

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

Meeting location 1205 Congress Drive

March 30, 2021 Time: 4:00PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88497794486?pwd=MTUyZ2VCTWgrWDMvLzFxcGVXRUE4UT09>

Meeting ID: 884 9779 4486

Passcode: 090559

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. Board Member Replacement – Brian Blasi
- IX. NEW BUSINESS
 1. Status of PPP Loan
 2. CMRD
 3. Annual Plan
- X. OTHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report
 - a. Update on Covid 19,
- XII. Adjournment

MINUTES OF BOARD OF DIRECTORS MEETING

DATE: February 23, 2021

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

PERSONS PRESENT: Board Members: Board President Spencer, Shier, Quintero, Business Manager, David Moore, Teri Hansford and Executive Director Duane Roy.

Absent: Board members Pando and Nielsen

NOT EXCUSED:

TOPIC

DISCUSSION

CALL TO ORDER

The meeting was called to order at 4:00 PM by Board President 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 January 19, 2021 meeting was reviewed. Following discussion it was M/S/P by Shier and Quintero to approve the meeting minutes.

TREASURER'S REPORT

David Moore, Business Manager reviewed the finance statements for January 2021 along with Year to Date for July 2020 through January 2021. Following discussion it was M/S/P Shier and Quintero to accept the finance statement.
David gave an update on the audit. David indicated that he is still working with the auditor to get the 2017 audit completed. Duane asked David to give and a more detailed timeline for the audit at the March meeting.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

- 1. Board Member Replacement

No action taken.

NEW BUSINESS

- 1. Status of PPP Loan
- 2. Sell 1993 Jeep
- 3. CCB Designation and Annual Plan
- 4. EVV

David reported that he has filed the application for the PPP Loan forgiveness. David stated that it will take a few weeks for the SBA to review the request and make a decision.

Duane requested authorization to sell the 1993 Jeep Cherokee. This vehicle has been out of service for a year or more and requires extensive work/repairs. Needed repairs include a steering column, seats w/frames, tires, paint. A bid of \$500.00 has been received. Following discussion it was M/S/P by Shier and Quintero to accept the bid and sell the Jeep.

Duane reported that SCDDS will be holding annual public forums for input for our long range plan and CCB designation. The public meetings will be held on March 17 and 18th at 4 PM. Notices have been sent out and posted in the newspaper.

Teri gave a brief review in regard to EVV, Electronic Visit Verification. The EVV is a Federal requirement that requires staff providing Personal Care and Homemaker services to document where the services are provided. Service location is identified through the billing system. Service locations that cannot be verified may not be reimbursed or paid for. EVV has been in the trial stage for the past 6 months and becomes

Directors Report

Duane gave an update on Covid 19 and indicated that the day program is providing in person services on a limited basis with the majority of services being virtual. The residential day program is provided by staff going to the homes or virtually. Duane reported that the group homes are still restricted in terms of what they can do, the state is allowing outdoor visitation.

Duane indicated that staff and consumers are receiving the Covid vaccinations. Duane reported that the majority of the staff along with residential and SLS clients have received the Covid vaccination. The nurse is working to get the remaining SLS clients and their parents and support staff vaccinated.

Duane reported that the state is recommending a 2.5% rate increase on Medicaid payments for the FY 21-22 that begins July 1st. Duane indicated that the state is increasing the day program reimbursement by 27.4% and making the increase retroactive back to July 1, 2020 for this FY.

Duane indicated that the state will start scheduling meetings statewide to complete the overall Case Management Redesign efforts that will go into effect July 1, 2024. The first phase will concentrate on the geographic service areas. Currently SCDDS serves Las Animas and Huerfano Counties. Our service area may be combined with other counties.

Adjournment

Adjournment by Shier at 4:45 pm.

_____ By Ronald Nielsen, Secretary

Date: _____

Las Animas County Rehabilitation Center

SCDDS

**Income Statement SubType
(Single Period)**

**Income Statement SubType
(Single Period)**

For the period of 2/1/2021 through 2/28/2021

For the period of 2/1/2021 through 2/28/2021

Revenues

| | |
|------------------------------------|-----------|
| Food Stamps | \$2,808 |
| Administrative Management | \$10,324 |
| Rental Property Income | \$615 |
| IHAB TRI | \$14,047 |
| Comm Connect TRI | \$826 |
| Transportation - Non Med Day TRI | \$143 |
| IHAB WAL | \$9,245 |
| Comm Connect WAL | \$226 |
| Transportation - Non Med Day WAL | \$30 |
| Supported Employment TRI | \$8,981 |
| Supported Employment WAL | \$125 |
| Transportation - Comprehensive | \$321 |
| SLS MW Direct Srv/PC/Homemaker TRI | \$14,309 |
| SLS MW Direct Srv/PC/Homemaker WAL | \$5,735 |
| CES - Direct Service - Medicaid | \$5,087 |
| SLS-Direct Service-State TRI | \$1,473 |
| SLS-Direct Service-State WAL | \$190 |
| SLS Revenue - Medicaid | \$500 |
| SLS Revenue - State Fund | \$50 |
| EBD Direct Service-Personal Care | \$127,870 |
| Comprehensive - Medicaid | \$171,937 |
| Non-Emergency Medical Transp | \$1,796 |
| Comprehensive R & B | \$23,360 |
| Client production revenue | \$720 |

