

**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 18, 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  
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 31, 2018  
**TIME:** 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive

**PERSONS PRESENT:** Board Members: Shier, Nielsen, Pando, Spencer (via Phone), Quintero, Business Manager, Teri Hansford, Secretary, Penny Martinez and Executive Director Duane Roy

**ABSENT/EXCUSED:** Board Member: De Bono  
**NOT EXCUSED:**

**TOPIC****DISCUSSION****CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board President Shier, the meeting was held in Trinidad at 1205 Congress Drive, conference room.

**ADDITIONS AND DELETIONS  
TO THE AGENDA**

None

**Public Comment**

None

**MINUTES TO THE PREVIOUS  
MEETING**

The minutes to the September 26, 2018 meeting was reviewed. Following discussion it was M/S/P by Quintero and Spencer to accept the minutes.

**TREASURER'S REPORT**

Teri Hansford, Business Manager reviewed Finance Statements for LACRC and SCDDS for the month of September 2018. Following discussion it was M/S/P by Nielsen and Pando. Teri indicated that the Logan Thomas Auditing firm have not gotten back with her on the FY 17-18 audit schedule.

**CORRESPONDENCE****COMMITTEE REPORT**

None

**OLD BUSINESS****1. SPCC Update**

Duane reported that LACRC is working with legal counsel along with Wacob Surveying and Dotter Abstract on the transfer of the land, building and furnishings for the SPCC to the Council of Governments.

**NEW BUSINESS****1. Projected Cost on the Colorado Wage increase, January 2019**

Duane reviewed the impact that the projected Colorado minimum wage increase will have on LACRC when the minimum wage goes from \$10.30 hr to 11.10 hr. It is estimated that this will cost LACRC about \$13,200 per month or \$157,000 per year. The agency will receive a 6.5% increase in Medicaid funding that is directed at increasing wages to direct care staff. This increase will not cover possible wage increases to other non direct care staff to include administrative and Case Management staff. The 6.5% increase is not effective until March 1, 2019.

**2. Board Member replacement**

Discussion was given to new Board member(s) to replace recent vacancies. Duane indicated that the Board should consider a person that represents someone in services since the last two vacancies were from this area. Duane reviewed one potential person that represent the children's or younger population that we serve. The Board will take this matter up at the December Board meeting.

**3. November/December Board meeting**

The Board meeting for November and December 2018 will be held on December 18, 2018 in Trinidad at 4 PM.

**4. Sale of 2003 and 2004 Astro and GC Safari**

Duane reviewed bids from JM motor on the costs to repair the Astro and Safari vans that the agency has for sale. Both vehicles require extensive repair. Duane has bids in the amount of \$3,411 and \$1,063 from JM Tire to repair these vehicles. The high bid for these vehicles is \$1,100 for both. This is less than book value but neither of the vehicles are road worthy at present. Following discussion it was M/S/P to accept the bid of

(cont) Sale of 2003  
and 2004 Astro and  
GC Safari

\$1,100 for both vehicles.

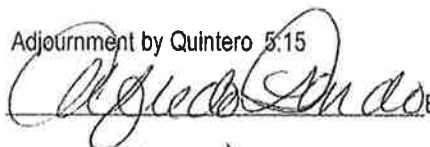
**Program Reports**

**1. Directors**

Duane reported on the progress and status of the State Auditors review of Case Management and TCM. The auditors are concluding their finding and will make them public at the Legislative Audit Committee Hearing on December 3, 2018. The report will available to the public at that time. Duane also talked about the upcoming State Budget and the need for increases funding. LACRC and SCDDS are working with State organizations regarding this and contacting individual congressional members.

**Adjournment**

Adjournment by Quintero 5:15

 By Alfredo Pando, Secretary

Date: 12/18/18

Income Statement SubType  
(Single Period)  
For the period of 10/1/2018 through 10/31/2018

**Revenues**

|                                  |                  |
|----------------------------------|------------------|
| Food Stamps                      | \$1,548          |
| Administrative Management        | \$1,030          |
| Rental Property Income           | \$615            |
| Misc Income                      | \$45             |
| SLS Revenue - Medicaid           | \$41,625         |
| SLS Revenue - State Fund         | \$12,721         |
| EBD Direct Service-Personal Care | \$58,247         |
| Comprehensive - Medicaid         | \$233,846        |
| Non-Emergency Medical Transp     | \$3,237          |
| Comprehensive R & B              | \$25,155         |
| Behavioral/Mental Health         | \$20,585         |
| Transportation                   | \$11,799         |
| Dental/Vision Care               | \$534            |
| Client production revenue        | \$1,820          |
| <b>Net Revenues</b>              | <b>\$412,807</b> |

