

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

Meeting location 1205 Congress Drive  
May 31, 2022  
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 Financials LACRC/SCDDS
  - b. Audit status
  - c.
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
  1. New Board members
  - 2.
- IX. NEW BUSINESS
  1. 401 K plan provisions on hardship and loans
  - 2.
  - 3.
- X. OTHER
  1. Board Member Dave Shier
- XI. DIRECTORS REPORT
  - a. Staff Changes

ADJOURNMENT

Adjournment

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

**DATE:** April 26, 2022

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

**PERSONS PRESENT:** Board Members: Board President Spencer (zoom), Quintero, along with Business Manager, David Moore, Teri Hansford, and Executive Director Duane Roy.

**Absent:** Board Members: Blackburn, Pando

**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 29, 2022 was reviewed. Following discussion it was M/S/P by Quintero and Blasi.

**TREASURER'S REPORT**

David Moore, Business Manager reviewed the LACRC/SCDDS finance statements for March 2022 and Year to Date July thru March 2022. Following discussion it was M/S/P Blasi and Quintero to accept the finance statement as presented.

David gave an update on the audit. David indicated that he is still working with the auditor to get the 2017 audit completed.

**CORRESPONDENCE**

None

**COMMITTEE REPORT**

None

**OLD BUSINESS**

**1. Board Member  
Replacement**

None

**NEW BUSINESS**

**1. 401 K Plan Changes**

Duane informed the board that LACRC HR Department has asked about switching 401 K providers from ADP to "The Standard". "The Standard" is a retirement account fund manager like ADP. HR staff member Candis spoke to the board about some of the issues that she is experiencing with the back office payment transfers with ASP. Candis said that various staff have approached her about LACRC/SCDDS's 401 K retirement plan and ask about the possibility of switching the account. HR's recommendation is to move the fund from ADP to "The Standard" and have the representatives from Marathon Financial be the financial advisors on the account. The Standard is out of Portland Oregon and Marathon Advisors out of Colorado Springs both are licensed to provide these services in Colorado. Following discussion it was M/S/P by Blasi and Quintero to approve the transfer of services from ADP/Edward Jones to the Standard and Marathon.

**2. Missing Van**

Duane reported that a 1993 Ford Van that had been taken out of services has been stolen. The van had been taken out of service about 10 years ago. The Police have been notified, Duane will keep the board updated on this loss.

- 3. Ameriprise Account** Duane reviewed a conversation that he had with the account advisor, John Sporchic with Ameriprise and the recommendation to consider changing our account management to a more active management approach where the account advisor would have the ability to implement trades based on parameters established by the board. Right now the advisor is not able to initiate any trades without direct authorization from the board. John would like to address the board at a future meeting on this. Duane will set up a meeting with John Sporchic and the board.

**Directors Report**

Duane gave a quick update on the legislative session that is currently underway. The big ticket item is the budget. Duane indicated that as of now the state is proposing a 2.1% rate increase for all Medicaid funded services. EI, FSSP and Case Management are under separate consideration at this time. Duane also informed the board that both LACRC and SCDDS has received notice from the IRS that the 501 c 3 designation has been revoked for failing to file the tax form 990 for 3 consecutive years. LACRC staff are submitting the applications for both LACRC and SCDDS to have the 501 3 c designation reinstated. The error occurred in part and was involved with the delay in getting the audits completed. The auditors have in the past just automatically filed the 990's but since the audits have been delayed the 990's were not timely filed. The process of getting the 501 c 3 reinstated can take up to 90 days.

**Adjournment**

Motion by Quintero to Adjourn. Meeting adjourned at 4:45 PM

Income Statement SubType  
(Single Period)  
For the period of 4/1/2022 through 4/30/2022

