

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

Meeting location 1205 Congress Drive
June 28, 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
 - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. New Board members
 - 2.
- IX. NEW BUSINESS
 1. Election of Officers
 2. Budget FY 2022 - 23
 3. Year End Spending
 4. Buy Back Vacation
 5. Staff Bonus
 - 6.
- X. OTHER
 1. Board Member Dave Shier
- XI. DIRECTORS REPORT
 - a. Increased funding for FY 2022-23
 - b. Legislative Wrap up

ADJOURNMENT

Current officers
President –Don Spenser
Vice President- Al Pando
Secretary/Treasurer- Brian Blasi

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

DATE: May 31, 2022

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

PERSONS PRESENT: Board Members: Board President Spencer (zoom), Quintero, Blasi, Blackburn along with Business Manager, David Moore, Teri Hansford, and Executive Director Duane Roy.

Absent: Board Members: Pando

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 April 26, 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 April 2022 and Year to Date July thru April 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. 401 K Plan Changes

Duane reported that LACRC/SCDDS is moving forward with the change of providers for the 401 k plan. Duane requested input on the board position on employees being able to borrow against the 401 k plan (loan provision) and on the provision on hardship withdrawals. Duane said that hardship withdrawals are governed by Federal Department of Labor language and that loans can be taken out at 3% above the prime market rate and they would have a maximum of a five year repayment schedule. Following discussion it was M/S/P by Blasi and Quintero to allow for the loan and hardship provision.

2. Directors Report

Duane informed the board that the State is reviewing the rate and payment methodology for Case Management services. The State has hired an outside consulting firm (Myers Stauffer) to review the various elements of Case Management and develop recommended new rates for future services. This process will likely take several months to complete. Rat increases for next fiscal year remain as presented at the April meeting.
As indicated earlier the IRS 501 c 3 for both LACRC and SCDDS has been reinstated.

Adjournment

Motion by Blasi to Adjourn. Meeting adjourned at 4:40 PM

Income Statement SubType
(Single Period)
For the period of 5/1/2022 through 5/31/2022

<u>Revenues</u>		<u>Revenues</u>	
Food Stamps	\$3,817	SLS MW Direct Service Revenue	\$14,504
Administrative Management	\$49,318	SLS MW IHAB Revenue	\$17,333
Rental Property Income	\$2,025	CES Direct Service-Medicaid	\$10,336
Administrative Management	\$268	SLS Revenue - State Fund	\$6,629
Misc Income	\$626	Early Intervention Program Revenue	\$9,524
IHAB TRI	\$30,240	Family Support Program Revenue	\$8,711
Comm Connect TRI	\$1,595	Comprehensive - Day Hab	\$38,346
Supported Employment - IHAB Day TRI	\$9,116	Comprehensive - Residential	\$210,574
Transportation - Non Med Day TRI	\$5,531	Transportation	\$6,682
IHAB WAL	\$16,443	Case Management	\$22,639
Comm Connect WAL	\$550		
Transportation - Non Med Day WAL	\$1,913		
Supported Employment TRI	\$1,215		
Supported Employment WAL	\$310		
Comprehensive Fee for Svc Res WAL	\$(10)		
SLS MW Direct Srv/PC/Homemaker TRI	\$8,242		
SLS MW Direct Srv/PC/Homemaker WAL	\$6,042		
CES - Direct Service - Medicaid	\$10,336		
SLS-Direct Service-State TRI	\$1,465		
SLS-Direct Service-State WAL	\$176		
SLS Revenue - Medicaid	\$221		
SLS Revenue - State Fund	\$60		
EBD Direct Service-Personal Care	\$184,448		
Comprehensive - Medicaid	\$210,574		
Non-Emergency Medical Transp	\$2,802		
Comprehensive R & B	\$23,399		
Client production revenue	\$1,065		
Net Revenues	\$571,788	Net Revenues	\$345,278
<u>Program Expenses</u>		<u>Program Expenses</u>	
Depreciation - IHAB Day TRI	\$365	CES EXPENSE	\$10,336
CES Program Expenses	\$92	Staff Salaries	\$25,098
Staff Salaries	\$332,488	Payroll Taxes - FICA	\$1,660
Client Wages	\$350	Payroll Taxes - Unemp	\$89
Payroll Taxes - FICA	\$25,012	Payroll Taxes - WC	\$63
Payroll Taxes - Unemp	\$4,521	Payroll Deductions - Health Ins	\$1,948
Payroll Taxes - WC	\$9,849	Payroll Deductions - 401(k)	\$518
Health Ins - Company Portion	\$6,924	Telephone	\$810
Retirement Benefit - Company Portio	\$1,488	Postage	\$21
Residential Provider	\$14,953	Advertising & PR	\$113
Program Supply	\$1,267	License & Fees	\$531
Office Supply	\$153	Office Equipment Lease	\$192
Custodial Supplies	\$1,602	Management Service	\$3,337
Telephone	\$2,025	General Insurance	\$151
Postage	\$452	Utilities	\$222
Dues & Publications	\$32	In-Kind Rent	\$600
Maintenance - Equipment	\$83	Building Maintenance	\$90
Maintenance - Computers	\$1,749	Family Reimbursement-FSSP	\$5,770
Staff Development	\$1,402	Therapy	\$2,886
Mileage Reimbursement	\$105	SLS EXPENSE: MEDICAID	\$33,240
Food	\$6,778	SLS EXPENSE: STATE	\$6,629
Recreation	\$545	Comprehensive	\$254,199
License & Fees	\$829		

Payroll Processing Expense	\$3,472
Office Equipment Lease	\$761
Management Service	\$44,606
General Insurance	\$6,855
Unemployment Services Expense	\$197
Depreciation	\$8,474
Utilities	\$2,578
Cable TV & Internet Service	\$331
Building Maintenance	\$847
Gas & Oil - Auto	\$2,265
Vehicle Repair & Maintenance	\$48
Client Transportation	\$1,203
Medical Supply	\$384
Assistive Tech/Home Mod	\$498
Pharmacy	\$680
Tenant Rent Contributions	\$6,413
Personal Needs	\$3,959

Total Program Expenses	\$496,633
<u>General & Administrative Expenses</u>	
Staff Salaries	\$35,821
Payroll Taxes - FICA	\$2,600
Payroll Taxes - Unemp	\$170
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$2,347
Retirement Bene - Company Portion	\$826
Program Supply	\$19
Custodial Supplies	\$93
Telephone	\$295
Postage	\$50
Dues & Publications	\$150
Maintenance - Computers	\$1,439
Advertising & PR	\$422
Staff Development	\$174
Mileage Reimbursement	\$87
Travel Allowance	\$250
Food	\$97
License & Fees	\$648
Legal-Admin	\$300
Office Equipment Lease	\$66
General Insurance	\$2,490
Audit & Accounting	\$1,000
Depreciation	\$1,694
Utilities	\$429
Cable TV & Internet Service	\$17
Building Maintenance	\$79
Gas & Oil - Auto	\$73

Total General & Administrative Expenses \$51,837

Total Expenses \$548,470

Income (Loss) from Operations \$23,318

Net Income (Loss) \$23,318

Total Program Expenses	\$348,504
<u>General & Administrative Expenses</u>	
Payroll Processing Expense	\$381
Audit & Accounting	\$737

Total General & Administrative \$1,118

Total Expenses \$349,622

Income (Loss) from \$(4,343)

Net Income (Loss) \$(4,343)

COMBINED INCOME (LOSS)

\$18,975