

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

Meeting location 1205 Congress Drive  
July 26, 2022  
Time: 4:00 PM

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-2017 draft is complete
  - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
  1. New Board members
  - 2.
- IX. NEW BUSINESS
  1. Staff Bonus
  2. Theft of Vehicle 6/20/22
  3. Hail Storm
  - 4.
  - 5.
  - 6.
- X. OTHER
  - 1.
- XI. DIRECTORS REPORT
  - a. Funding for FY 2022-23

ADJOURNMENT

Adjournment

**MINUTES OF BOARD OF DIRECTORS MEETING  
LACRC/SCDDS**

**DATE:** June 28, 2022

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

**PERSONS PRESENT:** Board Members: Board Vice-President Pando, Quintero, Blasi, Blackburn along with Business Manager, David Moore, Teri Hansford, and Executive Director Duane Roy.

**Absent:** Board Members: Spencer

**NOT EXCUSED:**

**TOPIC**

**DISCUSSION**

**CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board President Don 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 May 31, 2022 was reviewed. Following discussion it was M/S/P by Blasi and Blackburn.

**TREASURER'S REPORT**

David Moore, Business Manager reviewed the LACRC/SCDDS finance statements for May 2022 and Year to Date July thru May 2022. Following discussion it was M/S/P by Blasi and Quintero to accept the finance statement as presented.

David gave an update on the audit. David indicated that he is still working with the auditor to get the 2017 audit completed.

**CORRESPONDENCE**

Duane reported that both LACRC and SCDDS received notice from the IRS that 501 c 3 nonprofit status has been reinstated effective May 24, 2022 and is retroactive to November 15, 2021.

**COMMITTEE REPORT**

None

**OLD BUSINESS**

**1. Board Member  
Replacement**

None

**NEW BUSINESS**

**1. Election of Officers**

Discussion was given to the slate of officers for the FY 22-23. Following discussion it was M/S/P by Blasi and Quintero to appoint the current officers to another term.

President\_ Don Spencer  
Vice President – Al Pando  
Secretary/Treasurer – Brian Blasi

**2. Budget FY 2022-23**

Duane requested authorization to operate on a continuation budget beginning July1, 2022 until a formal budget can be adopted and approved for FY 2022-2023. Duane requested authorization to renew the Host Home contracts with Furia and Guerra. Following discussion it was M/S/P by Quintero and Blasi.

**3. Year End Spending**

Duane requested authorization to buy a new riding lawn mower for the lawn crew along with 3 computers, printers and misc office and operating supplies. Estimated cost is \$4,000, Following discussion it was M/S/P Blasi and Blackburn.

**4. Buy Back Vacation** Duane requested authorization to buy back vacation that is in excess of the maximum accrual limits. Duane indicated that the amount with taxes is around \$18,337. Following discussion it was M/S/P by Blasi and Blackburn.

**5. Staff Bonuses** Duane reported that LACRC/SCDDS will end the FY at June 30<sup>th</sup> with approximately \$116, 955. Duane requested authorization to do staff bonuses not to exceed \$160,000. Duane indicated that this will put us at a deficit spending level of around \$43,000. Duane will verify the numbers with actual at the July meeting and recommend adjustments if needed. Following discussion it was M/S/P by Blasi and Blackburn.

**Directors Report** Duane talked in general terms about the impact that COVID and the general economy has had on providing services this this past year. Recruiting staff and keeping staff has been difficult. The bonuses that the board authorized should help.

**Adjournment** Moved by Blasi to Adjourn. Adjournment 4:50PM

(Single Period)  
For the period of 6/1/2022 through 6/30/2022

Revenues

Food Stamps	\$3,750
Grants	\$1,600
Administrative Management	\$53,221
Rental Property Income	\$2,025
Administrative Management	\$1,395
Misc Income	\$654
IHAB TRI	\$43,690
Comm Connect TRI	\$3,708
Transportation - Non Med Day TRI	\$6,021
IHAB WAL	\$16,750
Comm Connect WAL	\$317
Transportation - Non Med Day WAL	\$1,992
Supported Employment TRI	\$10,280
SLS MW Direct Srv/PC/Homemaker TRI	\$8,158
SLS MW Direct Srv/PC/Homemaker WAL	\$5,164
CES - Direct Service - Medicaid	\$4,195
SLS-Direct Service-State TRI	\$1,443
SLS-Direct Service-State WAL	\$214
SLS Revenue - Medicaid	\$279
SLS Revenue - State Fund	\$79
EBD Direct Service-Personal Care	\$179,808
Comprehensive - Medicaid	\$209,984
Non-Emergency Medical Transp	\$1,461
Comprehensive R & B	\$23,400
Client production revenue	\$720

