

SOUTHERN COLORADO DEVELOPMENTAL DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION CENTER, INC.
BOARD OF DIRECTORS MEETING
Meeting location 1205 Congress Drive
May 27, 2020 2:00PM

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
 - a. Review Financials LACRC/SCDDS
 - b. Update on Accounting program and restoration of files
 - c. Audit status
 - d.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. Board Member Replacement
- IX. NEW BUSINESS
 1. Update on Covid – 19
 2. Application for Payroll Protection Program funds
 3. Enhanced Payments
- X. OTHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report
 - a. States economic forecast
- XII. Adjournment

MINUTES OF BOARD OF DIRECTORS MEETING

DATE: April 29, 2020

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

PERSONS PRESENT: Board Members: Board President Spencer (via phone), Shier, Nielsen (via phone), Quintero, Business Manager, Teri Hansford and Executive Director Duane Roy

ABSENT/EXCUSED: Board Member: De Bono and Pando

NOT EXCUSED:

TOPIC

DISCUSSION

CALL TO ORDER

The meeting was called to order at 3:00 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 April 29, 2020 meeting was reviewed. Following discussion it was M/S/P by Nielsen and Shier to approve the April 29, 2020 meeting minutes.

TREASURER'S REPORT

Teri Hansford, Business Manager reviewed the February 2020 Finance Statements for LACRC and SCDDS. Teri gave an update on the Malware attack on our accounting software and documents. Following discussion it was M/S/P Shier and Quintero.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS

1. Board Member Replacement

No action taken.

NEW BUSINESS

1. Update on the preparedness of Covid-19 virus

Duane gave an update on the agencies Covid-19 preparedness and indicated we are continuing with what we have been doing. Main things are self-awareness of staff about the symptoms of Covid-19 and not going to work if you feel ill, following the guidance from CDC and the local health department. Consumers live in highly controlled environments where there are no visitors. Social distancing and masks are observed. Day programs are closed. Case Management and EI staff are instructed to provide services in a non-face to face format using technology such as ZOOM and working from home. All face to Face therapy services have been canceled and therapists are using tela communication. Luckily we have no one testing positive at the present. Duane stated that the Colorado Department of Public Health Department is surveying all licensed group homes in the state. Duane stated our homes have not been surveyed yet but will be.

2. Application for the Payroll Protection Program

Duane reviewed the Small Businesses "Payroll Protection Program" loan program which will pay for 2.5 months of staff salaries and some overhead costs. Duane requested authorization to file for the loan. The loan has a 1% interest and may be totally forgiven if all of the terms and conditions are met. The estimated amount of the loan that LACRC can apply for is around \$660,000. Following discussion it was M/S/P by Nielsen and Shier to apply for the loan.

3. Retainer payments and Rate increases

Duane indicated that the state is funding the day programs for services that are identified in the individual pan even though the clients are staying at home. The state refers to this as retainer payments. Other programs such as residential, CAC and ERP are receiving enhanced funding from 4 to 6% because of the Covid-19

programs

Duane asks for authorization to take the dollar amount of the enhanced funding and give it back to staff in the form of increased pay. Duane said that the closure of the day program, the non-face to face requirements and the enhanced funding are on a month to month basis based on the designation of "state of Emergency" by the State of Colorado and the Federal Government. Duane anticipates the retainer and enhanced funding to go thru at least June 30th and the other non-face to face rules to go thru the summer. The Covid pandemic will change the way we do therapy and a lot of the face to face requirements for a long time to come.

Directors Report

Duane reviewed preliminary data on the State of Colorado's budget for FY 20 – 21. Duane indicated that the data shows a 3 billion dollar plus shortfall for this coming year. Duane stated that all projected rate increases for services for the coming year will likely be eliminated and that some of the programs will see a cut.

Adjournment

_____By Ronald Nielsen, Secretary

Date:_____

Income Statement SubType

Income Statement SubType

(Single Period)

For the period of 4/1/2020 through 4/30/2020

(Single Period)

For the period of 4/1/2020 through 4/30/2020

Revenues

Food Stamps	\$3,784
Administrative Management	\$4,801
Rental Property Income	\$2,235
Misc Income	\$18
Transportation - Comprehensive	\$226
Transportation - SLS Direct Srv Medicaid	\$279
SLS Revenue - Medicaid	\$43,686
SLS Revenue - State Fund	\$4,508
EBD Direct Service-Personal Care	\$96,839
Comprehensive - Medicaid	\$244,721
Non-Emergency Medical Transp	\$1,368
Comprehensive R & B	\$24,399
Client production revenue	\$970