<u>Revenues</u>		<u>Revenues</u>	
Food Stamps	\$3,055	SLS MW Direct Service Revenue	\$14,632
Administrative Management	\$35,282	SLS MW IHAB Revenue	\$17,672
Rental Property Income	\$2,025	CES Direct Service-Medicaid	\$6,269
Administrative Management	\$327	SLS Revenue - State Fund	\$7,324
Misc Income	\$15,193	Early Intervention Program Revenue	\$9,319
IHAB TRI	\$28,235	Family Support Program Revenue	\$9,505
Comm Connect TRI	\$1,118	Comprehensive - Day Hab	\$36,632
Supported Employment - IHAB Day TRI	\$612	Comprehensive - Residential	\$208,998
Transportation - Non Med Day TRI	\$(1,200)	Transportation	\$7,230
IHAB WAL	\$15,652	Dental & Vision Care	\$479
Comm Connect WAL	\$992	Case Management	\$26,138
Transportation - Non Med Day WAL	\$(30)	Miscellaneous	\$250
Supported Employment TRI	\$11,369		
Transportation - Supported Emp TRI	\$1,130		
Supported Employment WAL	\$372		
Transportation - Comprehensive	\$4,946		
Transportation - SLS Direct Srv Medicaid	\$1,380		
SLS MW Direct Srv/PC/Homemaker TRI	\$9,984		
SLS MW Direct Srv/PC/Homemaker WAL	\$6,782		
CES - Direct Service - Medicaid	\$6,269		
SLS-Direct Service-State TRI	\$1,252		
SLS-Direct Service-State WAL	\$149		
SLS Revenue - State Fund	\$372		
EBD Direct Service-Personal Care	\$180,646		
Comprehensive - Medicaid	\$208,998		
Non-Emergency Medical Transp	\$2,885		
Comprehensive R & B	\$23,507		
Dental/Vision Care	\$479		
Client production revenue	\$720		
<b>Net Revenues</b>	<b>\$562,500</b>	<b>Net Revenues</b>	<b>\$344,447</b>
<u>Program Expenses</u>		<u>Program Expenses</u>	
Depreciation - IHAB Day TRI	\$365	CES EXPENSE	\$6,269
CES Program Expenses	\$107	Staff Salaries	\$27,299
Staff Salaries	\$312,693	Payroll Taxes - FICA	\$1,881
Client Wages	\$323	Payroll Taxes - Unemp	\$111
Payroll Taxes - FICA	\$23,453	Payroll Taxes - WC	\$63
Payroll Taxes - Unemp	\$4,526	Payroll Deductions - Health Ins	\$1,968
Payroll Taxes - WC	\$9,345	Payroll Deductions - 401(k)	\$369
Health Ins - Company Portion	\$7,693	Program Supply	\$506
Retirement Benefit - Company Portio	\$1,061	Office Supply	\$215
Residential Provider	\$14,471	Custodial Supplies	\$49
Program Supply	\$1,647	Telephone	\$804
Office Supply	\$402	Postage	\$3
Custodial Supplies	\$1,003	Dues & Publications	\$1,354
First Aide & Safety Supplies	\$38	Maintenance - Computers	\$131
Safety Supplies	\$586	Advertising & PR	\$633
Telephone	\$2,017	License & Fees	\$10
Dues & Publications	\$32	Office Equipment Lease	\$59
Maintenance - Computers	\$1,749	Management Service	\$2,439
Staff Development	\$150	General Insurance	\$155
Mileage Reimbursement	\$175	Utilities	\$312
Food	\$6,120	In-Kind Rent	\$600

Recreation	\$369
License & Fees	\$1,000
Payroll Processing Expense	\$3,535
Office Equipment Lease	\$644
Management Service	\$31,526
General Insurance	\$6,855
Unemployment Services Expense	\$197
Board Expense	\$228
Depreciation	\$8,474
Utilities	\$3,501
Cable TV & Internet Service	\$331
Building Maintenance	\$479
Gas & Oil - Auto	\$3,090
Vehicle Repair & Maintenance	\$3,602
Client Transportation	\$1,217
Medical Supply	\$502
Assistive Tech/Home Mod	\$487
Dental Care	\$94
Vision Care	\$479
Pharmacy	\$627
Tenant Rent Contributions	\$6,413
Personal Needs	\$4,067

Building Maintenance	\$124
Family Reimbursement-FSSP	\$6,642
Therapy	\$2,339
SLS EXPENSE: MEDICAID	\$34,588
SLS EXPENSE: STATE	\$7,324
Comprehensive	\$251,054

<b>Total Program Expenses</b>	<b>\$465,672</b>
<b><u>General &amp; Administrative Expenses</u></b>	
Staff Salaries	\$34,262
Payroll Taxes - FICA	\$2,488
Payroll Taxes - Unemp	\$312
Unallocated W/C Expense	\$200
Health Ins - Company Portion	\$2,732
Retirement Bene - Company Portion	\$686
Office Supplies	\$317
Custodial Supplies	\$15
Telephone	\$295
Postage	\$2
Maintenance - Computers	\$3
Advertising & PR	\$165
Mileage Reimbursement	\$103
Travel Allowance	\$1,177
License & Fees	\$66
Legal-Admin	\$300
Office Equipment Lease	\$62
General Insurance	\$1,937
Audit & Accounting	\$4,600
Depreciation	\$1,694
Utilities	\$633
Cable TV & Internet Service	\$17
Building Maintenance	\$36
Gas & Oil - Auto	\$35
Vehicle Repair & Maintenance	\$65
<b>Total General &amp; Administrative Expenses</b>	<b>\$52,200</b>
<b>Total Expenses</b>	<b>\$517,872</b>
<b>Income (Loss) from Operations</b>	<b>\$44,628</b>
<b>Net Income (Loss)</b>	<b>\$44,628</b>

<b>Total Program Expenses</b>	<b>\$347,300</b>
<b><u>General &amp; Administrative Expenses</u></b>	
Program Supply	\$778
Payroll Processing Expense	\$380
Audit & Accounting	\$3,887
<b>Total General &amp; Administrative</b>	<b>\$5,045</b>
<b>Total Expenses</b>	<b>\$352,344</b>
<b>Income (Loss) from</b>	<b>\$(7,897)</b>
<b>Net Income (Loss)</b>	<b>\$(7,897)</b>

**COMBINED INCOME (LOSS) \$36,731**