**Revenues**

|   |                  |
|---|------------------|
| Comp Day Hab                            | \$60,251         |
| Comprehensive Fee for Svc - Residential | \$173,596        |
| SLS MW Day                              | \$26,709         |
| SLS Revenue - Medicaid                  | \$14,917         |
| CES Direct Service-Medicaid             | \$2,251          |
| SLS Revenue - State Fund                | \$12,721         |
| Early Intervention Program Revenue      | \$6,668          |
| Family Support Program Revenue          | \$2,533          |
| Behavioral/Mental Health                | \$20,585         |
| Transportation                          | \$11,799         |
| Dental & Vision Care                    | \$534            |
| Case Management                         | \$31,920         |
| <b>Net Revenues</b>                     | <b>\$364,482</b> |

**Program Expenses**

|                                     |           |
|-------------------------------------|-----------|
| Medical Supply - Res - WAL          | \$56      |
| Medical Supply - PCAs - WAL         | \$56      |
| Medical Supply - MW SLS - TRI       | \$57      |
| EBD Program Expenses                | \$2,957   |
| SPCC Program Expenses               | \$44      |
| Staff Salaries                      | \$187,695 |
| EBD Salaries & Benefits             | \$42,680  |
| Client Wages                        | \$903     |
| Payroll Taxes - FICA                | \$13,749  |
| Payroll Taxes - Unemp               | \$730     |
| Payroll Taxes - WC                  | \$12,543  |
| Health Ins - Company Portion        | \$10,968  |
| Retirement Benefit - Company Portio | \$1,559   |
| Other Benefits - Company Portion    | \$9       |
| Residential Provider                | \$14,480  |
| Program Supply                      | \$2,614   |
| Office Supply                       | \$161     |
| Custodial Supplies                  | \$1,344   |
| Telephone                           | \$1,803   |
| Postage                             | \$1       |
| Dues & Publications                 | \$27      |
| Maintenance - Equipment             | \$91      |
| Maintenance - Computers             | \$807     |
| Staff Development                   | \$611     |
| Mileage Reimbursement               | \$547     |
| Food                                | \$7,327   |
| Recreation                          | \$534     |
| License & Fees                      | \$135     |
| Payroll Processing Expense          | \$3,294   |
| Office Equipment Lease              | \$646     |
| General Insurance                   | \$4,735   |
| Unemployment Services Expense       | \$191     |
| Board Expense                       | \$48      |
| Depreciation                        | \$8,474   |
| Utilities                           | \$4,140   |
| Rent                                | \$385     |
| Cable TV & Internet Service         | \$550     |

**Program Expenses**

|                                 |           |
|---------------------------------|-----------|
| Staff Salaries                  | \$22,946  |
| Payroll Taxes - FICA            | \$1,544   |
| Payroll Taxes - Unemp           | \$5       |
| Payroll Taxes - WC              | \$158     |
| Payroll Deductions - Health Ins | \$3,249   |
| Payroll Deductions - 401(k)     | \$211     |
| Program Supply                  | \$376     |
| Therapy                         | \$270     |
| Office Supply                   | \$28      |
| Telephone                       | \$381     |
| Postage                         | \$15      |
| Maintenance - Computers         | \$23      |
| Advertising & PR                | \$464     |
| Staff Development               | \$62      |
| Mileage Reimbursement           | \$185     |
| License & Fees                  | \$881     |
| Office Equipment Lease          | \$117     |
| Management & General Service    | \$1,799   |
| General Insurance               | \$412     |
| Audit & Accounting              | \$729     |
| Depreciation                    | \$74      |
| Utilities                       | \$329     |
| Building Maintenance            | \$29      |
| Gas & Oil - Auto                | \$23      |
| Family Reimbursement-FSSP       | \$1,833   |
| Therapy                         | \$2,910   |
| CES Homemaker Enhanced Srvs     | \$560     |
| Behavioral/Mental Health        | \$20,585  |
| SLS EXPENSE: MEDICAID           | \$46,276  |
| SLS EXPENSE: STATE              | \$10,922  |
| Comprehensive                   | \$241,528 |

