

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

BOARD OF DIRECTORS MEETING

**Meeting location: 1205 Congress Dr, Trinidad, CO 81089
June 27, 2018 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 and FY 16-17 Audit Review**
- 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:** May 31, 2018**TIME:** 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive**PERSONS PRESENT:** Board Members: De Bono, Nielsen, Barros Pando, Spencer, Teri Hansford Business Manager and Executive Director Duane Roy**ABSENT/EXCUSED:** Board Member: Dave Shier**NOT EXCUSED:****TOPIC****DISCUSSION****CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board Vice President Spencer, the meeting was held in Trinidad at the Administrative Building, conference room.

ADDITIONS AND DELETIONS TO THE AGENDA

None

Public Comment

None

MINUTES TO THE PREVIOUS MEETING

The minutes to the March 29, 2018 meeting was reviewed. Following discussion it was M/S/P by Nielson and De Bono to accept the minutes.

TREASURER'S REPORT

Teri, Finance Director reviewed SCDDS/LACRC's finance statements for March 2018. Following discussion it was M/S/P by De Bono and Pando to accept the financial statement.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS**1. SPCC Update**

Duane presented a letter from the new group that is planning to take over the SPCC. The new group is experiencing delays is running behind their target date of July 1 to take over the program. The new target date is November 1, 2018, LACRC will continue to sponsor them thru this date.

2.

NEW BUSINESS**1. Photo Copier**

Duane requested authorization to replace the photo copier at LACR and then relocate the existing copier to SCDDS and then there copier to Walsenburg. LACRC's copier is coming off lease and Walsenburg's copier is not working and is old enough to where repairs are not feasible. Following discussion it was M/S/P by DeBono and Neilson to approve the replacement lease.

2. BCP and needed policies

Duane presented a list of updated policies that are needed for the Business Continuity Plan (BCP) Following discussion it was recommended that the policies be approved.

3. Conflict of Interest Statements

Duane had all Board Members sign a statement regarding disclosure of any Conflict of Interest that a Board member may have in the course of their role as a Board Member for the agency.

4. Roof Repairs at SPCC

Duane reported that the roof at SPCC in Walsenburg was damaged by wind and that the adjuster has totaled the roof. The estimated cost to replace the roof is \$13,739.45. LACRC's insurance policy has a \$5,000 deductible. Duane requested authorization to have the roof repair and to have SPCC pay for 50% of the deductible. Low bid to replace the roof came in at \$ \$11,739.35. Following discussion it was M/S/P by Spencer and Barros to authorize the repair.

Program Reports
1. Directors

Duane talked about the Business Continuity Plan that SCDDS needs to file to remain a Case Management Agency as the State goes forward with creating the rules and regulations around the qualifications for the new Case Management Agencies that will represent the 10 waivers. Currently SCDDS provides services to the IDD in 3 of the 10 waivers, the DD, SLS and CES waivers. Because of failed legislation this past legislative session the other Single Entry Point Agencies (that provide case management to the non DD waivers) do not have the authority to provide Case Management to the IDD population enrolled in the DD, SLS and CES waivers. The new waiver goes into effect July 2019 and is for a five year period. The request that SCDDS filed with the State is to remain as the Case Management and service provider agency for this interim period. If approved this will allow SCDDS and LACRC to continue to provide both Case Management and direct services to the same individual thru June 2024.

Adjournment

Adjournment by De Bono 5:00

 By Alfredo Pando, Secretary

Date: 6/27/18

Income Statement SubType
(Single Period)

For the period of 4/1/2018 through 4/30/2018

Revenues

Food Stamps	\$1,385
Administrative Management	\$1,210
Rental Property Income	\$615
Misc Income	\$84
SLS Revenue - Medicaid	\$37,300
SLS Revenue - State Fund	\$8,230
EBD Direct Service-Personal Care	\$45,110
Comprehensive - Medicaid	\$209,653
Non-Emergency Medical Transp	\$4,313
Comprehensive R & B	\$26,405
Behavioral/Mental Health	\$16,236
Transportation	\$9,219
Client production revenue	\$1,687
SPCC - Program Revenue	\$11,145

