

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

BOARD OF DIRECTORS MEETING

**Meeting location: 1205 Congress Dr, Trinidad, CO 81089
Mar 29, 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**
- 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: February 22, 2018
TIME: 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive

PERSONS PRESENT: Board Members Shier, De Bono, Pando, Spencer, Nielson (via phone) along with Teri Hansford and Executive Director Duane Roy

ABSENT/EXCUSED: Board Member (s) Barrow, Quintero
NOT EXCUSED:

TOPIC**DISCUSSION****CALL TO ORDER**

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

ADDITIONS AND DELETIONS TO THE AGENDA

None

MINUTES TO THE PREVIOUS MEETING

The minutes to the January 25, 2018 meeting was reviewed. Following discussion it was M/S/P by De Bono and Pando to accept the minutes.

TREASURER'S REPORT

The SCDDS/LACRC Finance statements for December 2017 were reviewed. Following discussion it was M/S/P by Spencer and De Bono to accept the financial statement.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS**1. SPCC Update**

Duane reported that Jeanette has been out but reports that the HULA group is going forward with their 501 c 3 designation application, setting up a board to govern and looking at funding sources to obtain the building and equipment. The HULA group will present a proposal or address the board with their progress at the March Board Meeting..

2. General Discussion Relocating Services to the Alta Vista Property

Duane reported that there has been little activity on the future plans for the Indiana and Alta Vista site. Board members Spenser, Pando, De Bono and Shier volunteered to help with the planning process.

NEW BUSINESS**1. IDD Day at the Capital**

Duane reported that the IDD day at the Capital is set for March 1st. The plan is to tour the Capital, meet up with our legislative delegation and then join everyone for a lunch and presentation ceremony that recognizes the Legislative group for their support over the year along with staff and others for their dedication to quality services. Board member wishing to attend need to contact Duane.

2. Review of New Setting Rule

Duane handed out and reviewed the document "Frequently Asked Questions on the HCBS Setting Rule" from HCPF. Duane reported that staff is going thru the document also and changes are occurring to bring the agency into compliance.

3. CFCM policies

Duane gave an update on the CFCM issue and talked about the processes that SCDDS and LACRC will need to follow in the event of a conflict. Two policies have been updated that govern:

1. Dispute Resolution with Services
2. Dispute resolution with Service Agencies

These documents along with organizational charts were sent in. These documents along with requested information that will be included in the Business Continuity Plan will be reviewed July and will be used to by the State for the rural exception request that will allow SCDDS and LACRC to provide both Case Management and Direct Service to the same individual.

4. Update on BCP

Duane's reported on SCDDS's progress in developing the Business Continuity Plan (BCP) that the State is requiring of all Single Entry Point and Case management agencies around the State. This document will be used by the State to Certify what will be known as "Case Management Agencies" in the future. Appears our existing Case Management License/Authority will not roll over into the new waiver in the year 2022. Duane said even the local Department of Social Services is required to file a BCP as their authority will not roll forward. Duane said the next Webinar sponsored by the state on the application process is April 4. The BCP is due June 30, 2018.

Program Reports

1. Directors

Duane gave an update on upcoming legislation to include bills that target wages for direct service staff. The bill is originating from the JBC and the intent to have line item funding that is directed at wages for direct service personnel. At the present time the amount is targeted at increase of 6.5%. Questions on the bill include, will this be across all 11 waivers or just those that serve the IDD population. Will this include taxes and other benefits, what accountability factors will be put in place, will this cover Case Management and mid level support staff.

Adjournment

Adjournment by De Bono 5:30 pm



By Alfredo Pando, Secretary

Date: 5.3.18

Las Animas County Rehabilitation Center

SCDDS

Income Statement SubType

(Single Period)

For the period of 12/1/2017 through 12/31/2017

		<u>Revenues</u>	
Food Stamps	\$1,441.00	Part C Income	\$3,858.34
Administrative Management	1,209.56	Comp Day Hab	45,198.22
Rental Property Income	615.00	Comprehensive Fee for Svc - Residential	166,888.98
SLS Revenue - Medicaid	27,545.35	SLS MW Day	26,908.35
SLS Revenue - State Fund	7,070.66	SLS Revenue - Medicaid	9,713.94
EBD Direct Service-Personal Care	49,832.60	CES Direct Service-Medicaid	818.90
EBD Adult Day	3,693.78	SLS Revenue - State Fund	8,230.36
Comprehensive - Medicaid	212,087.20	Early Intervention Program Revenue	1,781.83
Non-Emergency Medical Transp	2,722.19	Family Support Program Revenue	2,188.82
Comprehensive R & B	27,005.98	Behavioral/Mental Health	18,082.35
Behavioral/Mental Health	27,159.29	Transportation	9,040.10
Transportation	9,040.10	Dental & Vision Care	230.00
Dental/Vision Care	230.00	Case Management	26,128.05
Client production revenue	1,177.30		
SPCC - Program Revenue	11,595.15		

