

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

BOARD OF DIRECTORS MEETING

**Meeting location: 1205 Congress Drive, Trinidad, CO 81089
Jan 30, 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: November 28, 2023
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 and Blackburn

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 October 31, 2023 board meeting were reviewed. Following discussion it was M/S/P by Blackburn and Quintero to accept the October 31, 2023 minutes for LACRC and SCDDS as presented.
<u>TREASURER'S REPORT</u>	<p>Teri Hansford introduced the new person hired to take over the accounting department, her name is MelvZagar. Teri Hansford then presented the October 2023 along with the year to date 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 Quintero to accept the October 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> <p>Duane reported that the CD at the first National Bank and the amount was added to a new CD that was taken out with BMO for a face value of 240K. Duane will keep the Board up to date on the reinvestment of CD's as they mature over the next couple months.</p>
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Member Replacement	None
<u>NEW BUSINESS</u>	
1. Bonus	Duane requested authorization to allocate up to \$200,000 (to include taxes) for staff bonuses. Following discussion it was M/S/P by Blasi and Blackburn to approve up to \$200,000 for the staff bonus pool.
2. Employee Retention Tax Credit Application	Duane reported there are no new updates on the Employee Retention Tax Credit application. Hopefully the agency will hear something the first off the year.

3. 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.

4. Other

There will not be a board meeting in December. Happy Holidays, see everyone in January 30, 2024.

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 11/1/2023 through 11/30/2023

For the period of 11/1/2023 through 11/30/2023

Revenues

Food Stamps	\$1,668
Administrative Management	\$2,726
Rental Property Income	\$2,880
Misc Income	\$691
IHAB TRI	\$25,236
Comm Connect TRI	\$4,776
Transportation - Non Med Day TRI	\$10,615
IHAB WAL	\$16,216
Comm Connect WAL	\$612
Transportation - Non Med Day WAL	\$3,265
Supported Employment TRI	\$26,796
Transportation - Supported Emp TRI	\$178
SLS MW Direct Srv/PC/Homemaker TRI	\$11,323
SLS MW Direct Srv/PC/Homemaker WAL	\$4,308
CES - Direct Service - Medicaid	\$5,125
SLS-Direct Service-State TRI	\$2,217
SLS-Direct Service-State WAL	\$599
SLS Revenue - Medicaid	\$48
SLS Revenue - State Fund	\$410
EBD Direct Service-Personal Care	\$158,669
Comprehensive - Medicaid	\$205,829
Non-Emergency Medical Transp	\$3,849
Comprehensive R & B	\$23,838
Dental/Vision Care	\$235
Client production revenue	\$720

Net Revenues

\$512,828

Program Expenses

Depreciation - IHAB Day TRI	\$777
Staff Salaries	\$308,423
EBD Salaries & Benefits	\$4
Payroll Taxes - FICA	\$23,428
Payroll Taxes - CO PFML	\$1,482
Payroll Taxes - Unemp	\$2,013
Payroll Taxes - WC	\$5,647
Health Ins - Agency Portion	\$4,620
Retirement Benefit - Agency Portion	\$1,989
Residential Provider	\$21,562
Program Supply	\$1,983
Office Supply	\$190
Custodial Supplies	\$2,876
First Aide & Safety Supplies	\$100
Telephone	\$1,906
Postage	\$450
Dues & Publications	\$33
Advertising & PR	\$468
Staff Development	\$1,056
Mileage Reimbursement	\$216
Food	\$7,663
Recreation	\$662
License & Fees	\$1,462
Payroll Processing Expense	\$3,359
Office Equipment Lease	\$700

Revenues

SLS MW Direct Service Revenue	\$15,742
SLS MW IHAB Revenue	\$26,021
CES Direct Service-Medicaid	\$5,128
SLS Revenue - State Fund	\$6,811
Early Intervention Program Revenue	\$10,208
Family Support Program Revenue	\$7,129
Comprehensive - Day Hab	\$44,796
Comprehensive - Residential	\$205,829
Transportation	\$13,434
Dental & Vision Care	\$235
Case Management	\$20,420
Miscellaneous	\$22

Net Revenues

\$355,776

Program Expenses

CES EXPENSE	\$5,125
Staff Salaries	\$29,475
Payroll Taxes - FICA	\$2,066
Payroll Taxes - CO PFML	\$122
Payroll Taxes - WC	\$54
Health Ins - Agency Portion	\$1,680
Retirement Benefit - Agency Portion	\$977
Program Supply	\$1,080
Office Supply	\$187
Telephone	\$816
Postage	\$14
Advertising & PR	\$225
Mileage Reimbursement	\$205
License & Fees	\$8
Office Equipment Lease	\$79
General Insurance	\$726
Depreciation	\$26
Utilities	\$301
In-Kind Rent	\$600
Building Maintenance	\$39
Family Reimbursement-FSSP	\$3,917
Therapy	\$5,659
SLS EXPENSE- MEDICAID	\$45,767
SLS EXPENSE- STATE	\$6,811
Comprehensive	\$260,227