|                               |                  |
|-------------------------------|------------------|
| Building Maintenance          | \$458            |
| Gas & Oil - Auto              | \$3,330          |
| Vehicle Repair & Maintenance  | \$714            |
| Client Transportation         | \$4,214          |
| Therapy                       | \$158            |
| Assistive Tech/Home Mod       | \$387            |
| Dental Care                   | \$533            |
| Vision Care                   | \$1,172          |
| Behavioral / Mental Health    | \$18,527         |
| Pharmacy                      | \$123            |
| Tenant Rent Contributions     | \$6,400          |
| Personal Needs                | \$4,168          |
| <b>Total Program Expenses</b> | <b>\$367,131</b> |

|                               |                  |
|-------------------------------|------------------|
| <b>Total Program Expenses</b> | <b>\$358,923</b> |
|-------------------------------|------------------|

**General & Administrative Expenses**

|                                   |         |
|-----------------------------------|---------|
| Staff Salaries                    | \$9,440 |
| Payroll Taxes - FICA              | \$656   |
| Payroll Taxes - Unemp             | \$38    |
| Unallocated W/C Expense           | \$94    |
| Health Ins - Company Portion      | \$892   |
| Retirement Bene - Company Portion | \$227   |
| Other Benefits - Company Portion  | \$9     |
| Office Supplies                   | \$(126) |
| Custodial Supplies                | \$75    |
| Telephone                         | \$221   |
| Postage                           | \$62    |
| Maintenance - Computers           | \$18    |
| Advertising & PR                  | \$198   |
| Staff Development                 | \$45    |
| Mileage Reimbursement             | \$353   |
| Travel Allowance                  | \$250   |
| License & Fees                    | \$84    |
| Legal-Admin                       | \$400   |
| Office Equipment Lease            | \$123   |
| General Insurance                 | \$691   |
| Audit & Accounting                | \$729   |
| Depreciation                      | \$1,156 |
| Utilities                         | \$590   |
| Cable TV & Internet Service       | \$15    |
| Building Maintenance              | \$335   |
| Gas & Oil - Auto                  | \$137   |

**General & Administrative Expenses**

|                            |         |
|----------------------------|---------|
| Program Supply             | \$147   |
| Telephone                  | \$189   |
| Dues & Publications        | \$1,628 |
| Payroll Processing Expense | \$245   |
| General Insurance          | \$335   |

|  |                 |
|--|-----------------|
| <b>Total General &amp; Administrative Expenses</b> | <b>\$16,715</b> |
|--|-----------------|

|  |                |
|--|----------------|
| <b>Total General &amp; Administrative Expenses</b> | <b>\$2,543</b> |
|--|----------------|

|                       |                  |
|-----------------------|------------------|
| <b>Total Expenses</b> | <b>\$383,845</b> |
|-----------------------|------------------|

|                       |                  |
|-----------------------|------------------|
| <b>Total Expenses</b> | <b>\$361,467</b> |
|-----------------------|------------------|

|                                      |                 |
|--------------------------------------|-----------------|
| <b>Income (Loss) from Operations</b> | <b>\$28,961</b> |
|--------------------------------------|-----------------|

|                                      |                |
|--------------------------------------|----------------|
| <b>Income (Loss) from Operations</b> | <b>\$3,015</b> |
|--------------------------------------|----------------|

**Other Income (Expense)**

|              |            |
|--------------|------------|
| Mutual Funds | \$(17,156) |
|--------------|------------|

**Other Income (Expense)**

|  |           |
|--|-----------|
| Mutual Funds - Unrealized Gain or Loss | \$(5,424) |
|--|-----------|

|                                     |                   |
|-------------------------------------|-------------------|
| <b>Total Other Income (Expense)</b> | <b>\$(17,156)</b> |
|-------------------------------------|-------------------|

|                                     |                  |
|-------------------------------------|------------------|
| <b>Total Other Income (Expense)</b> | <b>\$(5,424)</b> |
|-------------------------------------|------------------|

|                 |
|-----------------|
| <b>\$11,806</b> |
|-----------------|

|                  |
|------------------|
| <b>\$(2,409)</b> |
|------------------|

|                          |
|--------------------------|
| <b>Net Income (Loss)</b> |
|--------------------------|

|                          |
|--------------------------|
| <b>Net Income (Loss)</b> |
|--------------------------|

|                                   |                |
|-----------------------------------|----------------|
| <b>Combined Net Income (Loss)</b> | <b>\$9,397</b> |
|-----------------------------------|----------------|

