

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

BOARD OF DIRECTORS MEETING

Meeting location: 1205 Congress Dr, Trinidad, CO 81089

Aug 29, 2018 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**
- 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:** June 27, 2018**TIME:** 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive**PERSONS PRESENT:** Board Members: Shier, De Bono, Pando, Spencer (via phone), Teri Hansford Business Manager, Calvin Logan with LTJ Accounting and Executive Director Duane Roy**ABSENT/EXCUSED:** Board Member: Nielsen and Barro**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 the Administrative Building, conference room.

ADDITIONS AND DELETIONS TO THE AGENDA

None

Public Comment

None

MINUTES TO THE PREVIOUS MEETING

The minutes to the May 31, 2018 meeting was reviewed. Following discussion it was M/S/P by Spencer and De Bono to accept the minutes.

TREASURER'S REPORT

Calvin Logan with Logan Thomas and Johnson Auditing firm reviewed the draft 2017 Financial Audit for LACRC and SCDDS. Teri Hanford, Finance Director reviewed SCDDS/LACRC's finance statements for April 2018. Following discussion it was M/S/P by De Bono and Pando to accept the audit and the April financial statement.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS**1. SPCC Update**

Duane presented a letter from the new group that is planning to take over the SPCC. The new group is experiencing delays and is running behind their target date of July 1, 2018 to take over the program. They are requesting an extension and the new target date is November 1, 2018. They are preparing a MOU for this. LACRC will continue to sponsor them thru this date.

2.**NEW BUSINESS****1. Updated LACRC policies**

Duane presented a list of updated policies that are needed for the Business Continuity Plan (BCP). Following discussion it was recommended that the policies be approved. Refer to attached list.

2. Conflict of Interest Statement

Duane had all Board Members update and sign a statement regarding disclosure of any "Conflict of Interest" that a Board member may have in the course of their role as a Board Member for the agency.

3. Vehicles replacement Van and Murano

Duane requested authorization to purchase a 2017 Dodge Caravan. Duane indicated that LACRC received money from the state for capital outlays to enhance the SLS and Day program. Duane also indicated that he was going to replace the 2007 Murano that has high mileage. Following discussion it was M/S/P by De Bono and Quintero.

4. Roof replacement at SPCC

Duane reported that the roof at SPCC in Walsenburg was damaged by wind and that the adjuster has authorized a replacement roof. The estimated cost to replace the roof is \$13,739.45. LACRC's insurance policy has a \$5,000 deductible. Duane requested authorization to have the roof repair and to have SPCC pay for 50% of the deductible. Low bid to replace the roof came in at \$ \$11,739.35. Following discussion it was M/S/P by Spencer and Barro to authorize the repair

5. Continuation Budget

Duane requested authorization to operate on a continuation budget until a formal budget can be presented and approved. Following discussion it was M/S/P De Bono and Pando to approve the continuation budget.

6.

Program Reports

1. Directors

Duane indicated that the State is increasing the reimbursement rate for Medicaid funding by 1% beginning July 1, 2018. The State will then increase Medicaid funding by 6.5% in March 2019 as part of their effort to increase DSP salaries. Unfortunately minimum wage will go up by just under 8% January 1, 2019.

Adjournment

Adjournment by De Bono 5:00


By Alfredo Pando, Secretary

Date: 8/22/18

Las Animas County Rehabilitation Center

Income Statement SubType

(Single Period)

For the period of 6/1/2018 through 6/30/2018

Revenues

Food Stamps	\$1,454
SPCC - Grant Revenue	\$13,508
Administrative Management	\$1,210
Rental Property Income	\$615
Misc Income	\$(2,703)
SLS Revenue - Medicaid	\$33,570
SLS Revenue - State Fund	\$8,230
EBD Direct Service-Personal Care	\$47,096
Comprehensive - Medicaid	\$203,225
Non-Emergency Medical Transp	\$3,603
Comprehensive R & B	\$26,392
Behavioral/Mental Health	\$18,892
Transportation	\$9,958
Dental/Vision Care	\$548
Client production revenue	\$3,849
SPCC - Program Revenue	\$17,501

