

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

Meeting location 1205 Congress Drive
June 27, 2023
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 May 2023 Financials for LACRC/SCDDS
 - b. Audit status for years 2018 – 2022
 - c. Transfer Cash to CD's
 - d. Signature cards for IN Bank
 - e. Employee Retention Funds
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 - 1.
 - 2.
- IX. NEW BUSINESS
 1. Budget for FY 2023-24
 2. Wage increase for Staff
 3. SL & Vacation Buyback
 4. Bonus Set aside for FY 22-23
 5. Status of the CM Transfer to LACDSS
 - 6.
- X. OTHER
 - 1.
- XI. DIRECTORS REPORT
 1. Update on the CMRD process and the transition to a new SEP
 2. Funding for next FY 23-24
 3. Group homes and Host Homes update
 - 5.
 - 6..

ADJOURNMENT

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

DATE: May 23, 2023

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

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

Absent: None
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 25, 2023 board meeting was reviewed. Following discussion it was M/S/P by Pando and Quintero to accept the March 28, 2023 minutes for LACRC and SCDDS as presented.

TREASURER'S REPORT

Teri Hansford presented the April 2023 financial 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 Pando and Quintero to accept the April 2023 finance statements as presented.

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.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

1. Board Member Replacement

None

NEW BUSINESS

1. CCB Application and LRP Update

Duane reported that SCDDS has been re-appointed as the Community Centered Board (CCB) for the coming fiscal year. Duane said with the transition of CM services to another agency he is not entirely sure what the function of a CCB will be in the future and he does not know how this will be funded.

2. Transfer Checking Funds to CD's

Duane presented a plan to reduce the checking account balance for LACRC down to about \$1,000,000 and place the balance of funds into CD's with the Bank of the West, Edward Jones, IN Bank, Century Savings and Loan and the First National Bank. The goal is to spread the funds out so that they are insured by the FDIC with maturity dates of 6 months to 15 months. Interest rates will be between 4% and 5.3%. Following discussion it was recommended that Duane meet with Brian Blasi before repositioning the funds, Duane will report back at the June meeting where the fund are held along with the interest and maturity rates.

Directors Report

Duane updated the Board on the CMA transition process. He stated that there are no new developments. He said the transition still needs to be completed by June 2024. The State should announce who will be awarded the CMA contract for our area by the end of June 2023. Once the new agency is identified SCDDS will begin working with them on the final phases the transition process.

The State FY 23-24 budget is going through the final hearing and review process. Duane said that the recommendation is for a 6 to 7.5% common policy increase for all Medicaid funded services with some targeted rate increases for GRSS and transportation services.

Adjournment

Adjournment by Blasi at 4:45 pm

Income Statement SubType

2:34:20 PM

(Single Period)

For the period of 5/1/2023 through 5/31/2023

Revenues

Food Stamps	\$1,305
Administrative Management	\$3,493
Rental Property Income	\$2,280
IHAB TRI	\$27,615
Comm Connect TRI	\$4,384
Transportation - Non Med Day TRI	\$7,169
IHAB WAL	\$14,041
Comm Connect WAL	\$346
Supported Employment - IHAB Day WAL	\$527
Transportation - Non Med Day WAL	\$2,314
Supported Employment TRI	\$13,478
Transportation - Supported Emp TRI	\$1,035
SLS MW Direct Srv/PC/Homemaker TRI	\$10,172
SLS MW Direct Srv/PC/Homemaker WAL	\$4,198
CES - Direct Service - Medicaid	\$6,542
SLS-Direct Service-State TRI	\$2,224
SLS-Direct Service-State WAL	\$169
SLS Revenue - Medicaid	\$185
SLS Revenue - State Fund	\$201
EBD Direct Service-Personal Care	\$176,060
Comprehensive - Medicaid	\$176,763
Non-Emergency Medical Transp	\$2,747
Comprehensive R & B	\$23,242
Client production revenue	\$1,261

