

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

BOARD OF DIRECTORS MEETING

**Meeting location: 1205 Congress Drive, Trinidad, CO 81089
Feb 27, 2024 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
LACRC/SCDDS**

DATE: January 30, 2024
TIME: 4:00 PM, The meeting was held in Trinidad

PERSONS ESENT: Board Members: Board President Don Spencer, Quintero (zoom), Blasi, Blackburn, along with Business Manager, Teri Hansford and Melva Zagar and Executive Director Duane Roy (zoom).

Absent: Pando

NOT EXCUSED:

<u>TOPIC</u>	<u>DISCUSSION</u>
<u>CALL TO ORDER</u>	The meeting was called to order at 4.00 PM by Board President Spencer. The meeting was held in Trinidad at 1205 Congress Drive.
<u>ADDITIONS AND DELETIONS TO THE AGENDA</u>	None
<u>Public Comment</u>	None
<u>MINUTES TO THE PREVIOUS MEETING</u>	The minutes to the November 28, 2023 board meeting were reviewed. Following discussion it was M/S/P by Blackburn and Quintero to accept the November 28, 2023 minutes for LACRC and SCDDS as presented. There was no meeting in December 2024.
<u>TREASURER'S REPORT</u>	<p>Teri Hansford presented the December 2023 finance statements for both LACRC and SCDDS. Teri indicated that revenues and expenses are in line with normal postings for both LACRC and SCDDS. Following discussion it was M/S/P by Blasi and Blackburn to accept the December 2023 finance statements as presented.</p> <p>Teri gave an update on the audit, she indicated the information for the audit has been submitted to the auditor. Teri will continue to update the Board on the audit status at the upcoming meetings.</p>
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Member Replacement	None
<u>NEW BUSINESS</u>	
1. Employee Retention Tax Credit Application	Duane reported that staff are working on the ERC submission for LACRC. Duane said they are hoping to meet the January 31, 2024 deadline. Following discussion it was M/S/P by Blasi and Blackburn to authorize the submission.
2. Early Intervention (EI) RFP	Duane requested authorization to submit the application that would allow SCDDS to continue as the EI provider for Las Animas and Huerfano Counties. The award will be for 5 years. Following discussion it was M/S/P by Blackburn and Blasi to authorize the submission to the RFP.
3. Vehicle Accident	Duane reported that one of LACRC vehicles, a 2017 Dodge Caravan was involved in an accident on Interstate 25 and the damages were sufficient to total the vehicle. Duane reported there were no injuries. The vehicle will need to be replaced.

4. Directors Report

Duane gave a brief update on the CMRD process. He said SCDDS formally started the transition process on November 1, 2023 and finish February 28, 2024. SCDDS will remain the CCB for Las Animas and Huerfano Counties.

5. Other

Duane briefed the board on some issues with our HR and payroll department. The staff member who was working in that position has terminated and recent activities are being reviewed. Duane will keep the board informed.

Adjournment

Blasi Moved to Adjourn at 4:35 PM.

Approved _____

Approved _____

Las Animas County Rehabilitation Center

SCDDS

Income Statement SubType

Income Statement SubType

For the period of 1/1/2024 through 1/31/2024

For the period of 1/1/2024 through 1/31/2024

Revenues

Food Stamps	\$1,402
Administrative Management	\$2,726
Rental Property Income	\$2,880
Misc Income	\$969
IHAB TRI	\$24,934
Comm Connect TRI	\$5,576
Transportation - Non Med Day TRI	\$8,054
IHAB WAL	\$15,816
Comm Connect WAL	\$658
Transportation - Non Med Day WAL	\$2,990
Supported Employment TRI	\$23,714
SLS MW Direct Srv/PC/Homemaker TRI	\$12,688
SLS MW Direct Srv/PC/Homemaker WAL	\$4,484
CES - Direct Service - Medicaid	\$5,554
SLS-Direct Service-State TRI	\$2,299
SLS-Direct Service-State WAL	\$754
SLS Revenue - Medicaid	\$48
SLS Revenue - State Fund	\$205
EBD Direct Service-Personal Care	\$174,250
Comprehensive - Medicaid	\$224,959
Non-Emergency Medical Transp	\$99,714
Comprehensive R & B	\$24,572
Dental/Vision Care	\$785
Client production revenue	\$2,128

