

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

Meeting location 1205 Congress Drive
December 13,, 2022
Time: 4:00 PM

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 August 2022 Financials LACRC/SCDDS
 - b. Audit status for years 2018 - 2022
 - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. New Board members
 - 2.
- IX. NEW BUSINESS
 1. Update on Roof Repairs from July Hail Storm
 2. Review of Designs by Architectural Students
 3. Bonus
 4. Move January Board Meeting to the 17th
 - 5.
 - 6.
- X. OTHER
 - 1.
- XI. DIRECTORS REPORT
 1. Update on the CMRD and transition to a new SEP
 2. Funding for next FY
 - 3 Group homes and Host Homes

ADJOURNMENT

Adjournment

**MINUTES OF BOARD OF DIRECTORS MEETING
LACRC/SCDDS**

DATE: October 25, ,2022

TIME: 4:00 PM, The meeting was held in Trinidad

PERSONS PRESENT: Board Members: Board President Spencer, Blackburn (zoom), Quintero, Blasi along with Business Manager, 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 Don 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 September 27, 2022 board meeting was reviewed. Following discussion it was M/S/P by Blasi and Quintero to accept the September 27^h minutes for LACRC and SCDDS as presented.

TREASURER'S REPORT

Teri Hansford presented the September 2022 financial statements for both LACRC and SCDDS. Teri indicated that revenues and expenses are in line with normal expenses for both LACRC and SCDDS. Following discussion it was M/S/P by Blasi and Blackburn to accept the September finance statements as presented.

Teri gave an update on the audit. Teri is working on the 2018 audit. Teri will continue to update the Board on the audit status at the upcoming meetings.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

1. Board Member Replacement

None

NEW BUSINESS

1. Update on the Roof Repairs from the July hail Storm

Duane reported that he and Don Spencer had met with contractors on the roof repairs following the July hail storm. Blue Diamond Roofing was selected to do the roof repairs. Blue Diamond is a local contractor and is owned by Bill Winter.

2. Bank Balances and Changes to Checking Account

Duane requested authorization to reduce the bank balances carried in the general operating accounts at the Bank of the West to a lower cash level that will meet LACRC and SCDDS operating needs for 60 days. The balance of the funds will then be placed in CD's that will be managed by the Bank of the West in accounts that will be available to transfer funds into the checking account if needed. Duane said multiple CD's will be taken out with different banks so the balances are covered by FDIC. The bank indicated that the CD rates will be in the upper 3% range versus the less than 1% that we are currently receiving. Duane indicated that he would like to go to more electronic bill pay or ETF and ACH payments and reduce the number of physical checks that the agency writes on payables. This will allow the agency more control over the day to day management of the accounts and allow staff to see in real time what the account balances are.

The accounts will still require two signatures for each transactions of which are generally Duane's and one board member before a final payment is made to the vendor. Following discussion if was M/S/P by Blasi and Blackburn to approve the changes to the bank accounts.

- 3. Update to August Board Minutes on Signature Cards** Duane reported that he was going to update the August Board Minutes to reflect the Board Member's name and official position that board members holds such as President, Vice President and Secretary/Treasurer within the corporation for the signature card. This is required by the banks on the resolutions authorizing the officers to sign on the various accounts.
- 4. Update on Building Designs at AV** Duane presented an update on the work that the architectural students have done to date on the upgrades and building redesign for the Alta Vista building.
- 5. November Board Meeting** The November Board Meeting will be canceled and held in conjunction with the December Board Meeting which will be held on December 13, 2022
- 6.**

Directors Report Duane talked about the staffing issues that the program (s) are having. He indicated that we are fortunate with the longevity with some of our staff but said we continue to have a lot of staff turnover in the DSP positions. He said that the labor market is softer than in previous years. COVID has not helped and people are just more transitory than in the past. Duane said the state association that SCDDS/LACRC continues to lobby the state for increased revenue.

Adjournment Moved by Blasi to Adjourn, Adjournment at 5:20 pm

12/12/22

Las Animas County Rehabilitation Center

12:16:35 PM

Income Statement SubType

(Single Period)

For the period of 10/1/2022 through 10/31/2022

Revenues

Food Stamps	\$4,225
Administrative Management	\$2,200
Rental Property Income	\$2,025
Misc Income	\$593
IHAB TRI	\$27,454
Comm Connect TRI	\$1,943
Transportation - Non Med Day TRI	\$7,299
IHAB WAL	\$11,813
Comm Connect WAL	\$346
Transportation - Non Med Day WAL	\$2,362
Supported Employment TRI	\$11,795
Transportation - Supported Emp TRI	\$1,017
Supported Employment WAL	\$372
SLS MW Direct Srv/PC/Homemaker TRI	\$7,766
SLS MW Direct Srv/PC/Homemaker WAL	\$5,643
CES - Direct Service - Medicaid	\$6,254
SLS-Direct Service-State TRI	\$1,624
SLS-Direct Service-State WAL	\$292
SLS Revenue - Medicaid	\$326
SLS Revenue - State Fund	\$290
EBD Direct Service-Personal Care	\$180,623
Comprehensive - Medicaid	\$195,758
Non-Emergency Medical Transp	\$3,338
Comprehensive R & B	\$22,487
Dental/Vision Care	\$477
Client production revenue	\$720

