

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.
BOARD OF DIRECTORS MEETING
Meeting location 1205 Congress Drive
June 24, 2020 Time: 4:00PM
Join Zoom Meeting
<https://us02web.zoom.us/j/85095504440>

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. Update on Accounting program and restoration of files
 - c. Audit status
 - d.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. Board Member Replacement
- IX. NEW BUSINESS
 1. Update on Covid and Enhanced Funding
 2. Status of the Payroll Protection Program funds
 3. Staff Bonuses
 4. Buyout Excess Vacation and Personal Leave
 5. Staff Wage Increase
 6. Budget, State Contracts and Host Home Contracts
 7. Change Board Meeting Date to the Last Wednesday of the Month
 8. Election of Officers
- X. OTHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report
 - a. Update on Covid Day, Res .
 - b. States economic forecast , 1% reduction in funding and 10% for EI
 - c. Changes to Colorado labor Law, Equal work equal pay, 48 Hrs of Sick Leave min to all workers
 - d. New funding methodology for CM
 - e. Loss of Residential Client CW
 - f. New Min wage requirement for PC and HM
- XII. Adjournment

MINUTES OF BOARD OF DIRECTORS MEETING**DATE:** May 27, 2020**TIME:** 4:00 PM, The meeting was held in Trinidad**PERSONS PRESENT:** Board Members: Board President Spencer (via phone), Shier, Pando, Nielsen (via phone), Quintero, Business Manager, Teri Hansford and Executive Director Duane Roy**ABSENT/EXCUSED:** Board Member: De Bono**NOT EXCUSED:****TOPIC****DISCUSSION****CALL TO ORDER**

The meeting was called to order at 2:00 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 April 29, 2020 meeting was reviewed. Following discussion it was M/S/P by Nielsen and Quintero to approve the April 29, 2020 meeting minutes.

TREASURER'S REPORT

Teri Hansford, Business Manager reviewed the March 2020 Finance Statements for LACRC and SCDDS. Teri gave an update on the Malware attack on our accounting software and documents. Following discussion it was M/S/P Nielsen and Pando.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

1. Board Member Replacement No action taken.

NEW BUSINESS

1. Update on the preparedness of Covid-19 virus Duane gave an update on the agencies Covid-19 preparedness and indicated we are continuing with what we have been doing. Main things are self-awareness by staff about the symptoms of Covid-19 and not going to work if you feel ill, following the guidance from CDC and the local health department. Consumers live in highly controlled environments where there are no visitors. Social distancing and masks are observed. Day programs are closed. Case Management and EI staff are instructed to provide services in a non-face to face format using technology such as ZOOM and working from home. All face to Face therapy services have been canceled and therapists are using tela communication. Luckily we have no one testing positive at the present. Duane stated that the Colorado Department of Public Health Department is surveying all licensed group homes in the state. Duane stated our homes have not been surveyed yet but will be.
2. Application for the Payroll Protection Program Duane reviewed the Small Businesses "Payroll Protection Program" loan program which will pay for 2.5 months of staff salaries and some overhead costs. Duane stated our application was approved on May 6, 2020 in the amount of \$760,600. There is some concern on the PPP Loan and Duane will reach out and get clarification on this.
3. Enhanced funding from the State Duane indicated that the state is giving residential and some SLS and EBD programs enhanced funding to assist with the additional costs that programs incur as a result of the Covid-19. The funding equates to a 6%

Increase for GRSS services and 4% for IRSS along with 4% for personal care and home maker services. The enhanced funding is expected to run thru June 30, 2020. The increased amount is expected to be approximately \$18,000 to \$19,000 per month. Duane requested authorization to give this back to staff in the form of enhanced wages following the month in which the funds were received. This along with the retainer payments for day services is what is keeping the program in the black. Duane indicated the state has not indicated when the retainer payments will terminate. Following discussion it was the consensus to pass the enhanced funding back to the staff with payroll.

Director's Report

Duane reviewed preliminary data on the State of Colorado's budget for FY 20 – 21. Duane indicated that the data shows a 3 billion dollar plus shortfall for this coming year. Duane stated that all projected rate increases for services for the coming year will likely be eliminated and that some of the programs will see a cut. The magnitudes of the cuts are not known at the present.

Adjournment

_____By Ronald Nielsen, Secretary

Date:_____

6/25/20

Las Animas County Rehab Center

SCDDS

(Single Period)

For the period of 5/1/2020 through 5/31/2020

Revenues

| | |
|--|------------|
| Food Stamps | \$2,522 |
| Administrative Management | \$9,751 |
| Rental Property Income | \$615 |
| Transportation - SLS Direct Srv Medicaid | \$239 |
| CES - Direct Service - Medicaid | \$61,613 * |
| SLS Revenue - Medicaid | \$39,939 |
| SLS Revenue - State Fund | \$4,508 |
| EBD Direct Service-Personal Care | \$102,848 |
| Comprehensive - Medicaid | \$242,137 |
| Non-Emergency Medical Transp | \$890 |
| Comprehensive R & B | \$35,199 |
| Client production revenue | \$970 |

