

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

BOARD OF DIRECTORS MEETING

**Meeting location: 1205 Congress Dr, Trinidad, CO 81082
Jan 30, 2019 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 19, 2018
TIME: 4:00 PM, the meeting was held in Walsenburg at 309 W 9th St

PERSONS PRESENT: Board Members: Shier, Nielsen, De Bono , Spencer, Quintero, Business Manager, Teri Hansford and Executive Director Duane Roy

ABSENT/EXCUSED: Board Member: 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 Shier, the meeting was held in Trinidad at 1205 Congress Drive, conference room.
<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 October 31, 2018 meeting was reviewed. Following discussion it was M/S/P by Nielsen and Spencer to accept the minutes. There was no Meeting in November 2018.
<u>TREASURER'S REPORT</u>	Teri Hansford, Business Manager reviewed Finance Statements for LACRC and SCDDS for the month of October 2018. Following discussion it was M/S/P by Nielsen and Spencer. Teri indicated that the Logan Thomas Auditing firm have not gotten back with her on the FY 17-18 audit schedule.
<u>CORRESPONDENCE</u>	
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
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.
2. Board Member Replacement	No action taken.
<u>NEW BUSINESS</u>	
1. Results of the SAO Review - TCM	Duane reported the State Audit on TCM and State funded SLS is complete and that the Audit committee reviewed their finding with the Legislative Audit Committee on December 3, 2019. The audit results are now public information. Duane reviewed the highlights of the report and pointed out the deficiencies associated with SCDDS.
2. Updated Policies for LACRC	Duane presented the following updated Policies for LACRC for review. Policies 7.1 Medication, 7.2 Medication, staff assist or self-medication and 7.3 Physicians Orders. Following discussion it was M/S/P Spencer and De Bono.
3. Holiday Schedule	Duane requested that he agency observe December 24, 2018 as a Holiday. Following discussion it was M/S/P by De Bono and Quintero.
4. Staff Bonus	Duane requested authorization to give staff a onetime bonus based on the position that the employee holds

and their longevity with the agency. Duane estimated that the bonus would cost approximately \$40,000 for LACRC and \$15,000 for SCDDS, without taxes. Funds for the bonus will be booked to FY 2018-19. Following discussion it was M/SP by Nielsen and Spencer. See attached schedule.

5. **Calendar for Board Meeting 2019**

Duane handed out a calendar of scheduled Board Meetings for Calendar year 2019.

6. **Update Bank Signature Cards**

The following Board Members are authorized to sign on the Bank, Savings Accounts and Mutual fund accounts for LACRC and SCDDS:

- Dave Shier- President
- Don Spencer- Vice President
- Nick De Bono- Treasurer
- Alfredo Pando- Secretary

Following discussion it was M/S/P by Spencer and De Bono to authorize the signature card changes.

Program Reports

1. **Directors**

Duane talked about the projected cost that the 6.5% increase to all DSP's (direct support personnel) wages will have on the agency and the increase that the Colorado Minimum Wage will have. Colorado's minimum wage will increase by 9% and go from \$10.20 an hour to \$11.10 per hour January 1, 2019. New funding to cover the mandatory DSP increase of 6.5% will not go into effect with funding until March 1, 2019. The majority of LACRC's DSP's are working at Minimum wage so the minimum wage increase will cover or go beyond the 6.5%. Other DSP staff making more than the minimum wage will see their wages go up by 6.5%. The regulatory requirement for the 6.5% only affects DSP's and not mid management, Administrative or Case Management Staff.

Adjournment

Adjournment by Spencer 6:00 PM

 By Alfredo Pando, Secretary

Date: 11/30/19

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

Income Statement SubType

(Single Period)

For the period of 12/1/2018 through 12/31/2018

(Single Period)