General Insurance	\$8,421
Unemployment Services Expense	\$197
Depreciation	\$5,695
Utilities	\$3,334
Cable TV & Internet Service	\$153
Building Maintenance	\$381
Gas & Oil - Auto	\$1,783
Vehicle Repair & Maintenance	\$2,961
Client Transportation	\$611
Medical Supply	\$224
Assistive Tech/Home Mod	\$274
Dental Care	\$332
Vision Care	\$235
Behavioral / Mental Health	\$413
Pharmacy	\$1,324
Tenant Rent Contributions	\$6,945
Personal Needs	\$4,208

Total Program Expenses \$430,559

General & Administrative Expenses

Staff Salaries	\$24,578
Payroll Taxes - FICA	\$1,769
Payroll Taxes - Unemp	\$120
Unallocated W/C Expense	\$627
Health Ins - Company Portion	\$2,140
Retirement Bene - Company Portion	\$727
Program Supply	\$86
Office Supplies	\$46
Custodial Supplies	\$95
Telephone	\$300
Postage	\$50
Maintenance - Computers	\$1,266
Staff Development	\$147
Mileage Reimbursement	\$165
Travel Allowance	\$250
License & Fees	\$176
Legal-Admin	\$300
Office Equipment Lease	\$65
Utilities	\$631
Cable TV & Internet Service	\$17
Building Maintenance	\$41
Vehicle Repair & Maintenance	\$725

Total General & Administrative Expenses \$34,320

Total Expenses \$464,879

Net Income (Loss)

\$47,948

Total Program Expenses \$366,184

General & Administrative Expenses

Payroll Processing Expense	\$411
Audit & Accounting	\$737

Total General & Administrative \$1,148

Total Expenses \$367,332

\$(11,556)

MBINED NET INCOME/LI \$36,392

LAS ANIMAS COUNTY REHABILITATION CENTER

Income Statement SubType

For the period of 12/1/2023 through 12/31/2023

SCDDS

Income Statement SubType

For the period of 12/1/2023 through 12/31/2023

<u>Revenues</u>		<u>Revenues</u>	
Food Stamps	\$1,764.00	SLS MW Direct Service Revenue	\$15,862.70
Gain/Loss Equip	1,500.00	SLS MW IHAB Revenue	21,349.70
Administrative	2,726.46	CES Direct Service-Medicaid	4,969.48
Rental Property	4,545.00	SLS Revenue - State Fund	5,705.10
Misc Income	725.74	Early Intervention Program Revenue	13,506.73
IHAB TRI	22,995.03	Family Support Program Revenue	7,239.15
Comm Connect TRI	4,184.19	Comprehensive - Day Hab	36,164.70
Transportation - Non	7,570.74	Comprehensive - Residential	205,458.05
IHAB WAL	11,742.96	Transportation	9,522.90
Comm Connect	125.40	Dental & Vision Care	580.00
Transportation - Non	2,367.40	Case Management	25,963.96
Supported	20,949.26		
Transportation -	207.62		
SLS MW Direct	10,861.56		
SLS MW Direct	4,953.16		
CES - Direct Service	4,969.48		
SLS-Direct Service-	1,671.37		
SLS-Direct Service-	606.99		
SLS Revenue -	47.98		
SLS Revenue -	77.90		
EBD Direct Service-	159,695.01		
Comprehensive -	205,458.05		
Non-Emergency	9,580.10		
Comprehensive R &	23,746.60		
Dental/Vision Care	580.00		
Client production	1,167.00		
Net Revenues	\$504,819.00	Net Revenues	\$346,322.47

<u>Program Expenses</u>		<u>Program Expenses</u>	
Depreciation - IHAB	\$776.52	CES EXPENSE	\$4,969.48
Staff Salaries	434,661.80	Staff Salaries	36,339.69
EBD Salaries &	973.60	Payroll Taxes - FICA	2,560.78
Payroll Taxes -	32,997.68	Payroll Taxes - CO PFML	150.63
Payroll Taxes - CO	2,194.08	Payroll Taxes - WC	53.58
Payroll Taxes -	2,357.35	Health Ins - Agency Portion	1,680.00
Payroll Taxes - WC	6,499.72	Retirement Benefit - Agency Portion	946.88
Health Ins - Agency	5,460.00	Program Supply	1,151.54
Retirement Benefit -	1,923.44	Office Supply	78.98
Residential Provider	21,819.97	Custodial Supplies	71.72
Program Supply	856.61	Telephone	774.84
Office Supply	223.41	Postage	12.95
Custodial Supplies	1,439.96	Advertising & PR	225.00
Telephone	1,905.35	Staff Development	400.00
Dues & Publications	32.82	Mileage Reimbursement	404.33
Mileage	152.66	License & Fees	8.00
Food	5,902.91	Office Equipment Lease	40.12
Recreation	852.80	General Insurance	726.47
License & Fees	110.11	Depreciation	25.72
Payroll Processing	5,089.51	Utilities	366.08
Office Equipment	936.16	In-Kind Rent	600.00
General Insurance	8,420.54	Building Maintenance	110.80
Unemployment	196.67	Family Reimbursement-FSSP	5,220.44
Depreciation	5,694.51	Therapy	5,053.35
Utilities	4,092.01	Professional Services	9,560.00
Cable TV & Internet	152.82	SLS EXPENSE: MEDICAID	39,042.32
Building	1,328.60	SLS EXPENSE: STATE	5,705.10