Net Revenues**\$386,948**Program Expenses

Medical Supply - Res - WAL	\$56
Medical Supply - PCAs - TRI	\$34
Medical Supply - PCAs - WAL	\$123
Medical Supply - MW SLS - TRI	\$29
Cost of Goods Sold - Materials	\$100
EBD Program Expenses	\$1,741
SPCC Program Expenses	\$3,360
Staff Salaries	\$168,435
EBD Salaries & Benefits	\$40,689
SPCC Salaries & Benefits	\$14,965
Client Wages	\$815
Payroll Taxes - FICA	\$12,529
Payroll Taxes - Unemp	\$1,289
Payroll Taxes - WC	\$13,535
Health Ins - Company Portion	\$10,934
Retirement Benefit - Company Portio	\$1,640
Other Benefits - Company Portion	\$9
Residential Provider	\$11,631
Program Supply	\$4,478
Office Supply	\$82
Custodial Supplies	\$1,579
Telephone	\$1,712
Postage	\$159
Dues & Publications	\$27
Maintenance - Equipment	\$6
Maintenance - Computers	\$690
Staff Development	\$399
Per Diem Reimbursements	\$103
Mileage Reimbursement	\$116
Food	\$6,685
Recreation	\$365
License & Fees	\$4,063
Payroll Processing Expense	\$3,700

SCDDS

Income Statement SubType

(Single Period)

For the period of 6/1/2018 through 6/30/2018

Revenues

Part C Income	\$8,488
Comp Day Hab	\$44,657
Comprehensive Fee for Svc - Residential	\$158,568
SLS MW Day	\$25,916
SLS Revenue - Medicaid	\$5,153
CES Direct Service-Medicaid	\$1,944
SLS Revenue - State Fund	\$8,230
Early Intervention Program Revenue	\$3,376
Family Support Program Revenue	\$2,516
Behavioral/Mental Health	\$18,892
Transportation	\$9,958
Dental & Vision Care	\$548
Case Management	\$17,263

Net Revenues**\$305,511**Program Expenses

Staff Salaries	\$24,313
Payroll Taxes - FICA	\$1,688
Payroll Taxes - Unemp	\$34
Payroll Taxes - WC	\$158
Payroll Deductions - Health Ins	\$1,624
Payroll Deductions - 401(k)	\$211
Program Supply	\$114
Office Supply	\$64
Custodial Supplies	\$8
Telephone	\$369
Maintenance - Computers	\$144
Advertising & PR	\$869
Staff Development	\$563
Per Diem Reimbursements	\$968
Mileage Reimbursement	\$210
Travel Allowance/Lodging	\$350
License & Fees	\$201
Office Equipment Lease	\$221
Management & General Service	\$1,160
General Insurance	\$435
Audit & Accounting	\$695
Depreciation	\$(93)
Utilities	\$269
Building Maintenance	\$317
Gas & Oil - Auto	\$41
Family Reimbursement-FSSP	\$5,149
Therapy	\$2,189
CES Homemaker Enhanced Svcs	\$498
Assistive Technology	\$340
Behavioral/Mental Health	\$18,892
SLS EXPENSE: MEDICAID	\$35,512
SLS EXPENSE: STATE	\$7,071
Comprehensive	\$209,289