Net Revenues

\$382,425.16

Net Revenues

\$319,068.24

		<u>Program Expenses</u>	
Medical Supply - Res - TRI	\$112.00	Staff Salaries	\$20,599.50
Medical Supply - Res - WAL	56.00	Payroll Taxes - FICA	1,454.07
Medical Supply - PCAs - TRI	112.00	Payroll Taxes - Unemp	28.80
Medical Supply - PCAs - WAL	67.31	Payroll Taxes - WC	158.33
Medical Supply - MW SLS - TRI	56.00	Payroll Deductions - Health Ins	784.84
Medical Supply - ST SLS - WAL	94.48	Payroll Deductions - 401(k)	211.30
EBD Program Expenses	2,491.46	Program Supply	90.76
SPCC Program Expenses	4,789.78	Office Supply	366.84
Staff Salaries	162,793.06	Telephone	370.18
EBD Salaries & Benefits	43,215.19	Postage	156.54
SPCC Salaries & Benefits	10,747.86	Staff Development	33.44
Client Wages	1,043.46	Mileage Reimbursement	123.58
Payroll Taxes - FICA	12,070.59	License & Fees	812.99
Payroll Taxes - Unemp	540.71	Office Equipment Lease	84.26
Payroll Taxes - WC	13,242.22	General Insurance	435.41
Health Ins - Company Portion	10,594.36	Audit & Accounting	590.00
Retirement Benefit - Company Portio	1,460.87	Depreciation	184.78
Other Benefits - Company Portion	9.00	Utilities	472.28
Residential Provider	11,403.35	Building Maintenance	107.96
Program Supply	1,576.09	Gas & Oil - Auto	10.97
Office Supply	3.70	Family Reimbursement-FSSP	931.47
Custodial Supplies	1,309.30	Therapy	4,335.00
Telephone	2,251.34	Behavioral/Mental Health	27,159.29
Postage	337.49	SLS EXPENSE: MEDICAID	30,880.70
Dues & Publications	25.89	SLS EXPENSE: STATE	7,070.66
Maintenance - Computers	830.00	Comprehensive	218,021.95

Advertising & PR	767.83
Staff Development	465.97
Per Diem Reimbursements	9.77
Mileage Reimbursement	8.96
Food	7,191.08
Recreation	206.48
License & Fees	25.90
Payroll Processing Expense	3,923.38
Office Equipment Lease	609.46
General Insurance	5,057.25
Unemployment Services Expense	185.33
Depreciation	10,975.50
Utilities	4,256.04
Rent	398.28
Cable TV & Internet Service	480.67
Building Maintenance	305.82
Gas & Oil - Auto	3,194.32
Vehicle Repair & Maintenance	1,289.21
Client Transportation	3,325.50
Therapy	152.00
Assistive Tech/Home Mod	386.89
Vision Care	984.88
Behavioral / Mental Health	14,620.00
Pharmacy	900.07
Tenant Rent Contributions	7,018.00
Personal Needs	5,500.75

Total Program Expenses

\$353,472.85

Total Program Expenses

\$315,475.90

General & Administrative Expenses

Staff Salaries	\$8,861.90
Payroll Taxes - FICA	589.90
Payroll Taxes - Unemp	37.55
Unallocated W/C Expense	93.50
Health Ins - Company Portion	859.69
Retirement Bene - Company Portion	220.11
Other Benefits - Company Portion	9.00
Office Supplies	78.70
Custodial Supplies	45.08
Telephone	260.45
Postage	37.50
Maintenance - Computers	38.45
Advertising & PR	6,637.29
Staff Development	42.15
Mileage Reimbursement	87.97
Travel Allowance	250.00
License & Fees	95.00
Legal-Admin	300.00
Office Equipment Lease	67.72
Miscellaneous	(107.11)
General Insurance	738.56
Audit & Accounting	1,980.00
Depreciation	1,477.39
Utilities	606.79
Cable TV & Internet Service	14.98

Program Supply	\$145.97
Telephone	92.35
Advertising & PR	712.50
Payroll Processing Expense	268.52
General Insurance	354.03
Depreciation	42.62

Building Maintenance	26.21
Gas & Oil - Auto	46.71

Total General & Administrative Expenses	<u>\$23,395.49</u>
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Total Expenses	<u>\$376,868.34</u>
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Income (Loss) from Operations	\$5,556.82
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Mutual Funds	\$3,617.18
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Total Other Income (Expense)	<u>\$3,617.18</u>
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Net Income (Loss)	<u>\$9,174.00</u>
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Total General & Administrative Expenses	<u>\$1,615.99</u>
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Total Expenses	<u>\$317,091.89</u>
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Income (Loss) from Operations	\$1,976.35
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Other Income (Expense)

Mutual Funds - Unrealized Gain or Loss	\$709.96
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Total Other Income (Expense)	<u>\$709.96</u>
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Net Income (Loss)	<u>\$2,686.31</u>
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Combined Net Income (Loss)	\$11,860.31
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