

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

Meeting location 1205 Congress Drive  
October 31, 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 *Sept 2023*
  - a. Review ~~July 2023~~ 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:** September 26, 2023  
**TIME:** 4:00 PM, The meeting was held in Trinidad

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

**Absent:** Pando

**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 Member Blasi. Board President Don Spencer was a few minutes late. 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 August 29, 2023 board meeting were reviewed. Following discussion, it was M/S/P by Blackburn and Quintero to accept the August 29, 2023 minutes for LACRC and SCDDS as presented.
<u>TREASURER'S REPORT</u>	<p>Teri Hansford presented the August 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 Blackburn and Quintero to accept the August 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 October meeting.
2. Employee Retention Tax Credit Application	Duane updated the board on the status of the Employee Retention Tax Credit application and informed the board that the IRS has put a hold on all new applications. The group filing the application is of the opinion that this hold will be for anywhere from 2 to 4 months. Duane will keep the board updated the application.

**3. Directors Report**

Duane gave a brief update on the CMRD process. He said not a lot has changed in the last month. SCDDS will start the formal transition in November and it is scheduled to be completed by the end of February 2024. Duane said Case Management for Medicaid and State funded services along with Human Rights and Family Support Services will officially transition to LACDSS in March 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.

**4. Other**

Blasi Moved to Adjourn at 4:45 PM.

**Adjournment**

Approved \_\_\_\_\_

Approved \_\_\_\_\_

**Las Animas County Rehabilitation  
Center**

Income Statement SubType  
For the period of 9/1/2023 through 9/30/2023

**SCDDS**

Income Statement SubType  
For the period of 9/1/2023 thru 9/30/2023

**Revenues**

Food Stamps	\$1,543
Administrative Management	\$2,726
Rental Property Income	\$2,880
Misc Income	\$594
IHAB TRI	\$25,396
Comm Connect TRI	\$4,022
Transportation - Non Med Day TRI	\$8,368
IHAB WAL	\$14,651
Comm Connect WAL	\$657
Transportation - Non Med Day WAL	\$6,349
Supported Employment TRI	\$29,814
Transportation - Supported Emp TRI	\$237
SLS MW Direct Srv/PC/Homemaker TRI	\$12,416
SLS MW Direct Srv/PC/Homemaker WAL	\$4,597
CES - Direct Service - Medicaid	\$4,879
SLS-Direct Service-State TRI	\$2,107
SLS-Direct Service-State WAL	\$499
SLS Revenue - Medicaid	\$72
SLS Revenue - State Fund	\$142
EBD Direct Service-Personal Care	\$174,458
Comprehensive - Medicaid	\$212,465
Comprehensive R & B	\$23,838
Dental/Vision Care	\$359
Client production revenue	\$1,638

**Net Revenues**

**\$534,706**

**Program Expenses**

Depreciation - IHAB Day TRI	\$777
Staff Salaries	\$293,885
Client Wages	\$471
Payroll Taxes - FICA	\$22,272
Payroll Taxes - CO EE PFML	\$1,457
Payroll Taxes - Unemp	\$2,369
Payroll Taxes - WC	\$5,647
Health Ins - Company Portion	\$4,620
Retirement Benefit - Company Portio	\$947
Residential Provider	\$21,116
Program Supply	\$1,447
Office Supply	\$1,156
Custodial Supplies	\$2,175
Telephone	\$1,838
Postage	\$2
Dues & Publications	\$33
Maintenance - Equipment	\$86
Maintenance - Computers	\$2,413
Staff Development	\$383
Mileage Reimbursement	\$371
Food	\$5,840
Recreation	\$599
License & Fees	\$127
Payroll Processing Expense	\$3,404
Office Equipment Lease	\$899
General Insurance	\$8,421
Unemployment Services Expense	\$197

**Revenues**

Early Intervention Program Revenue	15,098
Family Support Program Revenue	11,814
Case Management	23,370