**Las Animas County Rehabilitation Center**

**SCDDS**

Income Statement SubType

Income Statement SubType

(Single Period)

For the period of 11/1/2018 through 11/30/2018

**Revenues**

|                                  |           |
|----------------------------------|-----------|
| Food Stamps                      | \$1,530   |
| Administrative Management        | \$1,030   |
| Rental Property Income           | \$615     |
| SLS Revenue - Medicaid           | \$36,196  |
| SLS Revenue - State Fund         | \$12,721  |
| EBD Direct Service-Personal Care | \$56,752  |
| Comprehensive - Medicaid         | \$230,775 |
| Non-Emergency Medical Transp     | \$3,717   |
| Comprehensive R & B              | \$25,155  |
| Behavioral/Mental Health         | \$21,955  |
| Transportation                   | \$12,557  |
| Dental/Vision Care               | \$639     |
| Client production revenue        | \$1,770   |

**Net Revenues**

**\$405,411**

**Revenues**

|   |           |
|---|-----------|
| Comp Day Hab                            | \$49,289  |
| Comprehensive Fee for Svc - Residential | \$181,486 |
| SLS MW Day                              | \$23,380  |
| Donations - Family Sppt                 | \$500     |
| SLS Revenue - Medicaid                  | \$12,817  |
| CES Direct Service-Medicaid             | \$2,251   |
| SLS Revenue - State Fund                | \$12,721  |
| Early Intervention Program Revenue      | \$17,216  |
| Family Support Program Revenue          | \$2,533   |
| Behavioral/Mental Health                | \$21,955  |
| Transportation                          | \$12,557  |
| Dental & Vision Care                    | \$639     |
| Case Management                         | \$20,405  |

**Net Revenues**

**\$357,747**

**Program Expenses**

|                                     |           |
|-------------------------------------|-----------|
| Medical Supply - Res - TRI          | \$784     |
| Medical Supply - Res - WAL          | \$56      |
| Medical Supply - PCAs - TRI         | \$144     |
| Medical Supply - PCAs - WAL         | \$56      |
| Medical Supply - MW SLS - TRI       | \$57      |
| Medical Supply - ST SLS - WAL       | \$94      |
| EBD Program Expenses                | \$1,618   |
| SPCC Program Expenses               | \$70      |
| Staff Salaries                      | \$182,463 |
| EBD Salaries & Benefits             | \$42,772  |
| Client Wages                        | \$729     |
| Payroll Taxes - FICA                | \$13,390  |
| Payroll Taxes - Unemp               | \$636     |
| Payroll Taxes - WC                  | \$12,480  |
| Health Ins - Company Portion        | \$8,938   |
| Retirement Benefit - Company Portio | \$1,821   |
| Other Benefits - Company Portion    | \$9       |
| Residential Provider                | \$14,013  |
| Program Supply                      | \$1,985   |
| Office Supply                       | \$997     |
| Custodial Supplies                  | \$1,373   |
| First Aide & Safety Supplies        | \$70      |
| Safety Supplies                     | \$30      |
| Telephone                           | \$1,824   |
| Postage                             | \$343     |
| Dues & Publications                 | \$27      |
| Maintenance - Equipment             | \$30      |
| Maintenance - Computers             | \$796     |
| Advertising & PR                    | \$458     |
| Staff Development                   | \$619     |

**Program Expenses**

|                                 |           |
|---------------------------------|-----------|
| Staff Salaries                  | \$22,604  |
| Payroll Taxes - FICA            | \$1,499   |
| Payroll Taxes - WC              | \$158     |
| Payroll Deductions - Health Ins | \$2,436   |
| Payroll Deductions - 401(k)     | \$211     |
| Program Supply                  | \$275     |
| Therapy FSSP                    | \$270     |
| Office Supply                   | \$128     |
| Custodial Supplies              | \$46      |
| Telephone                       | \$457     |
| Postage                         | \$133     |
| Maintenance - Computers         | \$165     |
| Advertising & PR                | \$503     |
| Staff Development               | \$28      |
| Mileage Reimbursement           | \$225     |
| Office Equipment Lease          | \$104     |
| Management & General Service    | \$1,799   |
| General Insurance               | \$412     |
| Audit & Accounting              | \$729     |
| Depreciation                    | \$74      |
| Utilities                       | \$370     |
| Building Maintenance            | \$29      |
| Family Reimbursement-FSSP       | \$1,182   |
| Therapy EI                      | \$2,573   |
| CES Homemaker Enhanced Svcs     | \$560     |
| Vision Care                     | \$503     |
| Behavioral/Mental Health        | \$21,955  |
| SLS EXPENSE: MEDICAID           | \$42,707  |
| SLS EXPENSE: STATE              | \$10,922  |
| Comprehensive                   | \$236,957 |