Office Equipment Lease	\$701		
General Insurance	\$5,057		
Unemployment Services Expense	\$185		
Board Expense	\$74		
Depreciation	\$12,617		
Utilities	\$4,502		
Rent	\$398		
Cable TV & Internet Service	\$497		
Building Maintenance	\$912		
Gas & Oil - Auto	\$3,399		
Vehicle Repair & Maintenance	\$1,013		
Client Transportation	\$3,630		
Therapy	\$158		
Assistive Tech/Home Mod	\$432		
Dental Care	\$331		
Vision Care	\$528		
Behavioral / Mental Health	\$14,940		
Pharmacy	\$485		
Tenant Rent Contributions	\$6,889		
Personal Needs	\$5,219		
Total Program Expenses	\$368,049	Total Program Expenses	\$313,869
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Loss (Income) from Insurance Claims	\$1,995	Program Supply	\$25
Staff Salaries	\$9,621	Office Supply	\$45
Payroll Taxes - FICA	\$647	Telephone	\$92
Payroll Taxes - Unemp	\$90	Dues & Publications	\$14
Unallocated W/C Expense	\$94	Payroll Processing Expense	\$345
Health Ins - Company Portion	\$662	General Insurance	\$354
Retirement Bene - Company Portion	\$231		
Other Benefits - Company Portion	\$9		
Office Supplies	\$291		
Custodial Supplies	\$36		
Telephone	\$220		
Postage	\$18		
Maintenance - Computers	\$175		
Advertising & PR	\$439		
Staff Development	\$42		
Per Diem Reimbursements	\$275		
Mileage Reimbursement	\$(46)		
Travel Allowance	\$250		
Food	\$15		
License & Fees	\$741		
Legal-Admin	\$300		
Office Equipment Lease	\$114		
Miscellaneous	\$(1,627)		
General Insurance	\$739		
Audit & Accounting	\$695		
Depreciation	\$1,721		
Grant Expense-Trinidad-Adm	\$295		
Utilities	\$717		
Cable TV & Internet Service	\$15		
Building Maintenance	\$117		
Gas & Oil - Auto	\$111		
Total General & Administrative Expenses	\$19,001	Total General & Administrative Expenses	\$876
Total Expenses	\$387,049	Total Expenses	\$314,745
Income (Loss) from Operations	\$(102)	Income (Loss) from Operations	\$(9,234)
<u>Other Income (Expense)</u>		<u>Other Income (Expense)</u>	

Mutual Funds \$(1,133)

Mutual Funds - Unrealized Gain or Loss \$278

Payroll Taxes - WC \$158

Total Other Income (Expense) \$(1,133)

Total Other Income (Expense) \$437

\$(1,235)

\$(8,797)

Net Income (Loss)

Net Income (Loss)

Combined Net Income (Loss)

\$(10,032)

9/25/18

Las Animas County Rehabilitation Center

Income Statement SubType

(Single Period)

For the period of 7/1/2018 through 7/31/2018

Revenues

Food Stamps	\$1,403
Administrative Management	\$1,210
Rental Property Income	\$615
Misc Income	\$1,934
SLS Revenue - Medicaid	\$37,832
SLS Revenue - State Fund	\$12,721
EBD Direct Service-Personal Care	\$43,542
Comprehensive - Medicaid	\$201,960
Comprehensive R & B	\$24,462
Behavioral/Mental Health	\$17,291
Transportation	\$10,185
Dental/Vision Care	\$221
Client production revenue	\$2,244
SPCC - Program Revenue	\$16,482

Net Revenues**\$372,100****Program Expenses**

Medical Supply - Res	\$357
Cost of Goods Sold - Materials	\$70
EBD Program Expenses	\$1,967
SPCC Program Expenses	\$3,744
Staff Salaries	\$182,144
EBD Salaries & Benefits	\$36,169
SPCC Salaries & Benefits	\$14,856
Client Wages	\$831
Payroll Taxes - FICA	\$13,471
Payroll Taxes - Unemp	\$1,005
Payroll Taxes - WC	\$12,044
Health Ins - Company Portion	\$8,126
Retirement Benefit - Company Portio	\$1,585
Other Benefits - Company Portion	\$9
Residential Provider	\$10,721
Program Supply	\$3,018
Office Supply	\$217
Custodial Supplies	\$1,688
Telephone	\$1,726
Postage	\$338
Dues & Publications	\$27
Maintenance - Equipment	\$123
Maintenance - Computers	\$918
Staff Development	\$436
Per Diem Reimbursements	\$77
Mileage Reimbursement	\$350
Travel Allowance	\$199
Food	\$7,116
Recreation	\$503
License & Fees	\$222
Payroll Processing Expense	\$2,563
Office Equipment Lease	\$766
General Insurance	\$4,735
Unemployment Services Expense	\$191
Board Expense	\$71
Depreciation	\$8,474
Utilities	\$4,647
Rent	\$398
Cable TV & Internet Service	\$497

