

**SOUTHERN COLORADO DEVELOPMENTAL
DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION
CENTER, INC.
BOARD OF DIRECTORS MEETING**
**Meeting location: 1205 Congress Drive, Trinidad, CO
81082
May 29, 2019 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: March 25, 2019
TIME: 4:00 PM, the meeting was held in Walsenburg at 330 W 9th

PERSONS PRESENT: Board Members: Shier, Pando, Nielsen, De Bono , Spencer, Quintero, Business Manager, Teri Hansford and Executive Director Duane Roy

ABSENT/EXCUSED: Board Member:
NOT EXCUSED:

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

The meeting was called to order at 4:00 PM by Board President Shier, the meeting was held in Walsenburg at 330 W 9th St, conference room.

ADDITIONS AND DELETIONS TO THE AGENDA

None

Public Comment

None

MINUTES TO THE PREVIOUS MEETING

The minutes to the January 30, 2018 meeting was reviewed. Following discussion it was M/S/P by Pando and Nielsen to accept the minutes.

TREASURER'S REPORT

Teri Hansford, Business Manager reviewed Finance Statements for LACRC and SCDDS for the month of January 2019. Following discussion it was M/S/P by De Bono and Nielsen. Teri reported that the Logan Thomas Auditing firm said they would have the FY 17-18 audit completed in the next 90 days.

CORRESPONDENCE**COMMITTEE REPORT**

None

OLD BUSINESS

1. **Board Member Replacement**

No action taken.

NEW BUSINESS

1. **2019 Long Range Plan and CCB Designation Application**

Duane reported that SCDDS will need to file the 2019 CCB designation application with the State. The application is due April 15, 2019. SCDDS will be holding meetings with consumers, staff along with Public forums for local input on March 18th in Trinidad and March 19th for Walsenburg. Discussion was given to agency needs to include CFCM.

2. **Preparations for possible Flood conditions in Walsenburg**

Duane reported that Staff are working with local emergency management groups in Walsenburg to mitigate and reduce the damage as a result of the flood status for Walsenburg. LACRC has 2 properties in the designated area and we have 2 clients that also live within the designated area.

3. **Update on CFCM**

Duane presented a update on the status of the CFCM (SB 38) and the new guidelines/regulations that will establish the new Case Management Agencies (CMA's) that will replace the existing case management structure. The new regulations will go into effect August 30, 2019. This will allow for multiple CMA's to operate in our catchment area. The Rural Exemption will allow SCDDS to remain as a CMA thru June 30, 2024. After June 30, 2024 all Case Management services need to be provide in a conflict free setting. SCDDS will not be a CMA and service provider at the same time.

4. **Implementation of**

Duane indicated that the recent Colorado minimum wage increase has taken the majority of the 6.5% funding

**the 6.5% increase on
Medicaid funding**

increase on Medicaid rates that was effective March 1, 2019. The additional funding is required to go to DSP compensation as per HB 18 1407. The agency is looking at the budget to see what funds are available to raise wages not affected by the minimum wage increase. Duane will present his recommendation at the next Board meeting.

Program Reports

1. Directors

Duane discussed the agency needs and ask for input on the Long Range Plan. Further discussion on the CFCM and how it can affect the agency. Duane talked about staff issues and the fact that we are not getting a lot of applicant for current job postings. Duane also reported that the U.S. Department of Labor is auditing section 14 of the Fair Labor Standards Act as it pertains to consumer wage payments.

Duane reminded Board Member that there would not be a meeting in April, next meeting May 29, 2019. The meeting will be in Trinidad.