Net Revenues**\$427,835**Program Expenses

Medical Supply - Res - TRI	\$336
Medical Supply - PCAs - TRI	\$56
Medical Supply - PCAs - WAL	\$56
Medical Supply - MW SLS - TRI	\$47
Medical Supply - ST SLS - WAL	\$94
EBD Program Expenses	\$932
Staff Salaries	\$181,624
EBD Salaries & Benefits	\$72,533
Client Wages	\$342
Payroll Taxes - FICA	\$13,447
Payroll Taxes - Unemp	\$1,576
Payroll Taxes - WC	\$8,883
Health Ins - Company Portion	\$8,502
Retirement Benefit - Company Portio	\$1,861
Residential Provider	\$20,272
Program Supply	\$1,780
Office Supply	\$602
Custodial Supplies	\$2,239
First Aide & Safety Supplies	\$57
Safety Supplies	\$150
Telephone	\$1,687
Postage	\$5
Dues & Publications	\$13
Maintenance - Equipment	\$18
Staff Development	\$119
Mileage Reimbursement	\$85
Food	\$6,117
Recreation	\$278
License & Fees	\$139
Payroll Processing Expense	\$3,041
Office Equipment Lease	\$611
Board Expense	\$56
Utilities	\$3,262
Cable TV & Internet Service	\$323

Revenues

SLS Revenue - Medicaid	\$15,523
SLS MW Day	\$28,163
CES Direct Service-Medicaid	\$5,784
SLS Revenue - State Fund	\$4,508
Family Support Program Revenue	\$2,592
Early Intervention	\$13,181
Comprehensive - Day Hab	\$59,882
Comprehensive - Residential	\$184,839
Transportation	\$505
Case Management	\$27,520

Net Revenues**\$342,498**Program Expenses

Staff Salaries	\$24,055
Payroll Taxes - FICA	\$1,680
Payroll Taxes - Unemp	\$95
Payroll Taxes - WC	\$244
Payroll Deductions - Health Ins	\$2,358
Payroll Deductions - 401(k)	\$216
Miscellaneous	\$10
Program Supply	\$257
Office Supply	\$194
Custodial Supplies	\$55
Telephone	\$615
Mileage Reimbursement	\$154
Office Equipment Lease	\$39
Management Service	\$3,693
General Insurance	\$491
Depreciation	\$36
Utilities	\$326
Building Maintenance	\$32
Family Reimbursement-FSSP	\$2,444
Therapy	\$13,181
Homemaker Enhanced Prof Svcs	\$673
SLS EXPENSE: MEDICAID	\$43,965
SLS EXPENSE: STATE	\$3,781
Comprehensive	\$244,947

Building Maintenance	\$1,187		
Gas & Oil - Auto	\$636		
Vehicle Repair & Maintenance	\$939		
Client Transportation	\$60		
Assistive Tech/Home Mod	\$481		
Pharmacy	\$570		
Tenant Rent Contributions	\$6,671		
Personal Needs	\$3,399		
Depreciation	\$9,629		
Total Program Expenses	\$354,713	Total Program Expenses	\$343,542
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$10,015	Telephone	\$110
Payroll Taxes - FICA	\$650	Dues & Publications	\$1,594
Payroll Taxes - Unemp	\$168	Advertising & PR	\$113
Unallocated W/C Expense	\$156	License & Fees	\$12
Health Ins - Company Portion	\$653	Payroll Processing Expense	\$262
Retirement Bene - Company Portion	\$248	General Insurance	\$399
Subcontract - Accounting Svcs	\$225	Audit & Accounting	\$737
Program Supply	\$40		
Office Supplies	\$140		
Custodial Supplies	\$139		
First Aide & Safety Supplies	\$87		
Telephone	\$290		
Postage	\$2		
Maintenance - Computers	\$47		
Advertising & PR	\$129		
Staff Development	\$1,189		
Per Diem Reimbursements	\$476		
Mileage Reimbursement	\$84		
Travel Allowance	\$250		
Food	\$130		
License & Fees	\$1,180		
Legal-Admin	\$300		
Audit & Acct	\$1,459		
Office Equipment Lease	\$124		
Utilities	\$571		
Cable TV & Internet Service	\$17		
Building Maintenance	\$123		
Gas & Oil - Auto	\$10		
Total General & Admin Expenses	\$18,902	Total General & Admin Expenses	\$3,227
Total Expenses	\$373,614	Total Expenses	\$346,769
	\$54,221		\$(4,271)
Net Income (Loss)		Net Income (Loss)	
	COMBINED NET INCOME (LOSS)	\$49,950	

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