

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

Meeting location 1205 Congress Drive

August 17, 2021 Time: 4:00PM

Topic: July Board Meeting

Time: Aug 17, 2021 04:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85160792304?pwd=ZXBXeU9rZl1Pd2ZHczdsTnBNclFGdz09>

Meeting ID: 851 6079 2304

Passcode: **scdds2021**

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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 Financials LACRC/SCDDS
 - b. Audit status
 - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 - 1.
- IX. NEW BUSINESS
 1. Budget FY 201-21
 2. Wage increase
 3. Bonus August and December
 - 4.
- X. OTHER
 - 1.
- XI. DIRECTORS REPORT
- ADJOURNMENT

MINUTES OF BOARD OF DIRECTORS MEETING**DATE:** July 27, 2021**TIME:** 4:00 PM, The meeting was held in Trinidad**PERSONS PRESENT:** Board Members: Board President Spencer, Shier, Quintero, Blasi, Veridey along with Business Manager, David Moore, Teri Hansford, 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 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 June 29, 2021 meeting was reviewed. Following discussion it was M/S/P by Shier and Blasi to approve the meeting minutes.

TREASURER'S REPORT

David Moore, Business Manager reviewed the finance statements for June 2021 along with Year to Date for July 2020 through June 2021. Following discussion it was M/S/P Blasi and Quintero to accept the finance statement as presented.

David also gave an update on the audit. David indicated that he is still working with the auditor to get the 2017 audit completed. David said once the 2017 audit is complete the 2018-2021 audits should go smoother. The reconstruction of the data that was lost in the 2017 accounting software program hack is just about complete and staff are working with the auditors to finish this up. David will give and a more detailed timeline for the audit at the August meeting.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

1. Board Member Replacement

None

NEW BUSINESS

1. Host Homes

Discussion was given to developing more host homes to replace one of the group homes in Trinidad. Duane said LACRC currently has 4 staffed homes Trinidad and that part of the reason for considering host homes as an alternative to staffed group homes is finding qualified staff to work at the group home setting. Duane talked about the current problems that LACRC is experiencing with recruiting and hiring staff. Following discussion it was the consensus of the Board to go forward with this option for one of the homes in Trinidad

2. Staff Wage Increase

Duane talked about the difficulties that LACRC is having hiring and retaining staff. Duane said LACRC is a minimum wage employer for well over 50% of the agencies work force. Duane said that the agency needs to look at increasing the wage that we hire people at and then increase existing staff wages for retention purposes. Duane said revenues for some programs are down, that Covid has impacted some attendance and that some of the higher funded clients have passed away and that new clients coming in have lower need levels and are reimbursed at a lower rate for services. Duane said that client turnover along with the impacts of Covid will cause the agency run a deficit this year in some program areas even without a wage increase. Duane will submit recommendations for wage increases at the August Board meeting.

3. EBD

Duane reviewed the revenues along with the number of individuals served by the EBD program. The staff at the program are requesting and presenting the need for additional staff along with the need for salary increases. Since this is associated with the agency Budget and the overall need to review the revenues and expenses the consensus of the board is to review this request at the August Board Meeting.

Directors Report

Duane gave an update on Covid and how it is continuing to impact day to day operations. LACRC/SCDDS is fortunate to have had limited exposure and limited outbreaks of COVID. Staff are working hard to keep the work environment safe for everyone. CDPHE continues to provide updated guidance for day to day operations. The day program is open and consumers can leave the licensed group home facilities for outings and are required to take precautions with masks and social distancing when they go on outings.

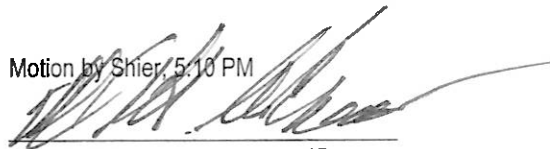
Duane also talked about the workforce and ever changing variables that is making it harder and harder to find and retain staff.

August Board Meeting

Next Board Meeting August 17, 2021

Adjournment

Motion by Shier, 5:10 PM



Signature and

Date

Income Statement SubType

10:12:06 AM

(Single Period)

For the period of 7/1/2021 through 7/31/2021

Revenues

Food Stamps	\$3,013
Gain/Loss Equip Sold	\$600
Administrative Management	\$49,952
Rental Property Income	\$1,425
Administrative Management	\$879
IHAB TRI	\$19,588
Comm Connect TRI	\$459
Transportation - Non Med Day TRI	\$314
IHAB WAL	\$7,147
Comm Connect WAL	\$350
Transportation - Non Med Day WAL	\$30
Supported Employment TRI	\$6,740
Supported Employment WAL	\$316
Transportation - Comprehensive	\$3,094
SLS MW Direct Srv/PC/Homemaker TRI	\$9,306
SLS MW Direct Srv/PC/Homemaker WAL	\$4,027
CES - Direct Service - Medicaid	\$3,702
SLS-Direct Service-State TRI	\$1,703
SLS-Direct Service-State WAL	\$139
SLS Revenue - Medicaid	\$353
SLS Revenue - State Fund	\$68
EBD Direct Service-Personal Care	\$144,513
Comprehensive - Medicaid	\$186,989
Non-Emergency Medical Transp	\$1,012
Comprehensive R & B	\$23,060
Dental/Vision Care	\$685
Client production revenue	\$1,401