Adjournment

Adjournment by Pando 5:30 PM


By Alfredo Pando, Secretary

Date: 3/29/19

Income Statement SubType
(Single Period)

For the period of 2/1/2019 through 2/28/2019

<u>Revenues</u>		<u>Revenues</u>	
Administrative Management	\$1,030	Comp Day Hab	\$49,955
Rental Property Income	\$615	Comprehensive Fee for Svc - Residential	\$160,460
Misc Income	\$25	SLS MW Day	\$22,920
SLS Revenue - Medicaid	\$41,798	SLS Revenue - Medicaid	\$17,649
SLS Revenue - State Fund	\$12,721	CES Direct Service-Medicaid	\$4,732
EBD Direct Service-Personal Care	\$63,912	SLS Revenue - State Fund	\$12,721
Comprehensive - Medicaid	\$210,416	Early Intervention Program Revenue	\$3,082
Non-Emergency Medical Transp	\$3,092	Family Support Program Revenue	\$2,533
Comprehensive R & B	\$24,657	Behavioral/Mental Health	\$15,733
Behavioral/Mental Health	\$15,733	Transportation	\$11,604
Transportation	\$11,604	Dental & Vision Care	\$175
Dental/Vision Care	\$175	Case Management	\$28,593
Client production revenue	\$1,172		
Fuel Reimbursement - Meals on Wheels	\$250		
Net Revenues	\$387,199	Net Revenues	\$330,154
<u>Program Expenses</u>		<u>Program Expenses</u>	
Medical Supply - PCAs - WAL	\$56	Staff Salaries	\$23,872
Medical Supply - MW SLS - TRI	\$57	Payroll Taxes - FICA	\$1,650
Medical Supply - ST SLS - WAL	\$94	Payroll Taxes - Unemp	\$134
EBD Program Expenses	\$1,357	Payroll Taxes - WC	\$158
SPCC Program Expenses	\$70	Payroll Deductions - Health Ins	\$2,322
Staff Salaries	\$180,620	Payroll Deductions - 401(k)	\$211
EBD Salaries & Benefits	\$49,489	Program Supply	\$718
Client Wages	\$796	Office Supply	\$63
Payroll Taxes - FICA	\$13,360	Telephone	\$260
Payroll Taxes - Unemp	\$2,324	Postage	\$26
Payroll Taxes - WC	\$13,025	Maintenance - Computers	\$111
Health Ins - Company Portion	\$10,883	Advertising & PR	\$512
Retirement Benefit - Company Portio	\$1,608	Staff Development	\$125
Other Benefits - Company Portion	\$9	Per Diem Reimbursements	\$10
Residential Provider	\$7,031	Mileage Reimbursement	\$207
Program Supply	\$1,539	License & Fees	\$234
Office Supply	\$260	Office Equipment Lease	\$66
Custodial Supplies	\$1,852	Management & General Service	\$1,799
Telephone	\$1,897	General Insurance	\$412
Postage	\$450	Audit & Accounting	\$729
Dues & Publications	\$27	Depreciation	\$74
Maintenance - Computers	\$1,190	Utilities	\$342
Staff Development	\$511	Building Maintenance	\$41
Mileage Reimbursement	\$361	Family Reimbursement-FSSP	\$942
Food	\$6,991	Therapy EI	\$3,945
Recreation	\$361	CES Homemaker Enhanced Srvs	\$498
License & Fees	\$132	Behavioral/Mental Health	\$15,733
Payroll Processing Expense	\$3,200	SLS EXPENSE: MEDICAID	\$44,929
Office Equipment Lease	\$639	SLS EXPENSE: STATE	\$10,922
General Insurance	\$4,735	Comprehensive	\$217,833
Unemployment Services Expense	\$191		
Board Expense	\$99		
Depreciation	\$8,474		
Utilities	\$4,833		
Rent	\$385		
Cable TV & Internet Service	\$561		
Building Maintenance	\$866		

Gas & Oil - Auto	\$2,318
Vehicle Repair & Maintenance	\$2,660
Client Transportation	\$3,009
Assistive Tech/Home Mod	\$673
Dental Care	\$131
Vision Care	\$850
Behavioral / Mental Health	\$14,159
Pharmacy	\$653
Tenant Rent Contributions	\$6,400
Personal Needs	\$3,807