Net Revenues

\$400,717

Program Expenses

| | |
|-------------------------------------|-----------|
| Homemaker Enhanced Svcs - CES | \$538 |
| CES Program Expenses | \$205 |
| Staff Salaries | \$243,009 |
| Client Wages | \$336 |
| Payroll Taxes - FICA | \$15,306 |
| Payroll Taxes - Unemp | \$3,310 |
| Payroll Taxes - WC | \$9,822 |
| Health Ins - Company Portion | \$9,039 |
| Retirement Benefit - Company Portio | \$1,052 |
| Residential Provider | \$15,347 |
| Program Supply | \$1,228 |
| Office Supply | \$432 |
| Custodial Supplies | \$1,894 |
| First Aide & Safety Supplies | \$1,316 |
| Telephone | \$1,995 |
| Dues & Publications | \$30 |
| Maintenance - Computers | \$1,770 |
| Advertising & PR | \$80 |
| Staff Development | \$1,050 |
| Mileage Reimbursement | \$128 |
| Food | \$5,144 |
| Recreation | \$240 |
| License & Fees | \$5,025 |
| Payroll Processing Expense | \$3,287 |
| Office Equipment Lease | \$719 |
| General Insurance | \$10,160 |

Revenues

| | |
|------------------------------------|-----------|
| SLS MW Direct Service Revenue | \$18,928 |
| SLS MW IHAB Revenue | \$12,532 |
| CES Direct Service-Medicaid | \$5,087 |
| SLS Revenue - State Fund | \$6,898 |
| Early Intervention Program Revenue | \$12,356 |
| Family Support Program Revenue | \$7,943 |
| Comprehensive - Day Hab | \$19,385 |
| Comprehensive - Residential | \$171,937 |
| Transportation | \$2,027 |
| Case Management | \$21,459 |

Net Revenues

\$278,552

Program Expenses

| | |
|---------------------------------|-----------|
| CES EXPENSE | \$5,087 |
| Staff Salaries | \$25,386 |
| Payroll Taxes - FICA | \$1,826 |
| Payroll Taxes - Unemp | \$169 |
| Payroll Taxes - WC | \$46 |
| Payroll Deductions - Health Ins | \$1,965 |
| Payroll Deductions - 401(k) | \$345 |
| Program Supply | \$16 |
| Telephone | \$683 |
| Postage | \$50 |
| Staff Development | \$100 |
| License & Fees | \$10 |
| Office Equipment Lease | \$80 |
| Management Service | \$3,600 |
| General Insurance | \$2,651 |
| Depreciation | \$36 |
| Utilities | \$403 |
| Building Maintenance | \$34 |
| Family Reimbursement-FSSP | \$2,394 |
| Therapy | \$3,806 |
| SLS EXPENSE: MEDICAID | \$33,166 |
| SLS EXPENSE: STATE | \$3,327 |
| Comprehensive | \$191,643 |

| | |
|-------------------------------|---------|
| Unemployment Services Expense | \$197 |
| Depreciation | \$8,474 |
| Utilities | \$4,620 |
| Cable TV & Internet Service | \$330 |
| Building Maintenance | \$1,112 |
| Gas & Oil - Auto | \$1,437 |
| Vehicle Repair & Maintenance | \$1,860 |
| Client Transportation | \$363 |
| Medical Supply | \$225 |
| Assistive Tech/Home Mod | \$5,503 |
| Dental Care | \$143 |
| Pharmacy | \$931 |
| Tenant Rent Contributions | \$6,458 |
| Personal Needs | \$3,438 |

Total Program Expenses \$367,554

General & Administrative Expenses

| | |
|-----------------------------------|----------|
| Staff Salaries | \$30,641 |
| Payroll Taxes - FICA | \$1,872 |
| Payroll Taxes - Unemp | \$289 |
| Unallocated W/C Expense | \$200 |
| Health Ins - Company Portion | \$2,320 |
| Retirement Bene - Company Portion | \$795 |
| Program Supply | \$47 |
| Office Supplies | \$129 |
| Custodial Supplies | \$5 |
| Telephone | \$294 |
| Postage | \$57 |
| Maintenance - Computers | \$250 |
| Advertising & PR | \$325 |
| Mileage Reimbursement | \$69 |
| Travel Allowance | \$250 |
| Food | \$13 |
| License & Fees | \$129 |
| Legal-Admin | \$300 |
| Office Equipment Lease | \$67 |
| General Insurance | \$1,518 |
| Audit & Accounting | \$1,000 |
| Depreciation | \$1,156 |
| Utilities | \$822 |
| Cable TV & Internet Service | \$17 |
| Building Maintenance | \$181 |
| Vehicle Repair & Maintenance | \$541 |

Total General & Admin Expenses \$43,284

Total Expenses \$410,838

Income (Loss) from Operations **\$(10,121)**

COMBINED INCOME (LOSS)

Total Program Expenses \$276,826

General & Administrative Expenses

| | |
|----------------------------|---------|
| Telephone | \$110 |
| Dues & Publications | \$1,724 |
| Advertising & PR | \$113 |
| License & Fees | \$206 |
| Payroll Processing Expense | \$398 |
| General Insurance | \$2,156 |
| Audit & Accounting | \$737 |

Total General & Admin Expenses \$5,444

Total Expenses \$282,269

Income (Loss) from Operations **\$(3,717)**

\$(13,838)