SCDDS

Income Statement SubType

(Single Period)

For the period of 7/1/2018 through 7/31/2018

Revenues

Part C Income	\$8,488
Comp Day Hab	\$47,429
Comprehensive Fee for Svc - Residential	\$154,531
SLS MW Day	\$24,223
SLS Revenue - Medicaid	\$12,409
CES Direct Service-Medicaid	\$1,905
SLS Revenue - State Fund	\$12,721
Early Intervention Program Revenue	\$15,636
Family Support Program Revenue	\$2,533
Behavioral/Mental Health	\$17,291
Transportation	\$10,185
Dental & Vision Care	\$221
Case Management	\$39,113

Net Revenues**\$346,685****Program Expenses**

Staff Salaries	\$24,827
Payroll Taxes - FICA	\$1,700
Payroll Taxes - Unemp	\$28
Payroll Taxes - WC	\$174
Payroll Deductions - Health Ins	\$1,624
Payroll Deductions - 401(k)	\$211
Program Supply	\$163
Therapy	\$300
Office Supply	\$71
Telephone	\$395
Postage	\$140
Advertising & PR	\$189
Mileage Reimbursement	\$223
License & Fees	\$21
Management & General Service	\$1,799
General Insurance	\$412
Audit & Accounting	\$729
Depreciation	\$74
Utilities	\$302
Building Maintenance	\$113
Family Reimbursement-FSSP	\$683
Therapy	\$1,591
CES Homemaker Enhanced Srvs	\$560
Behavioral/Mental Health	\$17,291
SLS EXPENSE: MEDICAID	\$40,519
SLS EXPENSE: STATE	\$10,922
Comprehensive	\$208,478

Building Maintenance	\$855		
Gas & Oil - Auto	\$3,407		
Vehicle Repair & Maintenance	\$3,474		
Client Transportation	\$3,591		
Therapy	\$135		
Assistive Tech/Home Mod	\$2,937		
Vision Care	\$451		
Behavioral / Mental Health	\$15,562		
Pharmacy	\$541		
Tenant Rent Contributions	\$6,889		
Personal Needs	\$4,152		
Total Program Expenses	\$368,391	Total Program Expenses	\$313,542
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$9,688	Office Supply	\$21
Payroll Taxes - FICA	\$649	Telephone	\$97
Payroll Taxes - Unemp	\$70	Dues & Publications	\$1,628
Unallocated W/C Expense	\$94	Payroll Processing Expense	\$(1,833)
Health Ins - Company Portion	\$893	General Insurance	\$335
Retirement Bene - Company Portion	\$219		
Other Benefits - Company Portion	\$9		
Program Supply	\$60		
Office Supplies	\$245		
Custodial Supplies	\$44		
Telephone	\$250		
Postage	\$45		
Maintenance - Computers	\$1,171		
Advertising & PR	\$153		
Staff Development	\$45		
Per Diem Reimbursements	\$86		
Mileage Reimbursement	\$312		
Travel Allowance	\$637		
License & Fees	\$64		
Legal-Admin	\$300		
Office Equipment Lease	\$85		
General Insurance	\$691		
Audit & Accounting	\$729		
Depreciation	\$1,156		
Grant Expense-Trinidad-Adm	\$340		
Utilities	\$683		
Cable TV & Internet Service	\$15		
Building Maintenance	\$62		
Total General & Administrative Expenses	\$18,794	Total General & Administrative Expenses	\$248
Total Expenses	\$387,185	Total Expenses	\$313,790
Income (Loss) from Operations	\$(15,084)	Income (Loss) from Operations	\$32,895
<u>Other Income (Expense)</u>		<u>Other Income (Expense)</u>	
Mutual Funds	\$5,494	Mutual Funds - Unrealized Gain or Loss	\$1,564
Total Other Income (Expense)	\$5,494	Total Other Income (Expense)	\$1,564
	\$(9,591)		\$34,458
Net Income (Loss)		Net Income (Loss)	

Combined \$24,868

Resubmittal of July Financial due to error in duplicate posting of EBD Revenue for LACRC TH