

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

BOARD OF DIRECTORS MEETING

**Meeting location: 1205 Congress Dr Trinidad, CO 81082
January 25, 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: December 14, 2017
TIME: 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive

PERSONS PRESENT: Board Members Shier, De Bono, Pando, Quintero and Spencer, Teri Hansford along with Executive Director Duane Roy

ABSENT/EXCUSED: Board Member Nielson and Barrows
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 De Bono, 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 October 26, 2017 meeting was reviewed. Following discussion it was M/S/P by Spencer and De Bono to accept the minutes.
<u>TREASURER'S REPORT</u>	The SCDDS/LACRC Finance statements for October 2017 were reviewed. Following discussion it was M/S/P by De Bono and Spencer to accept the financial statement.
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Appraisal on 1205 Congress Drive	Duane reported that the appraisal on 1205 Congress Drive, Trinidad Colorado came in at \$1.4 million. The appraisal was done by I-J Hill out of Pueblo, Co.
 <u>NEW BUSINESS</u>	
1. General Discussion Relocating Services to the Alta Vista Property	Discussion was given to moving LACRC's program and administrative office from 1205 Congress Drive to the Alta Vista site at 415 S Indiana and selling the congress drive property to help add on and upgrade the Indiana site. Duane reported that over the years SCDDS/LACRC's business model has changed and our present location on Congress Drive does not meet our current needs as it is located in a more industrial area. Board member Don Spencer indicated that he felt the upgrades and additional space at the Indiana site would cost around 1.25 to 1.5 million dollars. The Indiana site was built in 1976 and needs various upgrades to include modern HVAV, windows, accessibility, space utilization and parking. LACRC's current site has 22,000 sq ft and the Indiana site has 9,500 sq ft. More on this at the next Board meeting.
2. 401k Retirement	Discussion was given to reducing the agency match on the 401k retirement plan as we transition from John Hancock to ADP's platform of investment options. Currently LACRC matches up to 4% of participating Employee contributions. Due to the changes in SCDDS/LACRC's financial status the agency may want to reduce these amounts to a lower amount. No decision was made to reduce anything at this time but rather for information as we go into the future in the event that we need to reduce costs.
3. The Impact that the New Colorado Minimum Wage will have on overall Services	Duane reported that the Colorado Minimum wage will go up to \$10.20 hr on January 1, 2018. It is estimated that this will increase LACRC's costs by upwards of \$35,000 over the next 6 months as we move entry wages from \$9.30 per hour to \$10.20 or \$.90/hr plus taxes. Duane said most of the staff impacted by this work for the EBD program along with a few part time workers. Duane said we received a rate adjustment of approximately \$.50 per/hr. on the EBD services.

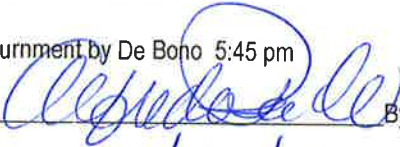
Duane said the EBD program is operating at a plus right now and recommends that we monitor costs carefully over the next couple months before making any decisions on the programs future. Duane also recommends that we cap the 6 month wage review/increase on newly hired staff to 2% instead of 4% until the agency can review the impact that this increase will have the overall budget. If we don't do this new staff will have hourly wage rates that exceed the rates paid to their peers. The 2% will put them at an equal rate. Duane indicated that the agency needs to look at increasing the starting wage for direct care staff.

Program Reports
1. Directors

Duane's report centered around the budget and the challenges that LACRC and SCDDS will face as we go into the future. State funding rates are not keeping up with the cost of doing business. Duane said that funding rates are the priority on the State Associations legislative agenda. Duane also reported that the State has until December 31, 2017 to develop the framework of what is being referred to as a "Business Continuity Plan" that will provide guidance to existing CCB's on completing paperwork and identifying the services that they will provide in the future.

Adjournment

Adjournment by De Bono 5:45 pm


By Alfredo Pando, Secretary

Date: 1/25/18

Income Statement SubType

Income Statement SubType

(Single Period)

For the period of 11/1/2017 through 11/30/2017

(Single Period)

For the period of 11/1/2017 through 11/30/2017

Revenues

Food Stamps	\$2,414
Administrative Management	\$1,210
Rental Property Income	\$615
SLS Revenue - Medicaid	\$47,019
SLS Revenue - State Fund	\$7,071
EBD Direct Service-Personal Care	\$49,737
EBD Adult Day	\$3,322
Comprehensive - Medicaid	\$213,384
Non-Emergency Medical Transp	\$4,080
Comprehensive R & B	\$25,481
Behavioral/Mental Health	\$20,434
Transportation - COMP	\$6,641
Dental/Vision Care	\$240
Client production revenue	\$1,237
SPCC - Program Revenue	\$8,519