Net Revenues**\$501,231**Program Expenses

| | |
|-------------------------------------|-----------|
| EBD Program Expenses | \$6,485 |
| Staff Salaries | \$201,211 |
| EBD Salaries & Benefits | \$79,735 |
| Client Wages | \$321 |
| Payroll Taxes - FICA | \$14,959 |
| Payroll Taxes - Unemp | \$1,501 |
| Payroll Taxes - WC | \$8,865 |
| Health Ins - Company Portion | \$8,109 |
| Retirement Benefit - Company Portio | \$1,718 |
| Residential Provider | \$21,317 |
| Program Supply | \$2,406 |
| Office Supply | \$327 |
| Custodial Supplies | \$2,163 |
| First Aide & Safety Supplies | \$45 |
| Safety Supplies | \$924 |
| Telephone | \$1,680 |
| Postage | \$2 |
| Dues & Publications | \$29 |
| Maintenance - Equipment | \$63 |
| Maintenance - Computers | \$1,492 |
| Staff Development | \$589 |
| Mileage Reimbursement | \$124 |
| Food | \$5,258 |
| Recreation | \$80 |
| License & Fees | \$161 |
| Payroll Processing Expense | \$3,002 |
| Office Equipment Lease | \$628 |
| General Insurance | \$5,214 |
| Unemployment Services Expense | \$197 |
| Depreciation | \$8,474 |
| Utilities | \$2,903 |
| Cable TV & Internet Service | \$460 |
| Building Maintenance | \$3,226 |
| Gas & Oil - Auto | \$644 |
| Vehicle Repair & Maintenance | \$1,090 |
| Client Transportation | \$78 |
| Medical Supply | \$238 |
| Assistive Tech/Home Mod | \$841 |
| Dental Care | \$50 |
| Pharmacy | \$668 |

Revenues

| | |
|------------------------------------|-----------|
| SLS Revenue - Medicaid | \$18,026 |
| SLS MW Day | \$21,913 |
| CES Direct Service-Medicaid | \$7,446 |
| SLS Revenue - State Fund | \$4,508 |
| Early Intervention Program Revenue | \$49,733 |
| Family Support Program Revenue | \$2,592 |
| Comprehensive - Day Hab | \$43,609 |
| Comprehensive - Residential | \$198,528 |
| Transportation | \$239 |
| Case Management | \$25,139 |

Net Revenues**\$371,733**Program Expenses

| | |
|---------------------------------|------------|
| Staff Salaries | \$25,762 |
| Payroll Taxes - FICA | \$1,790 |
| Payroll Taxes - Unemp | \$21 |
| Payroll Taxes - WC | \$244 |
| Payroll Deductions - Health Ins | \$2,358 |
| Payroll Deductions - 401(k) | \$222 |
| Miscellaneous | \$10 |
| Program Supply | \$258 |
| Office Supply | \$854 |
| Telephone | \$665 |
| Postage | \$33 |
| Mileage Reimbursement | \$657 |
| License & Fees | \$28 |
| Office Equipment Lease | \$38 |
| Management Service | \$3,693 |
| General Insurance | \$491 |
| Depreciation | \$36 |
| Utilities | \$215 |
| Building Maintenance | \$32 |
| Family Reimbursement-FSSP | \$2,020 |
| Therapy | \$10,238 |
| Homemaker Enhanced Prof Srvs | \$606 |
| SLS EXPENSE: MEDICAID | \$40,178 |
| SLS EXPENSE: STATE | \$3,781 |
| Comprehensive | \$242,137 |
| CES EXPENSE | \$61,613 * |

| | |
|---------------------------|---------|
| Tenant Rent Contributions | \$5,786 |
| Personal Needs | \$3,316 |

| <u>Total Program Expenses</u> | <u>\$396,375</u> | <u>Total Program Expenses</u> | <u>\$397,981</u> |
|--|-------------------------------|--|-------------------|
| <u>General & Administrative Expenses</u> | | <u>General & Administrative Expenses</u> | |
| Staff Salaries | \$9,658 | Program Supply | \$177 |
| Payroll Taxes - FICA | \$623 | Telephone | \$115 |
| Payroll Taxes - Unemp | \$83 | Advertising & PR | \$113 |
| Unallocated W/C Expense | \$156 | License & Fees | \$12 |
| Health Ins - Company Portion | \$653 | Payroll Processing Expense | \$262 |
| Retirement Bene - Company Portion | \$252 | General Insurance | \$399 |
| Program Supply | \$900 | | \$737 |
| Office Supplies | \$181 | | |
| Custodial Supplies | \$20 | | |
| First Aide & Safety Supplies | \$32 | | |
| Telephone | \$501 | | |
| Dues & Publications | \$150 | | |
| Maintenance - Equipment | \$134 | | |
| Maintenance - Computers | \$1,942 | | |
| Advertising & PR | \$113 | | |
| Staff Development | \$53 | | |
| Mileage Reimbursement | \$62 | | |
| Travel Allowance | \$250 | | |
| Food | \$38 | | |
| License & Fees | \$244 | | |
| Legal-Admin | \$300 | | |
| Office Equipment Lease | \$125 | | |
| General Insurance | \$839 | | |
| Depreciation | \$1,156 | | |
| Utilities | \$488 | | |
| Cable TV & Internet Service | \$17 | | |
| Building Maintenance | \$111 | | |
| | | | |
| Total General & Admin Expenses | \$19,081 | Total General & Admin Expenses | \$1,814 |
| | | | |
| Total Expenses | \$415,456 | Total Expenses | \$399,795 |
| | | | |
| Income (Loss) from Operations | \$85,776 | Income (Loss) from Operations | \$(28,062) |
| | | | |
| | COMBINED INCOME (LOSS) | | \$57,713 |

* Major adj in May financials between companies. Moved CES funding from SCDDS to LACRC (minus expenses)

| <u>Other Income (Expense)</u> | | <u>Other Income (Expense)</u> | |
|-------------------------------------|-----------------|--|----------------|
| Mutual Funds | \$16,944 | Mutual Funds - Unrealized Gain or Loss | \$4,188 |
| | | | |
| Total Other Income (Expense) | \$16,944 | Total Other Income (Expense) | \$4,188 |