

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

Meeting location 1205 Congress Drive
November 28, 2023
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 October Financials for LACRC/SCDDS
 - b. Audit status for years 2018 – 2022
 - c. New Accounting person
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 - 1.
 - 2.
- IX. NEW BUSINESS
 1. Staff Bonus
 2. ERC
 3. CD new, Reinvest funds from FNB
 - 4.
 - 5.
 - 6
 - 7
 - 8.
- X. OTHER
 - 1.
- XI. DIRECTORS REPORT
 1. Update on the CMRD process and the transition to LACDSS
 - 2.

ADJOURNMENT

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

DATE: October 31, 2023
TIME: 4:00 PM, The meeting was held in Trinidad

PERSONS ESSENT: Board Members: Board President Don Spencer (zoom), Quintero (zoom), Blasi (zoom), along with Business Manager, Teri Hansford and Executive Director Duane Roy (zoom).

Absent: Pando and Blackburn

NOT EXCUSED:

<u>TOPIC</u>	<u>DISCUSSION</u>
<u>CALL TO ORDER</u>	The meeting was called to order at 4:00 PM by Board President Spencer. The meeting was held in Trinidad at 1205 Congress Drive.
<u>ADDITIONS AND DELETIONS TO THE AGENDA</u>	None
<u>Public Comment</u>	None
<u>MINUTES TO THE PREVIOUS MEETING</u>	The minutes to the October 31, 2023 board meeting were reviewed. Following discussion it was M/S/P by Blackburn and Quintero to accept the October 31, 2023 minutes for LACRC and SCDDS as presented.
<u>TREASURER'S REPORT</u>	<p>Teri Hansford presented the September 2023 along with the year to date finance statements for both LACRC and SCDDS. Teri indicated that revenues and expenses are in line with normal postings for both LACRC and SCDDS. Following discussion it was M/S/P by Blasi and Quintero to accept the September 2023 finance statements as presented.</p> <p>Teri gave an update on the audit, she indicated the information for the audit has been submitted to the auditor. Teri will continue to update the Board on the audit status at the upcoming meetings.</p> <p>Duane requested authorization to cash in the CD at the first National Bank when it matures the first of October because of the low interest rate the bank is will to renew the CD at (.005%). Duane will get rates from other institutions and come back at the October meeting with recommendations for placement with another banking group. Following discussion it was M/S/P by Blasi and Quintero.</p>
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Member Replacement	None
<u>NEW BUSINESS</u>	
1. Bonus	Staff Bonuses were put on hold until the pending the review of the finance statements for July thru October. Recommendations for staff bonuses will be presented at the November meeting.
2. Employee Retention Tax Credit Application	Duane reported there are no new updates on the Employee Retention Tax Credit application. Hopefully the agency will hear something the first off the year.

3. Sell 2007 Dodge Caravan

Duane requested authorization to sell the 2007 Dodge Caravan that has 200,000 miles on it. Following discussion it was the consensus of the members to sell the vehicle for \$1,500.

4. Directors Report

Duane gave a brief update on the CMRD process. He said SCDDS will formally start the transition process on November 1, 2023 and finish February 28, 2024. SCDDS will remain the CCB for Las Animas and Huerfano Counties. Duane said he did not know what the CCB would look like after the transition since historically CCB services include those service that are transitioning.

5. Other

Blasi Moved to Adjourn at 4:35 PM.

Adjournment

Approved _____

Approved _____

**Las Animas County Rehabilitation
Center**
Income Statement SubType

SCDDS

Income Statement SubType

For the period of 10/1/2023 through 10/31/2023

For the period of 10/1/2023 through 10/31/2023

Revenues

Food Stamps	\$1,668
Administrative Management	\$2,726
Rental Property Income	\$1,215
Misc Income	\$523
IHAB TRI	\$29,475
Comm Connect TRI	\$5,594
Transportation - Non Med Day TRI	\$9,546
IHAB WAL	\$16,478
Comm Connect WAL	\$840
Transportation - Non Med Day WAL	\$3,339
Supported Employment TRI	\$35,284
Transportation - Supported Emp TRI	\$208
SLS MW Direct Srv/PC/Homemaker TRI	\$12,954
SLS MW Direct Srv/PC/Homemaker WAL	\$4,881
CES - Direct Service - Medicaid	\$5,734
SLS-Direct Service-State TRI	\$2,091
SLS-Direct Service-State WAL	\$549
SLS Revenue - Medicaid	\$107
SLS Revenue - State Fund	\$166
EBD Direct Service-Personal Care	\$175,017
Comprehensive - Medicaid	\$214,227
Non-Emergency Medical Transp	\$2,985
Comprehensive R & B	\$23,838
Dental/Vision Care	\$738
Client production revenue	\$774