Net Revenues

\$499,042

Program Expenses

CES Program Expenses	\$9
Staff Salaries	\$305,009
Client Wages	\$350
Payroll Taxes - FICA	\$22,891
Payroll Taxes - Unemp	\$1,840
Payroll Taxes - WC	\$7,367
Health Ins - Company Portion	\$6,924
Retirement Benefit - Company Portio	\$1,251
Residential Provider	\$24,840
Program Supply	\$1,668
Office Supply	\$456
Custodial Supplies	\$1,683
Telephone	\$2,060
Postage	\$452
Dues & Publications	\$32
Maintenance - Computers	\$2,579
Staff Development	\$70
Per Diem Reimbursements	\$46
Mileage Reimbursement	\$77
Food	\$6,321
Recreation	\$746
License & Fees	\$187

12/12/22

SCDDS

11:55:19 AM

Income Statement SubType

(Single Period)

For the period of 10/1/2022 through 10/31/2022

Revenues

SLS MW Direct Service Revenue	\$13,736
SLS MW IHAB Revenue	\$14,560
CES Direct Service-Medicaid	\$6,254
SLS Revenue - State Fund	\$6,484
Early Intervention Program Revenue	\$10,859
Early Intervention - Other Revenue	\$1,209
Family Support Program Revenue	\$6,318
Comprehensive - Day Hab	\$34,070
Comprehensive - Residential	\$195,786
Transportation	\$8,220
Dental & Vision Care	\$257
Case Management	\$21,808

Net Revenues

\$319,560

Program Expenses

CES EXPENSE	\$6,254
Staff Salaries	\$24,921
Payroll Taxes - FICA	\$1,735
Payroll Taxes - WC	\$55
Payroll Deductions - Health Ins	\$1,575
Payroll Deductions - 401(k)	\$495
Program Supply	\$4,112
Telephone	\$752
Postage	\$7
Dues & Publications	\$1,376
Advertising & PR	\$113
Mileage Reimbursement	\$216
License & Fees	\$30
Office Equipment Lease	\$65
Management Service	\$280
General Insurance	\$295
Depreciation	\$26
Utilities	\$255
In-Kind Rent	\$600
Building Maintenance	\$37
Family Reimbursement-FSSP	\$3,492
Therapy	\$3,742

Payroll Processing Expense	\$3,601	SLS EXPENSE: MEDICAID	\$29,843
Office Equipment Lease	\$664	SLS EXPENSE: STATE	\$7,155
General Insurance	\$8,263	Comprehensive	\$236,849
Unemployment Services Expense	\$197		
Depreciation	\$6,061		
Utilities	\$3,019		
Cable TV & Internet Service	\$251		
Building Maintenance	\$550		
Gas & Oil - Auto	\$2,087		
Vehicle Repair & Maintenance	\$1,317		
Client Transportation	\$842		
Medical Supply	\$465		
Assistive Tech/Home Mod	\$2,808		
Vision Care	\$410		
Pharmacy	\$1,283		
Tenant Rent Contributions	\$6,507		
Personal Needs	\$3,767		
Total Program Expenses	<hr/> \$428,949	Total Program Expenses	<hr/> \$324,280
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$31,589	Program Supply	\$163
Payroll Taxes - FICA	\$2,264	Payroll Processing Expense	\$379
Payroll Taxes - Unemp	\$36	Audit & Accounting	\$737
Unallocated W/C Expense	\$200		
Health Ins - Company Portion	\$1,963		
Retirement Bene - Company Portion	\$858		
Program Supply	\$38		
Office Supplies	\$19		
Custodial Supplies	\$67		
Telephone	\$296		
Postage	\$50		
Maintenance - Computers	\$222		
Advertising & PR	\$335		
Mileage Reimbursement	\$216		
Travel Allowance	\$501		
Food	\$229		
License & Fees	\$156		
Legal-Admin	\$300		
Office Equipment Lease	\$63		
General Insurance	\$2,418		
Depreciation	\$827		
Utilities	\$641		
Cable TV & Internet Service	\$17		
Building Maintenance	\$49		
Gas & Oil - Auto	\$99		
Vehicle Repair & Maintenance	\$14		
Total General & Administrative Expenses	<hr/> \$43,466	Total General & Administrative	<hr/> \$1,279
Total Expenses	<hr/> \$472,415	Total Expenses	<hr/> \$325,559
Net Income (Loss)	<hr/> \$26,626 <hr/> <hr/>	Net Income (Loss)	<hr/> \$(5,999) <hr/> <hr/>

COMBINED INCOME (LOSS)

\$20,627