

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

**Meeting location: 1205 Congress Dr, Trinidad, CO 81082  
Dec 28, 2017 4:00PM**

(Note: Meeting date was moved to Dec 14<sup>th</sup> unexpectedly due to lack of quorum available for the 28<sup>th</sup> due to the holidays.)

**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 Financials**
- 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:** October 26, 2017**TIME:** 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive**PERSONS PRESENT:** Board Member De Bono, Pando, Shier, Quintero, Spencer (via phone) along with staff members Hansford, Penny Martinez and Executive Director Duane Roy**ABSENT/EXCUSED:** Board Members Barros, Neilson**NOT EXCUSED:**

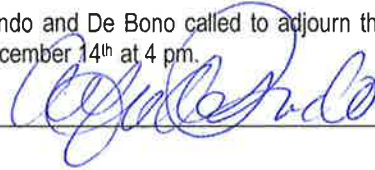
TOPIC	DISCUSSION
<u>CALL TO ORDER</u>	The meeting was called to order at 4:00 PM by Board President Shier, the meeting was held in Trinidad at the Administrative Building conference room.
<u>ADDITIONS AND DELETIONS TO THE AGENDA</u>	None
<u>MINUTES TO THE PREVIOUS MEETING</u>	The minutes to the September 28, 2017 meetings were reviewed. Following discussion it was M/S/P by Pando and De Bono to accept the minutes.
<u>TREASURER'S REPORT</u>	Teri Hansford reviewed LACRC and SCDDS's financial statements for September 2017. Teri reported the overall revenue remains down. Duane and Teri continue to work with the staff on cost saving measures. Following discussion it was M/S/P by Spencer and Pando.
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	LACRC received the Deed for Alta Vista10/2017.
1. <b>Board Membership</b>	No new information
2. <b>Alta Vista Building</b>	Duane reported that LACRC has received the Deed on the Alta Vista Building, The building is now owned by LACRC.
<u>NEW BUSINESS</u>	
1. <b>Changes in 401-K program go with ADP</b>	Duane reviewed LACRC/SCDDS's 401 K plan and requested authorization to change the fiscal and back office compliance management firm from TSC, Inc. to ADP. ADP is the firm that processes our payroll and they offer a 401 K investment and compliance service. LACRC/SCDDS will save approximately \$1,600 per year in fees by switching. The actual individual investment account will move from John Hancock to ADP's portfolio of funds with include many of the options offered by John Hancock. Following discussion it was M/S/P by Pando and Quintero to authorize this change.
2. <b>State Audit</b>	Duane reported that the State Auditor's Office will begin the audits of the CCB system as required by SB 38 within the next month. Board members are welcome to attend the entrance conference. The audit will take up to 6 months. The audit will be a performance audit. Duane will keep the board updated as we go through the process.
3. <b>Appraisal on 1205 Congress Drive</b>	Duane requested authorization to go forward and have an appraisal done on 1205 Congress Drive. The appraisal will be a starting point in looking at the feasibility of relocating LACRC/SCDDS's operation out of the Alta Vista location which we recently obtained. Duane recommends that the board develop a committee to guide the planning process. The cost of this appraisal is \$3,000. Following discussion it was M/S/P Pando and De Bono to authorize this appraisal.
1. <b>Directors</b>	Duane talked about the new settings rule, timeline for implementation of CFCM along with general discussion of how all of this will impact future services. Duane pointed out that the new rules may restrict what we can provide in non-interrogated settings and how this will impact the need for space. How changes in case managements will affect needed space. There is a lot of uncertainty at the present.
<b>Adjournment</b>	

**Here's the CFCM implementation timeline:**

- By 7/1/17 HCPF will determine the business options for CCBs to become compliant with CFCM.
- By 1/18/18 HCPF will publish the rules for CCBs on the required elements of a Business Continuity Plan- (BCP) and CCBs will have until 7/1/18 to develop and submit their BCP to HCPF.
- HCPF will have until 7/1/19 to complete an analysis of the submitted BCP, the unreimbursed transition costs, and the community impacts of the transition.
- By 6/30/2020, CCBs will have completed all necessary changes to business operations.
- By 6/30/2021, 25% of individuals in HCBS must be conflict free. By 6/30/22, 100% must be conflict free.

Board Member Pando and De Bono called to adjourn the meeting at 5:00 pm. Next meeting will be held in Trinidad December 14<sup>th</sup> at 4 pm.

Approved/Signed



Date

12/14/17

12/9/17

## Las Animas County Rehabilitation Center

SCDDS

## Income Statement SubType

## Income Statement SubType

(Single Period)

For the period of 10/1/2017 through 10/31/2017

(Single Period)

For the period of 10/1/2017 through 10/31/2017

Revenues

Food Stamps	\$1,198
SPCC - Grant Revenue	\$7,125
Administrative Management	\$1,210
Rental Property Income	\$615
SLS Revenue - Medicaid	\$39,189
SLS Revenue - State Fund	\$7,071
EBD Direct Service-Personal Care	\$49,321
EBD Adult Day	\$6,246
Comprehensive - Medicaid	\$222,884
Non-Emergency Medical Transp	\$4,737
Comprehensive R & B	\$28,844
Behavioral/Mental Health	\$19,119
Dental Care	\$10,978
Vision Care	\$112
Client production revenue	\$1,652
SPCC - Program Revenue	\$8,309