**Net Revenues**

**50,282**

**Program Expenses**

CO EE PFML Payable	117
Staff Salaries	25,589
Payroll Taxes - FICA	1,536
Payroll Taxes - WC	54
Payroll Deductions - Health Ins	1,680
Payroll Deductions - 401(k)	934
Program Supply	2,545
Office Supply	(1)
Telephone	811
Postage	4
Advertising & PR	225
Mileage Reimbursement	28
License & Fees	(193)
Office Equipment Lease	100
General Insurance	726
Depreciation	26
Utilities	234
In-Kind Rent	600
Building Maintenance	58
Family Reimbursement-FSSP	9,030
Therapy	6,859
Assistive Technology	76

Depreciation	\$5,695
Utilities	\$3,520
Cable TV & Internet Service	\$153
Building Maintenance	\$418
Gas & Oil - Auto	\$2,278
Vehicle Repair & Maintenance	\$1,347
Client Transportation	\$569
Medical Supply	\$528
Assistive Tech/Home Mod	\$2,326
Dental Care	\$94
Vision Care	\$359
Behavioral / Mental Health	\$385
Pharmacy	\$832
Tenant Rent Contributions	\$7,821
Personal Needs	\$4,208

<b>Total Program Expenses</b>	<b>\$413,484</b>
<b><u>General &amp; Administrative Expenses</u></b>	
Staff Salaries	\$34,217
Payroll Taxes - FICA	\$2,501
Payroll Taxes - Unemp	\$75
Unallocated W/C Expense	\$627
Health Ins - Company Portion	\$2,140
Retirement Bene - Company Portion	\$989
Office Supplies	\$178
Custodial Supplies	\$66
Telephone	\$299
Maintenance - Computers	\$1,907
Advertising & PR	\$147
Mileage Reimbursement	\$159
Travel Allowance	\$250
License & Fees	\$339
Legal-Admin	\$300
Office Equipment Lease	\$83
Audit & Accounting	\$1,000
Utilities	\$763
Cable TV & Internet Service	\$17
Building Maintenance	\$45
Gas & Oil - Auto	\$30

<b>Total Program Expenses</b>	<b>51,038</b>
<b><u>General &amp; Administrative Expenses</u></b>	
Payroll Processing Expense	428
Audit & Accounting	737

**Total General & Administrative** \$46,131

**Total General &** 1,165

**Total Expenses** \$459,614

**Total Expenses** 52,203

**Net Income (Loss)** \$75,092

**Net Income (Loss)** (1,921)

**COMBINED INCOME (LOSS) \$73,170**

**Preliminary ~ Unaudited**

**Las Animas County Rehabilitation  
Center**

For the period of 7/1/2023 through 9/30/2023

**SCDDS**

For the period of 7/1/2023 thru 9/30/2023

**Revenues**

Food Stamps	\$4,618
Administrative Management	\$8,179
Rental Property Income	\$8,640
Misc Income	\$2,777
IHAB TRI	\$87,982
Comm Connect TRI	\$12,898
Transportation - Non Med Day TRI	\$27,749
IHAB WAL	\$45,374
Comm Connect WAL	\$1,362
Supported Employment - IHAB Day WAL	\$226
Transportation - Non Med Day WAL	\$12,355
Supported Employment TRI	\$63,589
Transportation - Supported Emp TRI	\$771
SLS MW Direct Srv/PC/Homemaker TRI	\$46,547
SLS MW Direct Srv/PC/Homemaker WAL	\$14,290
CES - Direct Service - Medicaid	\$19,833
SLS-Direct Service-State TRI	\$11,627
SLS-Direct Service-State WAL	\$1,180
SLS Revenue - Medicaid	\$414
SLS Revenue - State Fund	\$698
EBD Direct Service-Personal Care	\$540,330
Comprehensive - Medicaid	\$639,407
Non-Emergency Medical Transp	\$9,515
Comprehensive R & B	\$62,563
Dental/Vision Care	\$839
Client production revenue	\$4,797

