

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

Meeting location 1205 Congress Drive

January 19, 2021 Time: 4:00PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88497794486?pwd=MTUyZ2VCTWgrWDMvLzFxcGVXRUE4UT09>

Meeting ID: 884 9779 4486

Passcode: 090559

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 Financials LACRC/SCDDS
  - b. Audit status
  - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
  1. Board Member Replacement
- IX. NEW BUSINESS
  1. 3<sup>rd</sup> Round of HHS money
  2. Enhanced funding for Adult Day and Residential for January thru March
  3. Colorado Min Wage increase to \$12.32
- X. OTHER
  - 1.
- XI. PROGRAM REPORTS
  1. Directors Report
    - a. Update on Covid 19, Staff and consumers are getting the vaccine
- XII. Adjournment

**MINUTES OF BOARD OF DIRECTORS MEETING**

**DATE:** December 15, 2020

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

**PERSONS PRESENT:** Board Members: Board President Spencer, Nielsen, Quintero, Business Manager, David Moore, Teri Hansford and Executive Director Duane Roy. Board member Al Pando and Shier were polled on the action items on the agenda and agreed with the vote.

**Absent:** Dave Shier and Al Pando (see above for position on the votes)

**NOT EXCUSED:**

**TOPIC**

**DISCUSSION**

**CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board President 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 October 27, 2020 meeting was reviewed. Following discussion it was M/S/P by Nielsen and Quintero to approve the meeting minutes.

**TREASURER'S REPORT**

David Moore, Business Manager reviewed the finance statements for October and November along with Year to Date for July through November 2020. Following discussion it was M/S/P Nielsen and Quintero to accept the finance statement.

David gave an update on the audit. David indicated that he is working with the auditor to get the 2017 audit completed , once completed the 2018 and 2019 audits should be not take as much time. Duane asked David to give and a more detailed timeline for the audit at the November meeting.

**CORRESPONDENCE**

None

**COMMITTEE REPORT**

None

**OLD BUSINESS**

**1. Board Member Replacement**

No action taken.

**NEW BUSINESS**

**1. EI Position**

Duane informed the board that Colorado Early Intervention would like SCDDS to hire the therapist that we spoke about at the last meeting to run the EI program and will pay the salary and fringe. Duane indicated that the salary for the therapist is higher than the wage and salary schedule. The state is looking at this position with the therapist credentials to act as a pilot around the state for that time when the CCB's take over the child find and assessment process. The new salary will be \$55,000 per yr plus taxes and fringe. The position will be required to provide some direct developmental intervention therapy services that will then not be billed to the state but will be included in the rate that the state reimburses the salary at. Following discussion it was M/S/P Monty and Nielsen to hire the person and to adjust the wage and salary scale to reflect the position as a therapist that also provides DI intervention services.

**2. Holiday Schedule**

Duane talked with the board about the upcoming Holidays. The Board left the decision to close early on December 24<sup>th</sup> and December 30<sup>th</sup> with the director.

- 3. **January Meeting** Duane ask if it was possible to move the January Meeting up by 1 week because he would not be available to meet on the regular meeting date of January 26<sup>th</sup>, for health reasons. Duane indicated that he was going to be having back surgery and would have Teri Hansford and Marsi Mason Co-Direct the agency in his absence. Duane said that he would be available via phone after a few weeks for consultation. Teri and Marsi will join the January meeting.
  
- 4. **Bonuses** Duane ask the board for authorization to give all staff a bonus at Christmas and suggested a total pool of approximately \$38,500. The money will be distributed to staff in accordance with their position and the longevity of their employment with the agency. Following discussion it was M/S/P by Quintero and Nielson. Mr. Nielsen request a roll call vote; Quintero, yes; Nielsen no; Spencer yes. Duane polled Board Members Shier and Pando and their vote was yes.

**Directors Report**

- a. **COVID Update** Duane gave an update on Covid 19 and indicated that programs such as SLS, Day and EBD are operating on a limited basis. Duane reported that the group homes are still restricted in terms of what they can do. Covid vaccinations should be available to our groups starting in late December or early January.
  
- b. **Wages** Duane indicated the wage increase approved for November 2020 will be implemented January 1, 2021

**Adjournment** Adjournment by Nielsen at 4:45 pm.

\_\_\_\_\_By Ronald Nielsen, Secretary

Date:\_\_\_\_\_

Income Statement SubType  
For the period of 12/1/2020 through 12/31/2020

Revenues

Food Stamps	\$2,448
Administrative Management	\$10,324
Rental Property Income	\$1,425
IHAB TRI	\$16,901
Comm Connect TRI	\$395
Transportation - Non Med Day TRI	\$198
IHAB WAL	\$6,455
Comm Connect WAL	\$7
Supported Employment TRI	\$7,195
Supported Employment WAL	\$540
Transportation - Comprehensive	\$296
SLS MW Direct Srv/PC/Homemaker TRI	\$9,933
SLS MW Direct Srv/PC/Homemaker WAL	\$6,130
CES - Direct Service - Medicaid	\$7,978
SLS-Direct Service-State TRI	\$1,946
SLS-Direct Service-State WAL	\$109
SLS Revenue - Medicaid	\$857
SLS Revenue - State Fund	\$50
EBD Direct Service-Personal Care	\$125,234
Comprehensive - Medicaid	\$179,975
Comprehensive R & B	\$22,871
Dental/Vision Care	\$190
Client production revenue	\$720