For the period of 12/1/2018 through 12/31/2018

<u>Revenues</u>		<u>Revenues</u>	
Food Stamps	\$1,530	Family Support Grant Revenue	\$1,800
Administrative Management	\$1,030	Early Intervention - Grants	\$1,375
Rental Property Income	\$615	Comp Day Hab	\$48,809
Misc Income	\$91	Comprehensive Fee for Svc - Residential	\$171,569
SLS Revenue - Medicaid	\$38,024	SLS MW Day	\$20,398
SLS Revenue - State Fund	\$12,721	Donations - Family Sppt	\$500
EBD Direct Service-Personal Care	\$54,381	SLS Revenue - Medicaid	\$17,627
Comprehensive - Medicaid	\$220,378	CES Direct Service-Medicaid	\$2,098
Non-Emergency Medical Transp	\$3,948	SLS Revenue - State Fund	\$12,721
Comprehensive R & B	\$26,136	Family Support Program Revenue	\$2,533
Behavioral/Mental Health	\$19,053	Behavioral/Mental Health	\$19,053
Transportation	\$9,234	Transportation	\$9,234
Dental/Vision Care	\$465	Dental & Vision Care	\$465
Client production revenue	\$1,520	Case Management	\$22,899
Fuel Reimbursement - Meals on Wheels	\$1,500		
Net Revenues	\$390,627	Net Revenues	\$331,080
<u>Program Expenses</u>		<u>Program Expenses</u>	
Medical Supply - PCAs - WAL	\$56	Staff Salaries	\$21,552
Medical Supply - MW SLS - TRI	\$139	Payroll Taxes - FICA	\$1,449
EBD Program Expenses	\$1,868	Payroll Taxes - Unemp	\$61
SPCC Program Expenses	\$70	Payroll Taxes - WC	\$158
Staff Salaries	\$180,006	Payroll Deductions - Health Ins	\$2,436
EBD Salaries & Benefits	\$45,356	Payroll Deductions - 401(k)	\$271
Client Wages	\$774	Program Supply	\$1,370
Payroll Taxes - FICA	\$16,071	Therapy FSSP	\$240
Payroll Taxes - Unemp	\$1,658	Telephone	\$467
Payroll Taxes - WC	\$12,354	Postage	\$13
Health Ins - Company Portion	\$9,344	Maintenance - Computers	\$95
Retirement Benefit - Company Portio	\$1,891	Advertising & PR	\$772
Other Benefits - Company Portion	\$9	Staff Development	\$102
Residential Provider	\$14,355	Mileage Reimbursement	\$170
Program Supply	\$1,769	Travel Allowance/Lodging	\$34
Office Supply	\$123	License & Fees	\$12
Custodial Supplies	\$1,398	Office Equipment Lease	\$81
Telephone	\$1,870	Management & General Service	\$1,799
Dues & Publications	\$27	General Insurance	\$412
Maintenance - Equipment	\$530	Audit & Accounting	\$729
Maintenance - Computers	\$894	Depreciation	\$74
Advertising & PR	\$471	Utilities	\$262
Staff Development	\$1,738	Building Maintenance	\$79
Per Diem Reimbursements	\$70	Family Reimbursement-FSSP	\$1,091
Mileage Reimbursement	\$418	Therapy EI	\$3,059
Food	\$6,831	CES Homemaker Enhanced Srvs	\$560
Recreation	\$581	Behavioral/Mental Health	\$19,053
License & Fees	\$140	SLS EXPENSE: MEDICAID	\$41,995
Payroll Processing Expense	\$4,408	SLS EXPENSE: STATE	\$10,922
Office Equipment Lease	\$868	Comprehensive	\$226,107
General Insurance	\$4,735		
Unemployment Services Expense	\$191		
Depreciation	\$8,474		
Utilities	\$4,600		

Rent	\$385
Cable TV & Internet Service	\$560
Building Maintenance	\$686
Gas & Oil - Auto	\$2,166
Vehicle Repair & Maintenance	\$6,631
Client Transportation	\$3,290
Therapy	\$90
Assistive Tech/Home Mod	\$462
Vision Care	\$609
Behavioral / Mental Health	\$17,148
Pharmacy	\$674
Tenant Rent Contributions	\$6,400
Personal Needs	\$4,168

Total Program Expenses	\$367,356	Total Program Expenses	\$335,425
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$8,714	Program Supply	\$146
Payroll Taxes - FICA	\$(2,736)	Telephone	\$99
Payroll Taxes - Unemp	\$(4)	Payroll Processing Expense	\$445
Unallocated W/C Expense	\$94	General Insurance	\$335
Health Ins - Company Portion	\$901		
Retirement Bene - Company Portion	\$272		
Other Benefits - Company Portion	\$9		
Office Supplies	\$469		
Custodial Supplies	\$56		
Telephone	\$222		
Maintenance - Computers	\$213		
Advertising & PR	\$1,380		
Staff Development	\$223		
Mileage Reimbursement	\$223		
Travel Allowance	\$383		
License & Fees	\$205		
Legal-Admin	\$300		
Office Equipment Lease	\$148		
General Insurance	\$691		
Audit & Accounting	\$729		
Depreciation	\$1,156		
Utilities	\$584		
Cable TV & Internet Service	\$15		
Building Maintenance	\$55		
Gas & Oil - Auto	\$152		
Total General & Administrative Expenses	\$14,454	Total General & Admin Expenses	\$1,025
Total Expenses	\$381,810	Total Expenses	\$336,450
Income (Loss) from Operations	\$8,816	Income (Loss) from Operations	\$(5,370)
<u>Other Income (Expense)</u>		<u>Other Income (Expense)</u>	
Mutual Funds	\$(12,841)	Mutual Funds - Unrealized Gain or Loss	\$(6,289)
Total Other Income (Expense)	\$(12,841)	Total Other Income (Expense)	\$(6,289)
	\$(4,025)		\$(11,659)
		Net Income (Loss)	
Combined Income (Loss)		\$(15,683)	