**Net Revenues****\$408,611**Program Expenses

Medical Supply - Res - WAL	\$112
Medical Supply - PCAs - WAL	\$112
Medical Supply - ST SLS - WAL	\$94
EBD Program Expenses	\$4,912
SPCC Program Expenses	\$2,820
Staff Salaries	\$184,033
EBD Salaries & Benefits	\$45,141
SPCC Salaries & Benefits	\$12,174
Client Wages	\$791
Payroll Taxes - FICA	\$13,496
Payroll Taxes - Unemp	\$1,339
Payroll Taxes - WC	\$14,404
Health Ins - Company Portion	\$12,556
Retirement Benefit - Company Portio	\$1,535
Other Benefits - Company Portion	\$9
Residential Provider	\$11,553
Program Supply	\$3,640
Office Supply	\$592
Custodial Supplies	\$2,103
Safety Supplies	\$263
Telephone	\$1,696
Postage	\$87
Dues & Publications	\$26
Maintenance - Computers	\$1,376
Advertising & PR	\$253

Revenues

Comp Day Hab	\$53,550
Comprehensive Fee for Svc - Residential	\$169,334
SLS MW Day	\$25,904
SLS Revenue - Medicaid	\$11,285
CES Direct Service-Medicaid	\$1,459
SLS Revenue - State Fund	\$8,230
Early Intervention Program Revenue	\$600
Family Support Program Revenue	\$2,189
Behavioral/Mental Health	\$19,119
Transportation	\$10,978
Dental & Vision Care	\$112
Case Management	\$28,457

**Net Revenues****\$331,217**Program Expenses

Staff Salaries	\$23,121
Payroll Taxes - FICA	\$1,647
Payroll Taxes - Unemp	\$59
Payroll Taxes - WC	\$158
Payroll Deductions - Health Ins	\$1,962
Payroll Deductions - 401(k)	\$211
Miscellaneous	\$26
Program Supply	\$197
Office Supply	\$20
Telephone	\$469
Postage	\$4
Maintenance - Computers	\$77
Staff Development	\$25
Mileage Reimbursement	\$108
License & Fees	\$21
Office Equipment Lease	\$88
General Insurance	\$435
Utilities	\$419
Building Maintenance	\$69
Gas & Oil - Auto	\$75
Family Reimbursement-FSSP	\$1,113
Therapy	\$600
Behavioral/Mental Health	\$19,119
SLS EXPENSE: MEDICAID	\$41,621
SLS EXPENSE: STATE	\$7,071

Staff Development	\$404	Comprehensive	\$229,543
Mileage Reimbursement	\$311	Depreciation	\$185
Food	\$7,322		
Recreation	\$1,583		
License & Fees	\$4,236		
Payroll Processing Expense	\$3,150		
Office Equipment Lease	\$335		
General Insurance	\$5,057		
Retirement Plan Maintenance	\$420		
Unemployment Services Expense	\$185		
Board Expense	\$58		
Utilities	\$3,791		
Rent	\$398		
Cable TV & Internet Service	\$490		
Building Maintenance	\$435		
Gas & Oil - Auto	\$3,412		
Vehicle Repair & Maintenance	\$2,109		
Client Transportation	\$4,167		
Therapy	\$152		
Assistive Tech/Home Mod	\$495		
Vision Care	\$526		
Behavioral / Mental Health	\$15,120		
Pharmacy	\$554		
Tenant Rent Contributions	\$7,018		
Personal Needs	\$5,022		
Depreciation	\$10,976		
<b>Total Program Expenses</b>	<b>\$392,843</b>	<b>Total Program Expenses</b>	<b>\$328,445</b>

**General & Administrative Expenses**

Loss (Income) from Insurance Claims	\$(14,535)
Staff Salaries	\$8,763
Payroll Taxes - FICA	\$585
Payroll Taxes - Unemp	\$85
Unallocated W/C Expense	\$94
Health Ins - Company Portion	\$860
Retirement Bene - Company Portion	\$202
Other Benefits - Company Portion	\$9
Office Supplies	\$116
Custodial Supplies	\$94
Telephone	\$186
Postage	\$52
Maintenance - Computers	\$3
Advertising & PR	\$327
Staff Development	\$367
Mileage Reimbursement	\$88
Travel Allowance	\$250
Food	\$23
License & Fees	\$149
Legal-Admin	\$300
Office Equipment Lease	\$37
Miscellaneous	\$670
General Insurance	\$739
Audit & Accounting	\$1,390
Utilities	\$654
Cable TV & Internet Service	\$15
Building Maintenance	\$93

**General & Administrative Expenses**

Telephone	\$183
Dues & Publications	\$1,815
Advertising & PR	\$295
Payroll Processing Expense	\$161
General Insurance	\$354
Depreciation	\$43

Gas & Oil - Auto	\$67		
Depreciation	\$1,477		
<b>Total General &amp; Administrative Expenses</b>	<u>\$3,160</u>	<b>Total General &amp; Administrative Expenses</b>	<u>\$2,850</u>
<b>Total Expenses</b>	<u>\$396,003</u>	<b>Total Expenses</b>	<u>\$331,295</u>
<b>Income (Loss) from Operations</b>	<b>\$12,608</b>	<b>Income (Loss) from Operations</b>	<b>\$(78)</b>
<u>Other Income (Expense)</u>		<u>Other Income (Expense)</u>	
Mutual Funds	\$1,664		\$(0)
<b>Total Other Income (Expense)</b>	<u>\$1,664</u>	<b>Total Other Income (Expense)</b>	<u>\$(0)</u>
<b>Net Income (Loss)</b>	<u>\$14,273</u>	<b>Net Income (Loss)</b>	<u>\$(78)</u>
	<u><u>\$14,273</u></u>		<u><u>\$(78)</u></u>
<b>Combined Net Income (Loss)</b>		<b>\$14,195</b>	