Net Revenues**\$391,403****Program Expenses**

Medical Supply - Res - TRI	\$56
Medical Supply - MW SLS - TRI	\$56
EBD Program Expenses	\$2,524
SPCC Program Expenses	\$2,349
Staff Salaries	\$174,404
EBD Salaries & Benefits	\$44,630
SPCC Salaries & Benefits	\$11,812
Client Wages	\$883
Payroll Taxes - FICA	\$12,905
Payroll Taxes - Unemp	\$1,183
Payroll Taxes - WC	\$13,870
Health Ins - Company Portion	\$9,810
Retirement Benefit - Company Portio	\$1,604
Other Benefits - Company Portion	\$9
Residential Provider	\$11,036
Program Supply	\$2,864
Office Supply	\$782
Custodial Supplies	\$2,099
Telephone	\$1,843
Postage	\$337
Dues & Publications	\$26
Maintenance - Equipment	\$199
Maintenance - Computers	\$690
Staff Development	\$961
Mileage Reimbursement	\$298
Food	\$8,364
Recreation	\$836
License & Fees	\$286
Payroll Processing Expense	\$3,214
Office Equipment Lease	\$452
General Insurance	\$5,057
Unemployment Services Expense	\$185
Board Expense	\$62
Depreciation	\$10,976
Utilities	\$3,824
Rent	\$398
Cable TV & Internet Service	\$501
Building Maintenance	\$772
Gas & Oil - Auto	\$3,558
Vehicle Repair & Maintenance	\$2,010
Client Transportation	\$4,026

Revenues

Part C Income	\$3,858
Comp Day Hab	\$50,147
Comprehensive Fee for Svc - Residential	\$163,237
SLS MW Day	\$27,336
SLS Revenue - Medicaid	\$12,230
CES Direct Service-Medicaid	\$1,976
SLS Revenue - State Fund	\$8,230
Early Intervention Program Revenue	\$3,246
Family Support Program Revenue	\$2,189
Behavioral/Mental Health	\$23,267
Transportation	\$10,861
Dental & Vision Care	\$240
Case Management	\$23,459

Net Revenues**\$330,278****Program Expenses**

Staff Salaries	\$22,279
Payroll Taxes - FICA	\$1,583
Payroll Taxes - Unemp	\$56
Payroll Taxes - WC	\$158
Payroll Deductions - Health Ins	\$1,962
Payroll Deductions - 401(k)	\$211
Program Supply	\$56
Office Supply	\$17
Telephone	\$300
Postage	\$26
Maintenance - Computers	\$931
Staff Development	\$159
Mileage Reimbursement	\$307
License & Fees	\$21
Office Equipment Lease	\$210
General Insurance	\$433
Depreciation	\$185
Utilities	\$347
Building Maintenance	\$28
Family Reimbursement-FSSP	\$1,535
Therapy	\$480
Professional Services	\$200
Vision Care	\$240
Behavioral/Mental Health	\$23,176
SLS EXPENSE: MEDICAID	\$43,786
SLS EXPENSE: STATE	\$7,071
Comprehensive	\$220,117

Therapy	\$152
Assistive Tech/Home Mod	\$390
Vision Care	\$240
Behavioral / Mental Health	\$18,880
Pharmacy	\$208
Tenant Rent Contributions	\$7,018
Personal Needs	\$5,008

Total Program Expenses \$373,647

General & Administrative Expenses

Staff Salaries	\$8,545
Payroll Taxes - FICA	\$635
Payroll Taxes - Unemp	\$75
Unallocated W/C Expense	\$94
Health Ins - Company Portion	\$860
Retirement Bene - Company Portion	\$214
Other Benefits - Company Portion	\$9
Office Supplies	\$59
Custodial Supplies	\$37
Telephone	\$317
Postage	\$61
Dues & Publications	\$99
Maintenance - Computers	\$73
Advertising & PR	\$338
Staff Development	\$63
Mileage Reimbursement	\$76
Travel Allowance	\$814
License & Fees	\$66
Legal-Admin	\$300
Office Equipment Lease	\$50
General Insurance	\$739
Audit & Accounting	\$1,390
Depreciation	\$1,477
Utilities	\$616
Cable TV & Internet Service	\$15
Building Maintenance	\$76
Gas & Oil - Auto	\$130

Total General & Administrative Expenses \$17,226

Total Expenses \$390,874

Income (Loss) from Operations \$530

Other Income (Expense)

Interest Earned	\$471
Mutual Funds	\$1,965

Total Other Income (Expense) \$2,436

Net Income (Loss) \$2,966

Total Program Expenses \$325,875

General & Administrative Expenses

Program Supply	\$146
Telephone	\$91
Advertising & PR	\$113
Payroll Processing Expense	\$259
General Insurance	\$357
Depreciation	\$43

Total General & Administrative Expenses \$1,008

Total Expenses \$326,882

Income (Loss) from Operations \$3,395

Other Income (Expense)

Net Income (Loss) \$3,395

COMBINED INCOME (LOS) \$6,361