

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

Meeting location 1205 Congress Drive  
June 20,2024  
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 April 2024 Financials for LACRC/SCDDS
  - b. CD Renewals BOM and Century Savings
  - c. Audit status for years 2018 – 2023
  - d.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
  1. ERC
  - 2.
- IX. NEW BUSINESS
  1. Funding increase and requirements to increase DSP wages to \$17.00/hr, Host Home Contracts and 8% across the board
  2. Follow up HUD renewal CA project
  3. Follow up Vehicles
  4. Follow up CCB Designation
  5. Election of Officers
  6. New CES and IHSS services
  7. Security Systems
  - 8.
- X. OTHER
  - 1.
- XI. DIRECTORS REPORT
  1. Funding for FY 24-25
  2. IRS Difficulty of Care
  3. Follow up on HR

ADJOURNMENT

X. OTHER

1.

XI. DIRECTORS REPORT

4. Funding for FY 24-25
5. IRS Difficulty of Care
6. Follow up on HR

ADJOURNMENT

Adjournment

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

**DATE:** April 30, 2024

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

**PERSONS PRESENT:** Board Members: Board President Spencer (zoom), Blackburn (zoom), Quintero (zoom), along with Business Manager, Melva Zagar and Executive Director Duane Roy.

**Absent:** Members Pando and Blasi  
**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 March 28, 2024 board meeting was reviewed. Following discussion it was M/S/P by Blackburn and Quintero to accept the March 28<sup>th</sup> minutes for LACRC and SCDDS as presented.

**TREASURER'S REPORT**

Melva presented the March 2024 financial statements for both LACRC and SCDDS. Melva indicated that revenues and expenses are in line with normal postings for both LACRC and SCDDS. Following discussion it was M/S/P by Blackburn and Quintero to accept the March 2024 finance statements as presented.

Melva gave an update on the audit, she indicated the information for the 2018 audit has been submitted to the auditor. Melva and Teri will continue to update the Board on the audit status at the upcoming meetings.

**CORRESPONDENCE**

None

**COMMITTEE REPORT**

None

**OLD BUSINESS**

**1. ERC**

Duane said there is nothing new to report on the ERC.

**NEW BUSINESS**

**1. Grants Data Source**

Duane requested authorization to subscribe to Grants Data Source, which is a digital source of available grant funding sources worldwide. The cost for a 1 year subscription is \$2,495.00. Following discussion it was M/S/P Blackburn and Quintero to subscribe for 1 year.

**2. HUD-Renew Casa Alegre project**

Duane indicated that the Casa Alegre HUD funded group home project and the mortgage payments are paid off in September 2024. Duane requested authorization to go forward and renew the HAP contract with HUD contract on this property. Following discussion it was M/S/P Quintero and Blackburn.

**3. Close Dormant Checking Accounts at BMO**

Duane requested authorization to close 4 checking accounts with BMO that are no longer being used. Cashier's checks for money in the accounts will be issued to LACRC and then deposited into our general operating account. See attached list of accounts to be closed. Following discussion it was M/S/P Blackburn and Quintero to close these accounts.

4. **LACRC/SCDDS  
By Law Review** Duane indicated that Sisto Mazza, Attorney, is reviewing LACRC/SCDDS Bylaws and Articles of Incorporation as part of the Case Management divestiture. He will remove any language specific to Case Management functions and then update for current compliance. Updated copies will be presented for review and acceptance.
  5. **Vehicles** Duane indicated that LACRC is in need of another wheel chair accessible vehicle. The agency had located one but it was sold. Duane will bring the request up once another vehicle is located.
  6. **CCB  
Designation** Duane reported that the application process for the CCB designation has not been released but is expected soon. In the past the CCB was tied to the Case Management agency in many ways and the state has not given a clear picture of what the new CCB will involve.
- Directors Report** Duane reported that a client has passed away at the group home in Walsenburg, bringing the BV group home down to serving 3 individuals. It is licensed for 4.  
Duane reported that the state is recommending a 2% common policy increase on all Medicaid funded services for this coming FY. He indicated that some services will receive an additional increase but that list has not been released. This state budget "Long Bill" should be signed soon.
- Adjournment** Adjournment by Blasi at 4:45 pm