Total Program Expenses	\$354,995
<u>General & Administrative Expenses</u>	
Staff Salaries	\$8,793
Payroll Taxes - FICA	\$587
Payroll Taxes - Unemp	\$236
Unallocated W/C Expense	\$94
Health Ins - Company Portion	\$493
Retirement Bene - Company Portion	\$235
Other Benefits - Company Portion	\$9
Office Supplies	\$233
Custodial Supplies	\$57
Telephone	\$217
Postage	\$50
Maintenance - Computers	\$257
Advertising & PR	\$157
Staff Development	\$343
Mileage Reimbursement	\$266
Travel Allowance	\$386
Food	\$22
License & Fees	\$108
Legal-Admin	\$300
Office Equipment Lease	\$123
General Insurance	\$691
Audit & Accounting	\$729
Depreciation	\$1,156
Utilities	\$634
Cable TV & Internet Service	\$15
Building Maintenance	\$72
Gas & Oil - Auto	\$70
Vehicle Repair & Maintenance	\$64

Total Program Expenses	\$328,878
<u>General & Administrative Expenses</u>	
Program Supply	\$134
Telephone	\$103
Dues & Publications	\$1,678
Payroll Processing Expense	\$245
General Insurance	\$335

Total General & Administrative Expenses \$16,396

Total General & Admin Expenses \$2,494

Total Expenses \$371,141

Total Expenses \$331,372

Income (Loss) from Operations \$15,808

Income (Loss) from Operations \$(1,217)

Other Income (Expense)

Other Income (Expense)

Mutual Funds \$8,800

Mutual Funds - Unrealized Gain or Loss \$2,142

Total Other Income (Expense) \$8,800

Total Other Income (Expense) \$2,142

\$24,609

\$925

Net Income (Loss) \$24,609

Net Income (Loss) \$925

COMBINED NET INCOME (LOSS) **\$25,534**

Income Statement SubType
(Single Period)
For the period of 3/1/2019 through 3/31/2019

Revenues

Food Stamps	\$1,375
Administrative Management	\$1,030
Rental Property Income	\$615
Misc Income	\$34,542
SLS Revenue - Medicaid	\$40,884
SLS Revenue - State Fund	\$12,721
EBD Direct Service-Personal Care	\$74,766
Comprehensive - Medicaid	\$253,569
Non-Emergency Medical Transp	\$2,608
Comprehensive R & B	\$24,657
Behavioral/Mental Health	\$18,082
Transportation	\$11,249
Client production revenue	\$1,070
Fuel Reimbursement - Meals on Wheels	\$250

Revenues

Comp Day Hab	\$56,118
Comprehensive Fee for Svc - Residential	\$197,450
SLS MW Day	\$23,013
SLS Revenue - Medicaid	\$16,640
CES Direct Service-Medicaid	\$6,825
SLS Revenue - State Fund	\$12,721
Early Intervention Program Revenue	\$3,041
Family Support Program Revenue	\$2,533
Behavioral/Mental Health	\$18,082
Transportation	\$11,249
Case Management	\$24,764
Miscellaneous	\$128

Net Revenues**\$477,417****Net Revenues****\$372,565**Program Expenses

Medical Supply - Res - TRI	\$112
Medical Supply - Res - WAL	\$56
Medical Supply - PCAs - TRI	\$174
Medical Supply - MW SLS - TRI	\$57
Medical Supply - ST SLS - TRI	\$80
EBD Program Expenses	\$1,454
SPCC Program Expenses	\$70
Staff Salaries	\$199,468
EBD Salaries & Benefits	\$57,017
Client Wages	\$866
Payroll Taxes - FICA	\$14,828
Payroll Taxes - Unemp	\$2,602
Payroll Taxes - WC	\$12,851
Health Ins - Company Portion	\$10,496
Retirement Benefit - Company Portio	\$1,511
Other Benefits - Company Portion	\$9
Residential Provider	\$7,859
Program Supply	\$1,876
Office Supply	\$721
Custodial Supplies	\$1,387
Telephone	\$1,789
Dues & Publications	\$27
Maintenance - Computers	\$1,099
Staff Development	\$436
Mileage Reimbursement	\$580
Food	\$6,056
Recreation	\$603
License & Fees	\$247
Payroll Processing Expense	\$5,653
Office Equipment Lease	\$833
General Insurance	\$4,735
Unemployment Services Expense	\$191
Depreciation	\$8,474
Utilities	\$4,148
Rent	\$385
Cable TV & Internet Service	\$534
Building Maintenance	\$872

