Officers</b>	<p>Discussion was given to the election of board officers for the coming year. Following discussion it was M/S/P by board member Neilson and Shier to reappoint the existing slate of officers to another 1 year term with the exception of the Board Secretary position and that will be filled by Board Member Don Spencer. Former Secretary Marge Patterson will be resigning from the Board in the next few months.</p> <p>The Slate of Board Officers for FY 2016-17  President - Nick De Bono  Vice President - Al Pando  Treasurer - Dave Shier  Secretary - Don Spencer</p>
2. <b>FY 2016-17 Budget</b>	The budget for FY 2016-17 was presented. The budget reflects a deficit going into the year. The deficit is due to the loss of 2 individuals in Comp services. Duane reported that as the year progresses that the agency will have additional individuals enroll in the comp program. The budget will be modified throughout the year.
3. <b>New Board members</b>	Discussion was given to new board members to replace former Board Member George Newnam and Marge Patterson. Following discussion it was the consensus to reach out to a parent and another member of the community.

4. San Isabel Electric Request for Easement

Duane presented a request from San Isabel Electric for an easement on the east side of our property at 1205 Congress Drive in Trinidad to place overhead power lines. The ariel lines will go over the Eastern 10 feet of our property and will not interfere with our operations. Following discussion it was M/S/P by Shier and Pando to approve this request.

5. Other

None

6. Public Comment

None

Program Reports

1. Directors

Duane gave a brief update on the agencies FY 16-17 budget, The State budget is flat so there will be no rate increases for FY 16-17. Duane also reported that the residential program census is down by 2 individuals which will significantly impact the residential budget. Duane also discussed the final report on CFCM along with an overview of SB 38 and transparency. Discussion was given to meeting the intent of SB 38, SCDDS will need to post agenda's, financial statements, board meeting minutes and IRS 990's. SCDDS currently has provisions for public comment and is setting up e-mail and voice mail capabilities for all Board Members. ON the CFCM HCPF will be issuing there final report that will outline timelines for future compliance. It appears there will be a total separation from CM and service provision. The timeline appears to be 3 to 6 years at present. Duane reported on staff changes, Residential Director CR has resigned and JT is taking over all of adult services and will provide some oversight with Walsenburg.

2. Case Management

No report

3. Adult Services - Trinidad

No Report

4. Adult Services - Walsenburg

No Report

Adjournment

Board Member Shier moved to adjourn the meeting at 4:45 pm.

Minutes Approved By

*Don Spencer*  
Don Spencer, Secretary

Date

9/30/16

# SCDDS

June-16

---

<u>Revenues</u>	<u>Total</u>
Comprehensive - Medicaid	214,068
Behavioral/Mental Health	14,390
SLS Revenue - Medicaid	44,906
SLS Rev-St Fund	9,492
EBD Direct Service-Pers Care	38,276
EBD Adult Day	6,179
Comprehensive R & B	27,292
Case Management	1,856
TCM	13,934
Quality Assurance/Utilization Review	2,967
CES Direct Service-Medicaid	2,369
Early Intervention Program Rev	1,215
Family Support Program Rev	6,834
Spanish Peaks Day Care Rev	10,539
Spanish Peaks Day Care Grant R	16,830
Client production revenue	1,537
Non-Emergency Med Transp	4,900
Administrative Mngmnt - HUD	1,210
Rental Property Income	515
Food Stamps	1,334
<b>Net Revenues</b>	<b>420,645</b>

<u>Payroll Expenses</u>	
Staff Salaries	251,312
Payroll Taxes - FICA	18,522
Payroll Taxes - Unemp	3,521
Payroll Taxes - WC	16,055
Health Ins - Company Portion	15,630
Retirement Benefit - Co Portion	3,698
Other Employee Benefits	18
Client Wages	1,123
<b>Total Payroll Expense</b>	<b>309,878</b>

<u>Program Expenses</u>	
Host Home Provider	15,793
Behavioral / Mental Health	11,165
Food	10,018
Utilities	6,409
Personal Needs	5,841
Gas & Oil - Auto	4,142
General Liability Insurance	7,761
Payroll Processing Expense	1,349
Telephone	3,679
Internet & TV	485
Client Transportation	2,292
Custodial Supplies	2,246
License & Fees	2,227
Office Equipment Lease	1,034
Program Supply	5,913
Vehicle Repair & Maintenance	3,846
Maintenance - Equipment	401
Maintenance - Computers	1,077

Maintenance - Building	1,279
Mileage Reimbursement	1,610
Office Supply	1,495
Pharmacy	923
Rent - PCA 16	398
Legal-Admin	300
Audit & Accounting	17,504
Advertising & PR	1,054
Travel Allowance	3,071
Recreation	1,049
Staff Development	555
Medical Supply	355
Assistive Tech/Home Mod	1,260
First Aide & Safety Supplies	13
Therapy	1,405
Dental Care	84
Vision Care	190
Tenant Rent Contributions	10,996
Family Reimbursement-FSSP	11,935
Unemployment Services Exp	175
Misc	-2,181
<b>Total Program Expenses</b>	<b>139,148</b>
<b>Total Expenses</b>	<b>449,026</b>
<b>Net Income (Loss)</b>	<b>-28,382</b>
Depreciation	9,747
<b>Net Inc (Loss) W/Depreciation</b>	<b>-38,129</b>
<b>Other Income</b>	
Interest Earned	1,276
Mutual Funds	-4,564
<b>Total Other Income</b>	<b>-3,288</b>
<b>Net Income (Loss)</b>	<b>-41,417</b>