|                               |          |
|-------------------------------|----------|
| Mileage Reimbursement         | \$552    |
| Food                          | \$6,986  |
| Recreation                    | \$666    |
| License & Fees                | \$342    |
| Payroll Processing Expense    | \$3,152  |
| Office Equipment Lease        | \$611    |
| General Insurance             | \$4,735  |
| Unemployment Services Expense | \$191    |
| Board Expense                 | \$76     |
| Utilities                     | \$4,111  |
| Rent                          | \$385    |
| Cable TV & Internet Service   | \$550    |
| Building Maintenance          | \$498    |
| Gas & Oil - Auto              | \$2,844  |
| Vehicle Repair & Maintenance  | \$1,306  |
| Client Transportation         | \$3,324  |
| Therapy                       | \$67     |
| Assistive Tech/Home Mod       | \$497    |
| Dental Care                   | \$326    |
| Behavioral / Mental Health    | \$18,872 |
| Pharmacy                      | \$1,446  |
| Tenant Rent Contributions     | \$6,400  |
| Personal Needs                | \$4,168  |
| Depreciation                  | \$8,474  |

**Total Program Expenses**

**\$359,260**

**Total Program Expenses**

**\$350,018**

**General & Administrative Expenses**

|                                   |          |
|-----------------------------------|----------|
| Staff Salaries                    | \$11,218 |
| Payroll Taxes - FICA              | \$800    |
| Payroll Taxes - Unemp             | \$40     |
| Unallocated W/C Expense           | \$94     |
| Health Ins - Company Portion      | \$901    |
| Retirement Bene - Company Portion | \$305    |
| Other Benefits - Company Portion  | \$9      |
| Office Supplies                   | \$171    |
| Custodial Supplies                | \$41     |
| First Aide & Safety Supplies      | \$170    |
| Telephone                         | \$222    |
| Postage                           | \$38     |
| Maintenance - Computers           | \$568    |
| Advertising & PR                  | \$158    |
| Staff Development                 | \$67     |
| Mileage Reimbursement             | \$291    |
| Travel Allowance                  | \$419    |
| Food                              | \$22     |
| License & Fees                    | \$177    |
| Legal-Admin                       | \$300    |
| Office Equipment Lease            | \$119    |
| General Insurance                 | \$691    |
| Audit & Accounting                | \$729    |
| Utilities                         | \$555    |
| Cable TV & Internet Service       | \$15     |
| Building Maintenance              | \$41     |
| Gas & Oil - Auto                  | \$136    |

**General & Administrative Expenses**

|                            |       |
|----------------------------|-------|
| Program Supply             | \$932 |
| Telephone                  | \$100 |
| Payroll Processing Expense | \$245 |
| General Insurance          | \$335 |

|   |                  |   |                  |
|---|------------------|---|------------------|
| Vehicle Repair & Maintenance              | \$36             |   |                  |
| Depreciation                              | \$1,156          |   |                  |
| <b>Total General &amp; Admin Expenses</b> | <b>\$19,488</b>  | <b>Total General &amp; Admin Expenses</b> | <b>\$1,612</b>   |
| <b>Total Expenses</b>                     | <b>\$378,747</b> | <b>Total Expenses</b>                     | <b>\$351,630</b> |
| <b>Income (Loss) from Operations</b>      | <b>\$26,664</b>  | <b>Income (Loss) from Operations</b>      | <b>\$6,117</b>   |
| <u>Other Income (Expense)</u>             |                  | <u>Other Income (Expense)</u>             |                  |
| Mutual Funds                              | \$29,962         | Mutual Funds - Unrealized Gain or Loss    | \$677            |
| <b>Total Other Income (Expense)</b>       | <b>\$29,962</b>  | <b>Total Other Income (Expense)</b>       | <b>\$677</b>     |
|   | <b>\$56,626</b>  |   | <b>\$6,793</b>   |
| <b>Net Income (Loss)</b>                  |                  | <b>Net Income</b>                         |                  |
|   |                  | <b>Combined Net Income (Loss)</b>         | <b>\$63,420</b>  |