Program Expenses

Staff Salaries	\$22,622
Payroll Taxes - FICA	\$1,548
Payroll Taxes - Unemp	\$101
Payroll Taxes - WC	\$158
Payroll Deductions - Health Ins	\$2,322
Payroll Deductions - 401(k)	\$211
Program Supply	\$121
Office Supply	\$111
Telephone	\$716
Postage	\$10
Advertising & PR	\$826
Staff Development	\$121
Mileage Reimbursement	\$354
License & Fees	\$912
Office Equipment Lease	\$87
Management & General Service	\$1,799
General Insurance	\$412
Audit & Accounting	\$1,319
Depreciation	\$74
Utilities	\$331
Building Maintenance	\$30
Family Reimbursement-FSSP	\$706
Therapy EI	\$6,877
CES Homemaker Enhanced Svcs	\$498
Behavioral/Mental Health	\$18,082
SLS EXPENSE: MEDICAID	\$43,921
SLS EXPENSE: STATE	\$10,922
Comprehensive	\$260,550

Gas & Oil - Auto	\$2,074
Vehicle Repair & Maintenance	\$1,176
Client Transportation	\$3,156
Assistive Tech/Home Mod	\$595
Vision Care	\$638
Behavioral / Mental Health	\$16,389
Pharmacy	\$855
Tenant Rent Contributions	\$6,400
Personal Needs	\$3,807

Total Program Expenses	\$385,246	Total Program Expenses	\$375,741
<u>General & Administrative Expenses</u>	<u>General & Administrative Expenses</u>		
Staff Salaries	\$8,469	Program Supply	\$143
Payroll Taxes - FICA	\$557	Telephone	\$103
Payroll Taxes - Unemp	\$222	Advertising & PR	\$30
Unallocated W/C Expense	\$94	Payroll Processing Expense	\$552
Health Ins - Company Portion	\$493	General Insurance	\$335
Retirement Bene - Company Portion	\$222		
Other Benefits - Company Portion	\$9		
Program Supply	\$61		
Office Supplies	\$101		
Custodial Supplies	\$60		
Telephone	\$622		
Dues & Publications	\$324		
Maintenance - Computers	\$256		
Advertising & PR	\$187		
Staff Development	\$563		
Mileage Reimbursement	\$542		
Travel Allowance	\$250		
Food	\$12		
License & Fees	\$142		
Legal-Admin	\$300		
Office Equipment Lease	\$144		
Miscellaneous	\$23		
General Insurance	\$691		
Audit & Accounting	\$1,329		
Depreciation	\$1,156		
Utilities	\$548		
Cable TV & Internet Service	\$15		
Building Maintenance	\$22		
Gas & Oil - Auto	\$137		
Total General & Admin Expenses	\$17,549	Total General & Administrative Expenses	\$1,164
Total Expenses	\$402,795	Total Expenses	\$376,905
Income (Loss) from Operations	\$74,622	Income (Loss) from Operations	\$(4,340)
<u>Other Income (Expense)</u>	<u>Other Income (Expense)</u>		
Mutual Funds	\$2,509	Mutual Funds - Unrealized Gain or Loss	\$393
Total Other Income (Expense)	\$2,509	Total Other Income (Expense)	\$393
	\$77,131		\$(3,947)
Net Income (Loss)		Net Income (Loss)	
	COMBINED NET INCOME (LOSS)		\$73,184