Net Revenues**\$372,592****Program Expenses**

Medical Supply - Res - TRI	\$168
Medical Supply - Res - WAL	\$112
Medical Supply - PCAs - TRI	\$56
Medical Supply - PCAs - WAL	\$112
Medical Supply - MW SLS - TRI	\$30
Medical Supply - ST SLS - WAL	\$94
EBD Program Expenses	\$1,486
SPCC Program Expenses	\$6,667
Staff Salaries	\$155,312
EBD Salaries & Benefits	\$41,919
SPCC Salaries & Benefits	\$12,683
Client Wages	\$910
Payroll Taxes - FICA	\$11,722
Payroll Taxes - Unemp	\$1,816
Payroll Taxes - WC	\$13,181
Health Ins - Company Portion	\$10,399
Retirement Benefit - Company Portio	\$1,449
Other Benefits - Company Portion	\$9
Residential Provider	\$11,036
Program Supply	\$2,102
Office Supply	\$116
Custodial Supplies	\$944
First Aide & Safety Supplies	\$604
Telephone	\$1,141
Postage	\$6
Dues & Publications	\$27
Maintenance - Equipment	\$289
Maintenance - Computers	\$690
Staff Development	\$599
Mileage Reimbursement	\$52
Food	\$6,570
Recreation	\$436

Revenues

Part C Income	\$4,244
Comp Day Hab	\$47,672
Comprehensive Fee for Svc - Residential	\$161,981
SLS MW Day	\$25,391
SLS Revenue - Medicaid	\$9,960
CES Direct Service-Medicaid	\$1,704
SLS Revenue - State Fund	\$8,230
Early Intervention Program Revenue	\$8,942
Family Support Program Revenue	\$2,189
Behavioral/Mental Health	\$16,236
Transportation	\$9,219
Case Management	\$20,264

Net Revenues**\$316,032****Program Expenses**

Staff Salaries	\$20,681
Payroll Taxes - FICA	\$1,352
Payroll Taxes - Unemp	\$66
Payroll Taxes - WC	\$158
Payroll Deductions - Health Ins	\$1,624
Payroll Deductions - 401(k)	\$211
Program Supply	\$129
Telephone	\$436
Postage	\$21
Staff Development	\$3
Mileage Reimbursement	\$101
License & Fees	\$171
Office Equipment Lease	\$80
Management & General Service	\$1,160
General Insurance	\$435
Audit & Accounting	\$1,295
Depreciation	\$(93)
Utilities	\$342
Building Maintenance	\$48
Family Reimbursement-FSSP	\$1,278
Therapy	\$440
CES Homemaker Enhanced Srvs	\$498
Behavioral/Mental Health	\$16,236
SLS EXPENSE: MEDICAID	\$38,060
SLS EXPENSE: STATE	\$7,071
Comprehensive	\$216,163

Total Program Expenses**\$307,966**

Payroll Processing Expense	\$3,135
General Insurance	\$5,057
Unemployment Services Expense	\$185
Board Expense	\$47
Depreciation	\$9,254
Utilities	\$870
Rent	\$398
Cable TV & Internet Service	\$362
Building Maintenance	\$373
Gas & Oil - Auto	\$2,478
Vehicle Repair & Maintenance	\$1,309
Client Transportation	\$3,921
Assistive Tech/Home Mod	\$523
Behavioral / Mental Health	\$13,160
Pharmacy	\$801
Tenant Rent Contributions	\$7,067
Personal Needs	\$4,741

Total Program Expenses \$336,416

General & Administrative Expenses

General & Administrative Expenses

Loss (Income) from Insurance Claims	\$500
Staff Salaries	\$8,764
Payroll Taxes - FICA	\$589
Payroll Taxes - Unemp	\$158
Unallocated W/C Expense	\$94
Health Ins - Company Portion	\$1,025
Retirement Bene - Company Portion	\$216
Other Benefits - Company Portion	\$9
Office Supplies	\$836
Custodial Supplies	\$765
Telephone	\$827
Maintenance - Computers	\$193
Advertising & PR	\$88
Staff Development	\$271
Mileage Reimbursement	\$71
Travel Allowance	\$250
Food	\$28
License & Fees	\$1,182
Legal-Admin	\$300
Office Equipment Lease	\$768
Miscellaneous	\$757
General Insurance	\$739
Audit & Accounting	\$1,295
Depreciation	\$1,262
Utilities	\$3,547
Cable TV & Internet Service	\$150
Building Maintenance	\$256
Gas & Oil - Auto	\$129
Vehicle Repair & Maintenance	\$25

Telephone	\$95
Dues & Publications	\$1,827
Advertising & PR	\$122
Payroll Processing Expense	\$152
General Insurance	\$354

Total General & Administrative Expenses \$25,095

Total General & Administrative Expense \$2,551

Total Expenses \$361,511

Total Expenses \$310,516

Income (Loss) from Operations \$11,082

Income (Loss) from Operator \$5,516

Other Income (Expense)

Other Income (Expense)

Mutual Funds	\$1,430
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Mutual Funds - Unrealized Gain or Loss	\$438
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Total Other Income (Expense)

\$1,430

Total Other Income (Expense)

\$438

Net Income (Loss)

\$12,512

\$5,953

Combined Net Income (Loss)

\$18,465