**Net Revenues**

**\$1,628,559**

**Program Expenses**

Depreciation - IHAB Day TRI	\$2,330
CES Program Expenses	\$330
Staff Salaries	\$932,521
Client Wages	\$1,536
Payroll Taxes - FICA	\$70,670
Payroll Taxes - CO EE PFML	\$4,614
Payroll Taxes - Unemp	\$9,520
Payroll Taxes - WC	\$16,942
Health Ins - Company Portion	\$12,600
Retirement Benefit - Company Portio	\$3,173
Residential Provider	\$67,375
Program Supply	\$3,413
Office Supply	\$1,435
Custodial Supplies	\$4,787
Telephone	\$5,455
Postage	\$454
Dues & Publications	\$83
Maintenance - Equipment	\$242
Maintenance - Computers	\$7,595
Staff Development	\$1,807
Per Diem Reimbursements	\$16
Mileage Reimbursement	\$961
Food	\$18,267
Recreation	\$1,564
License & Fees	\$638
Payroll Processing Expense	\$10,448
Office Equipment Lease	\$2,259

**Revenues**

Early Intervention Grant Revenue	\$2,500
Early Intervention Program Revenue	\$52,650
Family Support Program Revenue	\$28,312
Case Management	\$72,633

**Net Revenues**

**\$156,095**

**Program Expenses**

CO EE PFML Payable	\$396
Staff Salaries	\$92,439
Payroll Taxes - FICA	\$6,276
Payroll Taxes - WC	\$161
Payroll Deductions - Health Ins	\$5,040
Payroll Deductions - 401(k)	\$3,033
Program Supply	\$7,413
Office Supply	\$293
Custodial Supplies	\$843
Telephone	\$2,518
Postage	\$52
Dues & Publications	\$1,444
Maintenance - Computers	\$797
Advertising & PR	\$2,087
Mileage Reimbursement	\$726
License & Fees	\$211
Office Equipment Lease	\$247
General Insurance	\$2,179
Depreciation	\$77
Utilities	\$756
In-Kind Rent	\$1,800
Building Maintenance	\$460
Family Reimbursement-FSSP	\$19,488
Therapy	\$20,677
Assistive Technology	\$76

General Insurance	\$25,262
Unemployment Services Expense	\$590
Depreciation	\$17,084
Utilities	\$10,807
Cable TV & Internet Service	\$459
Building Maintenance	\$1,281
Gas & Oil - Auto	\$7,512
Vehicle Repair & Maintenance	\$1,888
Client Transportation	\$1,830
Medical Supply	\$1,252
Assistive Tech/Home Mod	\$2,728
Dental Care	\$94
Vision Care	\$1,299
Behavioral / Mental Health	\$880
Pharmacy	\$2,281
Tenant Rent Contributions	\$20,835
Personal Needs	\$12,624

**Total Program Expenses** \$1,289,738

**General & Administrative Expenses**

Staff Salaries	\$106,157
Payroll Taxes - FICA	\$7,771
Payroll Taxes - Unemp	\$193
Unallocated W/C Expense	\$1,882
Health Ins - Company Portion	\$5,999
Retirement Bene - Company Portion	\$3,153
Program Supply	\$43
Office Supplies	\$349
Custodial Supplies	\$82
Telephone	\$896
Postage	\$50
Maintenance - Computers	\$3,115
Advertising & PR	\$286
Mileage Reimbursement	\$774
Travel Allowance	\$750
License & Fees	\$405
Legal-Admin	\$900
Office Equipment Lease	\$210
Audit & Accounting	\$3,000
Utilities	\$2,533
Cable TV & Internet Service	\$51
Building Maintenance	\$91
Gas & Oil - Auto	\$135
Vehicle Repair & Maintenance	\$393

**Total General & Administrative Expenses** \$139,218

**Total Expenses** \$1,428,956

**Income (Loss)** \$199,603

**Total Program Expenses** \$169,489

**General & Administrative Expenses**

Payroll Processing Expense	\$1,277
Audit & Accounting	\$2,211

**Total General &** \$3,488

**Total Expenses** \$172,977

**Income (Loss)** \$(16,882)

**COMBINED INCOME (LOSS) \$182,720**

**Preliminary ~ Unaudited**