**Net Revenues****\$580,307**Program Expenses

Depreciation - IHAB Day TRI	\$365
CES Program Expenses	\$297
Staff Salaries	\$312,166
Client Wages	\$363
Payroll Taxes - FICA	\$23,459
Payroll Taxes - Unemp	\$3,719
Payroll Taxes - WC	\$9,706
Health Ins - Company Portion	\$7,308
Retirement Benefit - Company Portio	\$1,580
Residential Provider	\$14,471
Program Supply	\$1,394
Office Supply	\$1,966
Custodial Supplies	\$2,111
Telephone	\$1,947
Postage	\$2
Dues & Publications	\$32
Maintenance - Equipment	\$265
Maintenance - Computers	\$5,311
Per Diem Reimbursements	\$95
Mileage Reimbursement	\$96
Food	\$6,661
Recreation	\$510
License & Fees	\$304
Payroll Processing Expense	\$3,319
Office Equipment Lease	\$915
Management Service	\$49,312

Revenues

SLS MW Direct Service Revenue	\$13,600
SLS MW IHAB Revenue	\$14,898
CES Direct Service-Medicaid	\$4,195
SLS Revenue - State Fund	\$8,570
Early Intervention Program Revenue	\$10,969
Family Support Program Revenue	\$9,799
Comprehensive - Day Hab	\$53,727
Comprehensive - Residential	\$209,984
Transportation	\$7,024
Case Management	\$34,515

**Net Revenues****\$367,281**Program Expenses

CES EXPENSE	\$4,195
Staff Salaries	\$26,537
Payroll Taxes - FICA	\$1,814
Payroll Taxes - Unemp	\$0
Payroll Taxes - WC	\$63
Payroll Deductions - Health Ins	\$1,945
Payroll Deductions - 401(k)	\$565
Program Supply	\$5,108
Office Supply	\$223
Telephone	\$822
Postage	\$64
Advertising & PR	\$3,085
License & Fees	\$10
Office Equipment Lease	\$62
Management Service	\$3,660
General Insurance	\$155
Utilities	\$216
In-Kind Rent	\$600
Building Maintenance	\$202
Family Reimbursement-FSSP	\$6,289
Therapy	\$4,309
SLS EXPENSE: MEDICAID	\$29,747
SLS EXPENSE: STATE	\$8,570
Comprehensive	\$269,487

General Insurance	\$(10,402)
Unemployment Services Expense	\$197
Depreciation	\$8,474
Utilities	\$2,537
Cable TV & Internet Service	\$331
Building Maintenance	\$1,496
Gas & Oil - Auto	\$3,469
Vehicle Repair & Maintenance	\$1,597
Client Transportation	\$2,512
Medical Supply	\$325
Assistive Tech/Home Mod	\$16,923
Vision Care	\$495
Pharmacy	\$910
Tenant Rent Contributions	\$6,413
Personal Needs	\$3,959

<b>Total Program Expenses</b>	<b>\$486,909</b>	<b>Total Program Expenses</b>	<b>\$367,727</b>
<b><u>General &amp; Administrative Expenses</u></b>		<b><u>General &amp; Administrative Expenses</u></b>	
Staff Salaries	\$36,610	Program Supply	\$1,317
Payroll Taxes - FICA	\$2,660	Payroll Processing Expense	\$364
Payroll Taxes - Unemp	\$62	Audit & Accounting	\$737
Unallocated W/C Expense	\$200		
Health Ins - Company Portion	\$5,285		
Retirement Bene - Company Portion	\$928		
Office Supplies	\$166		
Custodial Supplies	\$37		
Telephone	\$295		
Dues & Publications	\$(14)		
Maintenance - Computers	\$816		
Advertising & PR	\$165		
Per Diem Reimbursements	\$95		
Mileage Reimbursement	\$338		
Travel Allowance	\$71		
Food	\$154		
License & Fees	\$1,440		
Legal-Admin	\$300		
Office Equipment Lease	\$91		
General Insurance	\$2,834		
Audit & Accounting	\$1,000		
Depreciation	\$1,694		
Grant Expense-Trinidad-Adm	\$1,609		
Utilities	\$1,633		
Cable TV & Internet Service	\$17		
Building Maintenance	\$83		
Gas & Oil - Auto	\$90		
Vehicle Repair & Maintenance	\$65		
<b>Total General &amp; Administrative Expenses</b>	<b>\$58,723</b>	<b>Total General &amp; Administrative Expenses</b>	<b>\$2,418</b>
<b>Total Expenses</b>	<b>\$545,632</b>	<b>Total Expenses</b>	<b>\$370,145</b>
<b>Income (Loss) from Operations</b>	<b>\$34,675</b>	<b>Income (Loss) from Operations</b>	<b>\$(2,865)</b>
<b>Net Income (Loss)</b>	<b>\$34,675</b>	<b>Net Income (Loss)</b>	<b>\$(2,865)</b>

**COMBINED INCOME (LOSS) \$31,810**