Net Revenues**\$481,749**Program Expenses

Staff Salaries	\$306,806
Client Wages	\$560
Payroll Taxes - FICA	\$23,196
Payroll Taxes - CO EE PFML	\$1,510
Payroll Taxes - Unemp	\$4,387
Payroll Taxes - WC	\$7,392
Health Ins - Company Portion	\$6,720
Retirement Benefit - Company Portio	\$1,116
Residential Provider	\$18,103
Program Supply	\$1,358
Office Supply	\$58
Custodial Supplies	\$1,121
Telephone	\$1,822
Dues & Publications	\$33
Maintenance - Computers	\$2,021
Advertising & PR	\$135
Mileage Reimbursement	\$285
Food	\$5,903
Recreation	\$386
License & Fees	\$355
Payroll Processing Expense	\$3,428
Office Equipment Lease	\$516
Unemployment Services Expense	\$197
Depreciation	\$6,061

Income Statement SubType

2:31:16 PM

(Single Period)

For the period of 5/1/2023 through 5/31/2023

Revenues

Early Intervention Grant Revenue	\$500
SLS MW Direct Service Revenue	\$14,555
SLS MW IHAB Revenue	\$15,392
CES Direct Service-Medicaid	\$6,542
SLS Revenue - State Fund	\$6,421
Early Intervention Program Revenue	\$15,802
Family Support Program Revenue	\$13,787
Comprehensive - Day Hab	\$41,538
Comprehensive - Residential	\$176,843
Transportation	\$8,983
Case Management	\$22,348

Net Revenues**\$322,711**Program Expenses

CO EE PFML Payable	\$72
CES EXPENSE	\$6,542
CO EE PFML Payable	\$36
CO EE PFML Payable	\$1
Staff Salaries	\$25,978
Payroll Taxes - FICA	\$1,879
Payroll Taxes - Unemp	\$105
Payroll Taxes - WC	\$55
Payroll Deductions - Health Ins	\$1,680
Payroll Deductions - 401(k)	\$890
Program Supply	\$2,197
Telephone	\$785
Postage	\$71
Maintenance - Computers	\$105
Advertising & PR	\$113
Staff Development	\$67
License & Fees	\$8
Management Service	\$280
General Insurance	\$295
Depreciation	\$26
Utilities	\$261
Building Maintenance	\$201
Family Reimbursement-FSSP	\$8,357
Therapy	\$5,868

Utilities	\$2,831
Cable TV & Internet Service	\$73
Building Maintenance	\$717
Gas & Oil - Auto	\$2,036
Vehicle Repair & Maintenance	\$1,311
Client Transportation	\$623
Medical Supply	\$250
Assistive Tech/Home Mod	\$305
Dental Care	\$298
Pharmacy	\$957
Tenant Rent Contributions	\$6,507
Personal Needs	\$4,367

SLS EXPENSE: MEDICAID	\$31,735
SLS EXPENSE: STATE	\$6,281
Comprehensive	\$225,636

Total Program Expenses \$413,741
General & Administrative Expenses

Staff Salaries	\$34,047
Payroll Taxes - FICA	\$2,468
Payroll Taxes - Unemp	\$282
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$2,560
Retirement Bene - Company Portion	\$944
Office Supplies	\$138
Telephone	\$298
Postage	\$2
Dues & Publications	\$179
Maintenance - Computers	\$2,241
Advertising & PR	\$113
Staff Development	\$95
Mileage Reimbursement	\$171
Travel Allowance	\$250
Food	\$102
License & Fees	\$44
Legal-Admin	\$300
Office Equipment Lease	\$57
Audit & Accounting	\$1,000
Depreciation	\$827
Utilities	\$655
Cable TV & Internet Service	\$17
Building Maintenance	\$66
Gas & Oil - Auto	\$92
Vehicle Repair & Maintenance	\$51

Total General & Administrative Expenses \$47,197

Total Expenses \$460,938

\$20,811

Net Income (Loss)

Total Program Expenses \$319,523
General & Administrative Expenses

Payroll Processing Expense	\$392
Audit & Accounting	\$737

Total General & Admin Expenses \$1,129

Total Expenses \$320,652

\$2,059

Combned Net Income (Loss) \$22,870

Preliminary ~ Unaudited