Net Revenues**\$642,159**Program Expenses

Depreciation - IHAB Day TRI	\$777
Staff Salaries	\$308,949
Payroll Taxes - FICA	\$23,398
Payroll Taxes - CO PFML	\$1,533
Payroll Taxes - Unemp	\$3,915
Payroll Taxes - WC	\$5,647
Health Ins - Agency Portion	\$4,860
Retirement Benefit - Agency Portion	\$2,027
Residential Provider	\$21,877
Program Supply	\$1,724
Office Supply	\$336
Custodial Supplies	\$2,991
Telephone	\$1,905
Postage	\$225
Dues & Publications	\$33
Advertising & PR	\$4,039
Mileage Reimbursement	\$184
Food	\$7,311
Recreation	\$609
License & Fees	\$529
Payroll Processing Expense	\$5,181
Office Equipment Lease	\$636
General Insurance	\$8,421
Unemployment Services Expense	\$197
Depreciation	\$5,695
Utilities	\$4,601

Revenues

SLS MW Direct Service Revenue	\$17,172
SLS MW IHAB Revenue	\$20,736
CES Direct Service-Medicaid	\$5,554
SLS Revenue - State Fund	\$14,116
Early Intervention Program Revenue	\$16,004
Family Support Program Revenue	\$16,906
Comprehensive - Day Hab	\$39,605
Comprehensive - Residential	\$224,959
Transportation	\$10,807
Dental & Vision Care	\$785
Case Management	\$24,643

Net Revenues**\$391,287**Program Expenses

CES EXPENSE	\$5,554
Staff Salaries	\$28,868
Payroll Taxes - FICA	\$2,021
Payroll Taxes - CO PFML	\$119
Payroll Taxes - Unemp	\$214
Payroll Taxes - WC	\$54
Health Ins - Agency Portion	\$1,760
Retirement Benefit - Agency Portion	\$939
Program Supply	\$2,220
Office Supply	\$259
Telephone	\$787
Postage	\$250
Dues & Publications	\$1,444
Advertising & PR	\$351
Mileage Reimbursement	\$292
License & Fees	\$270
Office Equipment Lease	\$51
General Insurance	\$726
Depreciation	\$26
Utilities	\$441
In-Kind Rent	\$600
Building Maintenance	\$219
Family Reimbursement-FSSP	\$5,663
Therapy	\$6,184
Professional Services	\$107
SLS EXPENSE: MEDICAID	\$41,060

Cable TV & Internet Service	\$153
Building Maintenance	\$1,322
Gas & Oil - Auto	\$1,247
Vehicle Repair & Maintenance	\$960
Client Transportation	\$588
Medical Supply	\$600
Assistive Tech/Home Mod	\$30
Dental Care	\$140
Vision Care	\$785
Behavioral / Mental Health	\$605
Pharmacy	\$1,038
Tenant Rent Contributions	\$6,945
Personal Needs	\$4,318

SLS EXPENSE: STATE	\$6,612
Comprehensive	\$279,237

Total Program Expenses	\$436,331
<u>General & Administrative Expenses</u>	
Staff Salaries	\$36,009
Payroll Taxes - FICA	\$2,669
Payroll Taxes - Unemp	\$447
Unallocated W/C Expense	\$627
Health Ins - Company Portion	\$1,800
Retirement Bene - Company Portion	\$1,092
Office Supplies	\$172
Custodial Supplies	\$84
Telephone	\$332
Postage	\$25
Dues & Publications	\$170
Maintenance - Computers	\$608
Advertising & PR	\$1,329
Staff Development	\$54
Mileage Reimbursement	\$227
Travel Allowance	\$250
License & Fees	\$82
Legal-Admin	\$300
Office Equipment Lease	\$62
Utilities	\$859
Cable TV & Internet Service	\$17
Building Maintenance	\$143

Total Program Expenses	\$386,377
<u>General & Administrative Expenses</u>	
Payroll Processing Expense	\$537
Audit & Accounting	\$737

Total General & Administrative \$47,360

Total General & Administrative \$1,274

Total Expenses \$483,691

Total Expenses \$387,651

Net Income (Loss) \$158,469

Net Income (Loss) \$3,636

COMBINED NET INCOME/LOSS **\$162,105**