**Net Revenues****\$402,176**Program Expenses

Homemaker Enhanced Svcs - CES	\$606
CES Program Expenses	\$192
Staff Salaries	\$286,902
Client Wages	\$402
Payroll Taxes - FICA	\$21,601
Payroll Taxes - Unemp	\$2,077
Payroll Taxes - WC	\$10,034
Health Ins - Company Portion	\$9,365
Retirement Benefit - Company Portio	\$1,239
Residential Provider	\$18,447
Program Supply	\$1,185
Office Supply	\$317
Custodial Supplies	\$2,154
First Aide & Safety Supplies	\$86
Safety Supplies	\$32
Telephone	\$1,974
Postage	\$225
Dues & Publications	\$29
Maintenance - Equipment	\$62
Maintenance - Computers	\$1,770
Staff Development	\$101
Per Diem Reimbursements	\$39
Mileage Reimbursement	\$168
Food	\$5,999
Recreation	\$287
License & Fees	\$5,124
Payroll Processing Expense	\$4,416
Office Equipment Lease	\$978
General Insurance	\$5,614
Unemployment Services Expense	\$197
Depreciation	\$8,474

Revenues

Management - FSSP Admin	\$268
SLS MW Direct Service Revenue	\$16,073
SLS MW IHAB Revenue	\$6,604
CES Direct Service-Medicaid	\$7,978
SLS Revenue - State Fund	\$3,937
Early Intervention Program Revenue	\$9,095
Family Support Program Revenue	\$4,616
Comprehensive - Day Hab	\$23,559
Comprehensive - Residential	\$179,975
Transportation	\$803
Dental & Vision Care	\$190
Case Management	\$22,933

**Net Revenues****\$276,031**Program Expenses

CES EXPENSE	\$7,978
Staff Salaries	\$24,976
Payroll Taxes - FICA	\$1,807
Payroll Taxes - Unemp	\$65
Payroll Taxes - WC	\$46
Payroll Deductions - Health Ins	\$2,358
Payroll Deductions - 401(k)	\$386
Program Supply	\$16
Office Supply	\$29
Custodial Supplies	\$87
Telephone	\$564
Postage	\$15
Advertising & PR	\$528
Management Service	\$3,600
General Insurance	\$491
Depreciation	\$36
Utilities	\$502
Building Maintenance	\$34
Family Reimbursement-FSSP	\$3,061
Therapy	\$4,744
SLS EXPENSE: MEDICAID	\$23,185
SLS EXPENSE: STATE	\$3,572
Comprehensive	\$204,020

Utilities	\$4,808
Cable TV & Internet Service	\$466
Building Maintenance	\$479
Gas & Oil - Auto	\$1,030
Vehicle Repair & Maintenance	\$448
Client Transportation	\$197
Medical Supply	\$321
Assistive Tech/Home Mod	\$583
Vision Care	\$190
Pharmacy	\$847
Tenant Rent Contributions	\$6,458
Personal Needs	\$3,271

**Total Program Expenses** \$409,194  
**General & Administrative Expenses**

**Total Program Expenses** \$282,100  
**General & Administrative Expenses**

Staff Salaries	\$37,115
Payroll Taxes - FICA	\$2,717
Payroll Taxes - Unemp	\$184
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$653
Retirement Bene - Company Portion	\$916
Office Supplies	\$367
Custodial Supplies	\$39
First Aide & Safety Supplies	\$6
Telephone	\$290
Postage	\$32
Maintenance - Computers	\$432
Advertising & PR	\$307
Staff Development	\$21
Mileage Reimbursement	\$83
Travel Allowance	\$250
Food	\$116
License & Fees	\$65
Legal-Admin	\$300
Office Equipment Lease	\$98
General Insurance	\$839
Audit & Accounting	\$1,000
Depreciation	\$1,156
Utilities	\$845
Cable TV & Internet Service	\$17
Building Maintenance	\$588
Gas & Oil - Auto	\$41

Telephone	\$110
Advertising & PR	\$113
License & Fees	\$12
Payroll Processing Expense	\$419
General Insurance	\$399
Audit & Accounting	\$737

**Total Gen & Admin Expenses** \$48,676

**Total Gen & Admin Expenses** \$1,790

**Total Expenses** \$457,870

**Total Expenses** \$283,890

**Income (Loss) from Operations** **\$(55,694)**

**Income (Loss) from Operations** **\$(7,859)**

**COMBINED INCOME (LOSS)** **\$(63,554)**

**Other Income (Expense)**

Mutual Funds \$8,544

**Other Income (Expense)**

Interest Earned \$6  
Mutual Funds - Unrealized Gain or Loss \$4,148

**Total Other Income (Expense)** \$8,544

**Total Other Income (Expense)** \$4,154