Net Revenues**\$470,862**Program Expenses

CES Program Expenses	\$58
Staff Salaries	\$273,282
Client Wages	\$336
Payroll Taxes - FICA	\$16,900
Payroll Taxes - Unemp	\$2,114
Payroll Taxes - WC	\$9,278
Health Ins - Company Portion	\$7,860
Retirement Benefit - Company Portio	\$1,337
Residential Provider	\$14,591
Program Supply	\$919
Office Supply	\$1,046
Custodial Supplies	\$1,573
Telephone	\$2,015
Dues & Publications	\$16
Maintenance - Equipment	\$148
Maintenance - Computers	\$2,676
Advertising & PR	\$68
Mileage Reimbursement	\$122
Food	\$5,474
Recreation	\$146
License & Fees	\$1,275

Income Statement SubType

10:16:36 AM

(Single Period)

For the period of 7/1/2021 through 7/31/2021

Revenues

Family Support Grant Revenue	\$3,500
SLS MW Direct Service Revenue	\$12,771
SLS MW IHAB Revenue	\$9,484
CES Direct Service-Medicaid	\$3,702
SLS Revenue - State Fund	\$4,089
Early Intervention Program Revenue	\$11,961
Family Support Program Revenue	\$2,042
Comprehensive - Day Hab	\$23,114
Comprehensive - Residential	\$186,989
Transportation	\$4,098
Dental & Vision Care	\$685
Case Management	\$23,248

Net Revenues**\$285,683**Program Expenses

CES EXPENSE	\$3,702
Staff Salaries	\$25,882
Payroll Taxes - FICA	\$1,954
Payroll Taxes - WC	\$63
Payroll Deductions - Health Ins	\$1,965
Payroll Deductions - 401(k)	\$399
Program Supply	\$16
Telephone	\$905
Dues & Publications	\$1,354
Advertising & PR	\$113
License & Fees	\$53
Office Equipment Lease	\$61
Management Service	\$4,828
General Insurance	\$155
Depreciation	\$36
Utilities	\$253
Building Maintenance	\$71
Family Reimbursement-FSSP	\$1,767
Therapy	\$1,839
SLS EXPENSE: MEDICAID	\$23,580
SLS EXPENSE: STATE	\$4,080

Payroll Processing Expense	\$3,242	Comprehensive	\$213,561
Office Equipment Lease	\$690		
Management Service	\$43,764		
General Insurance	\$6,855		
Unemployment Services Expense	\$197		
Depreciation	\$8,474		
Utilities	\$3,994		
Cable TV & Internet Service	\$323		
Building Maintenance	\$1,613		
Gas & Oil - Auto	\$2,331		
Vehicle Repair & Maintenance	\$476		
Client Transportation	\$728		
Medical Supply	\$626		
Assistive Tech/Home Mod	\$478		
Vision Care	\$685		
Pharmacy	\$763		
Tenant Rent Contributions	\$6,341		
Personal Needs	\$3,460		
Total Program Expenses	\$426,275	Total Program Expenses	\$286,638
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$33,353	Payroll Processing Expense	\$381
Payroll Taxes - FICA	\$2,183	Audit & Accounting	\$737
Payroll Taxes - Unemp	\$77		
Unallocated W/C Expense	\$200		
Health Ins - Company Portion	\$2,005		
Retirement Bene - Company Portion	\$940		
Office Supplies	\$164		
Custodial Supplies	\$72		
Telephone	\$304		
Postage	\$9		
Dues & Publications	\$177		
Maintenance - Computers	\$1,984		
Advertising & PR	\$113		
Mileage Reimbursement	\$67		
Travel Allowance	\$250		
License & Fees	\$317		
Legal-Admin	\$300		
Office Equipment Lease	\$67		
General Insurance	\$1,937		
Audit & Accounting	\$1,000		
Depreciation	\$1,156		
Utilities	\$667		
Cable TV & Internet Service	\$17		
Building Maintenance	\$183		
Total General & Administrative	\$47,542	Total General & Administrative	\$1,118
Total Expenses	\$473,817	Total Expenses	\$287,756
Income (Loss) from Operations	\$(2,954)	Income (Loss) from Operations	\$(2,073)
COMBINED	\$(5,027)		