**Las Animas County Rehabilitation Center**

**Income Statement SubType**

For the period of 5/1/2024 through 5/31/2024

**SCDDS**

**Income Statement SubType**

For the period of 5/1/2024 through 5/31/2024

Revenues

Food Stamps	\$1,316.00
Administrative Management	2,375.04
Rental Property Income	2,610.03
Misc Income	692.39
IHAB TRI	27,846.24
Comm Connect TRI	7,061.20
Transportation - Non Med Day TRI	7,553.74
IHAB WAL	11,769.20
Comm Connect WAL	1,238.46
Transportation - Non Med Day WAL	1,943.76
Supported Employment TRI	28,329.16
Transportation - Supported Emp TRI	237.28
Supported Employment WAL	1,520.12
SLS MW Direct Srv/PC/Homemaker TRI	13,017.00
SLS MW Direct Srv/PC/Homemaker WAL	4,928.55
CES - Direct Service - Medicaid	7,791.44
SLS-Direct Service-State TRI	6,911.46
SLS-Direct Service-State WAL	99.11
EBD Direct Service-Personal Care	168,117.90
Comprehensive - Medicaid	210,466.23
Non-Emergency Medical Transp	8,164.57
Comprehensive R & B	24,609.00
Client production revenue	720.00

**Net Revenues**

**\$539,317.88**

Revenue

Grant - Case	\$46,416.57
SLS MW Direct	17,945.55
SLS MW IHAB	24,534.91
CES Direct	7,791.44
Early Intervention	13,606.08
Comprehensive -	43,913.00
Comprehensive -	210,438.23
Transportation	10,424.42
Case Management	682.50

**Net Revenues**

**\$375,752.70**

Program Expenses

Staff Salaries	\$293,109.90
Payroll Taxes - FICA	22,182.76
Payroll Taxes - CO PFML	1,489.52
Payroll Taxes - Unemp	3,613.17
Payroll Taxes - WC	5,665.79
Health Ins - Agency Portion	4,400.00
Retirement Benefit - Agency Portion	1,894.90
Residential Provider	25,072.29
Program Supply	1,900.77
Office Supply	181.25
Custodial Supplies	1,520.24
First Aide & Safety Supplies	49.92
Telephone	1,887.74
Dues & Publications	32.82
Maintenance - Equipment	103.34
Maintenance - Computers	2,467.40
Mileage Reimbursement	176.45
Food	7,110.02
Recreation	644.19
License & Fees	698.92
Payroll Processing Expense	5,940.43
Office Equipment Lease	585.26
General Insurance	8,754.93
Unemployment Services Expense	196.67
Utilities	2,835.35
Cable TV & Internet Service	152.82
Building Maintenance	2,937.78
Gas & Oil - Auto	1,782.64
Vehicle Repair & Maintenance	625.20
Pharmacy	810.50
Tenant Rent Contributions	7,026.00
Personal Needs	4,191.00

**Total Program Expenses**

**\$410,039.97**

Program Expenses

CES EXPENSE	\$7,791.44
Staff Salaries	4,839.68
Payroll Taxes - FICA	317.27
Payroll Taxes - CO PFML	18.67
Payroll Taxes - Unemp	33.59
Payroll Taxes - WC	53.68
Health Ins - Agency Portion	(2,884.15)
Retirement Benefit - Agency Portion	165.88
Telephone	840.13
Advertising & PR	675.00
Office Equipment Lease	16.70
General Insurance	726.47
Utilities	369.83
In-Kind Rent	600.00
Building Maintenance	71.94
Therapy	8,376.50
Professional Services	14,125.00
SLS EXPENSE MEDICAID	44,274.70
Comprehensive	263,009.41

**Total Program Expenses**

**\$343,421.64**

General & Administrative Expenses

Staff Salaries	\$37,890.24
Payroll Taxes - FICA	2,811.66

General & Administrative Expenses

Payroll Processing Expense	\$341.64
Audit & Accounting	737.04

Payroll Taxes - Unemp	328.20
Unallocated W/C Expense	627.49
Health Ins - Company Portion	1,799.50
Retirement Bene - Company Portion	1,014.43
Program Supply	37.27
Office Supplies	507.71
Custodial Supplies	17.45
Telephone	303.45
Postage	9.85
Dues & Publications	69.00
Maintenance - Computers	1,734.70
Advertising & PR	199.01
Mileage Reimbursement	129.92
Travel Allowance	250.00
Food	102.70
License & Fees	2,813.35
Legal-Admin	300.00
Office Equipment Lease	62.25
Utilities	724.19
Cable TV & Internet Service	16.98
Building Maintenance	323.32

<b>Total General &amp; Administrative Expenses</b>	<u>\$52,072.67</u>	<b>Total General &amp; Administrative Expenses</b>	<u>\$1,078.68</u>
<b>Total Expenses</b>	<u>\$462,112.54</u>	<b>Total Expenses</b>	<u>\$344,500.32</u>
	<u>\$77,205.24</u>		<u>\$31,252.38</u>
<b>Net Income (Loss)</b>	<u><u>                    </u></u>	<b>Net Income (Loss)</b>	<u><u>                    </u></u>

**COMBINED NET INCOME (LOSS)                      \$108,457.62**

PRELIMINARY - UNAUDITED