Net Revenues

\$550,956

Program Expenses

Depreciation - IHAB Day TRI	\$777
Staff Salaries	\$289,692
Client Wages	\$246
Payroll Taxes - FICA	\$21,938
Payroll Taxes - CO EE PFML	\$1,495
Payroll Taxes - Unemp	\$2,100
Payroll Taxes - WC	\$5,647
Health Ins - Company Portion	\$4,620
Retirement Benefit - Company Portio	\$1,388
Residential Provider	\$21,820
Program Supply	\$1,542
Office Supply	\$93
Custodial Supplies	\$1,025
First Aide & Safety Supplies	\$126
Safety Supplies	\$275
Telephone	\$1,828
Dues & Publications	\$33
Maintenance - Equipment	\$100
Maintenance - Computers	\$2,413
Staff Development	\$660
Mileage Reimbursement	\$294
Food	\$6,086
Recreation	\$615
License & Fees	\$270
Payroll Processing Expense	\$3,436

Revenues

Donations - Early Intervention	\$525
Early Intervention Program Revenue	\$14,709
Family Support Program Revenue	\$7,726
Case Management	\$25,498

Net Revenues

\$48,458

Program Expenses

CO EE PFML Payable	\$75
CO EE PFML Payable	\$38
CO EE PFML Payable	\$2
Staff Salaries	\$27,606
Payroll Taxes - FICA	\$1,964
Payroll Taxes - WC	\$54
Payroll Deductions - Health Ins	\$1,680
Payroll Deductions - 401(k)	\$918
Program Supply	\$1,551
Telephone	\$811
Postage	\$12
Dues & Publications	\$1,444
Maintenance - Computers	\$91
Advertising & PR	\$225
Mileage Reimbursement	\$35
License & Fees	\$8
Office Equipment Lease	\$37
General Insurance	\$726
Depreciation	\$26
Utilities	\$271
In-Kind Rent	\$600
Building Maintenance	\$93
Family Reimbursement-FSSP	\$5,433
Therapy	\$6,381

Office Equipment Lease	\$602
General Insurance	\$8,421
Unemployment Services Expense	\$197
Depreciation	\$5,695
Utilities	\$2,605
Cable TV & Internet Service	\$153
Building Maintenance	\$940
Gas & Oil - Auto	\$1,740
Vehicle Repair & Maintenance	\$854
Client Transportation	\$120
Medical Supply	\$277
Assistive Tech/Home Mod	\$165
Vision Care	\$738
Behavioral / Mental Health	\$385
Pharmacy	\$131
Tenant Rent Contributions	\$6,945
Personal Needs	\$4,208

Total Program Expenses	\$402,694
<u>General & Administrative Expenses</u>	
Staff Salaries	\$46,934
Payroll Taxes - FICA	\$3,474
Payroll Taxes - Unemp	\$79
Unallocated W/C Expense	\$627
Health Ins - Company Portion	\$2,140
Retirement Bene - Company Portion	\$1,617
Program Supply	\$47
Office Supplies	\$286
Telephone	\$299
Dues & Publications	\$40
Maintenance - Computers	\$413
Mileage Reimbursement	\$161
Travel Allowance	\$250
Food	\$26
License & Fees	\$211
Legal-Admin	\$300
Office Equipment Lease	\$61
Audit & Accounting	\$1,000
Utilities	\$762
Cable TV & Internet Service	\$17
Building Maintenance	\$104

Total General & Administrative **\$58,849**

Total Expenses **\$461,543**

Net Income (Loss) **\$89,413**

Total Program Expenses	\$50,081
<u>General & Administrative Expenses</u>	
Program Supply	\$163
Payroll Processing Expense	\$411
Audit & Accounting	\$737

Total General & Administrative **\$1,311**

Total Expenses **\$51,392**

Net Income (Loss) **\$(2,933)**

COMBINED Net Income (Loss)

\$86,479