

**SOUTHERN COLORADO DEVELOPMENTAL
DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION
CENTER, INC.**

BOARD OF DIRECTORS MEETING

**Meeting location: 330 W Ninth St, Walsenburg, CO 81089
Sept 28, 2017 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: August 31, 2017
TIME: 4:00 PM, the meeting was held in Trinidad at 120 Congress Drive

PERSONS PRESENT: Board Member De Bono, Shier, Quintero, Spencer, and prospective Board Member Nellie Barrows along with Executive Director Duane Roy

ABSENT/EXCUSED: Board Member Patterson, Nielsen and Pando
NOT EXCUSED:

TOPIC	DISCUSSION
<u>CALL TO ORDER</u>	The meeting was called to order at 4:00 PM by Board President De Bono, the meeting was held in Trinidad at the Administrative Building conference room.
<u>ADDITIONS AND DELETIONS TO THE AGENDA</u>	None
<u>MINUTES TO THE PREVIOUS MEETING</u>	The minutes to the June 29, 2017 meetings were reviewed. Following discussion it was M/S/P by Spencer and Shier to accept the minutes. There was no meeting in July.
<u>TREASURER'S REPORT</u>	The Finance statement for June 2017 was reviewed; following discussion it was M/S/P by Spencer and Shier to accept the financial statement. Duane also reported that Finance Director Mary Beech as tendered her resignation due to health issues. Mary's last day will be August 31, 2017. Calvin Logan and Jan Thomas with LTJ LLC, Certified Public Accountants reviewed and presented the Exit Conference on LACRC/SCDDS's financial statement as of June 30, 2016. Following discussion it was M/S/P by Shier and Spencer to accept the report.
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	<p>1. Alta Vista – Exec Committee</p> <p>Duane reported that the Local County Government has agreed to transfer the title to the land at 415 Indiana to Las Animas County Rehabilitation Center. The Board of County Commissioners took formal action on this at the July meeting of the Board of County Commissioners. The Deed will be forwarded to LACRC once signed and recorded.</p>
<u>NEW BUSINESS</u>	<p>1. Board membership</p> <p>Prospective Board Member Nellie Barros was introduced to the board as a prospective Board Member. Nellie has been involved with LACRC/SCDDS over the past several years and serves as a guardian for one of the individuals that we serve. The majority of the board members know Nellie and following discussion it was M/S/P by Spenser and Shier to appoint Nellie to a three year term to the Board of Directors for LACRC/SCDDS.</p> <p>2. Board Officers</p> <p>The Board appointed the following members as Officers of the corporation for FY 17-18 by acclamation, M/S/P by Spencer and Shier.:</p> <ul style="list-style-type: none"> President – Dave Shier Vice President – Don Spencer Secretary – Al Pando Treasurer- Nellie Barrows <p>3. Continuation Budget and Budget Forecast</p> <p>Duane reported on the budget and indicated that this year's budget will be as close as last years. Our costs keep going up and funding increases from the state are less that what our costs are to provide services. Duane said that SCDDS along with our providers across the state are working with the State association "Alliance Colorado" to bring these issues to the attention of State personnel in hopes of getting higher rate increases.</p>
Program Reports	Duane gave an update on the Finance Department and indicated that in the 3 weeks that the finance director's

position has been posted that we have had no applicants. Duane indicated that he is exploring the possibility of promoting someone from in house and then hire an outside consultant like LTJ Accounting Service's to finalize our books on a monthly basis. This will do two things, provide the agency with a monthly financial statement and provide mentorship and oversight services to the person that is hired. LJT will look at our books and provide feedback on what they can do and the cost. LACRC/SCDDS would continue inputting and coding all AP's and AR's as we are currently doing. Duane will update the board at the September meeting. If we go forward with LJT, they will not be able to do next year's annual audit.

2. Residential

No report

3. Trinidad -Day
Walsenburg - Day
SLS

No Report

4. Case Management

No Report

5. EBD

No Report

Adjournment

It was M/S/P by Spencer to Adjourn, Adjournment at 5:45 pm.



Las Animas County Rehabilitation Center
Income Statement SubType

SCDDS
Income Statement SubType

(Single Period)

For the period of 8/1/2017 through 8/31/2017

(Single Period)

For the period of 8/1/2017 through 8/31/2017

<u>Revenues</u>		<u>Revenues</u>	
Food Stamps	\$1,201	SLS Revenue - Medicaid	\$41,743
SPCC - Grant Revenue	\$2,375	CES Direct Service-Medicaid	\$572
Administrative Management	\$1,210	SLS Revenue - State Fund	\$8,230
Rental Property Income	\$615	Early Intervention Program Revenue	\$3,165
Misc Income	\$113	Family Support Program Revenue	\$2,189
SLS Revenue - Medicaid	\$46,058	Comprehensive - Medicaid	\$208,526
SLS Revenue - State Fund	\$8,814	Behavioral/Mental Health	\$18,386
EBD Direct Service-Personal Care	\$56,629	Case Management	\$28,376
EBD Adult Day	\$6,907		
Comprehensive - Medicaid	\$225,647		
Non-Emergency Medical Transp	\$3,411		
Comprehensive R & B	\$26,334		
Client production revenue	\$3,972		
SPCC - Program Revenue	\$13,548		
Net Revenues	\$396,833	Net Revenues	\$311,188
<u>Program Expenses</u>		<u>Program Expenses</u>	
Medical Supply - Res - TRI	\$56	Staff Salaries	\$21,637
Medical Supply - Res - WAL	\$67	Payroll Taxes - FICA	\$1,520
Medical Supply - PCAs - TRI	\$34	Payroll Taxes - Unemp	\$2
Medical Supply - PCAs - WAL	\$202	Payroll Taxes - WC	\$158
Medical Supply - MW SLS - TRI	\$56	Payroll Deductions - Health Ins	\$1,962
EBD Program Expenses	\$4,950	Payroll Deductions - 401(k)	\$211
SPCC Program Expenses	\$2,814	Program Supply	\$37
Staff Salaries	\$182,964	Telephone	\$299
EBD Salaries & Benefits	\$48,493	Postage	\$139
SPCC Salaries & Benefits	\$13,013	Mileage Reimbursement	\$58
Client Wages	\$942	Travel Allowance	\$64
Payroll Taxes - FICA	\$13,417	License & Fees	\$211
Payroll Taxes - Unemp	\$1,610	Office Equipment Lease	\$88
Payroll Taxes - WC	\$13,243	Utilities	\$293
Health Ins - Company Portion	\$12,949	Building Maintenance	\$303
Retirement Benefit - Company Portio	\$1,837	Gas & Oil - Auto	\$24
Other Benefits - Company Portion	\$9	Family Reimbursement-FSSP	\$1,619
Residential Provider	\$11,403	Therapy	\$2,655
Program Supply	\$4,473	Behavioral/Mental Health	\$18,386
Office Supply	\$540	SLS EXPENSE: MEDICAID	\$41,743
Custodial Supplies	\$2,720	SLS EXPENSE: STATE	\$8,814
Telephone	\$2,554	Comprehensive	\$208,526
Postage	\$338		
Dues & Publications	\$26		
Maintenance - Equipment	\$415		
Maintenance - Computers	\$766		
Advertising & PR	\$22		
Staff Development	\$457		
Mileage Reimbursement	\$540		
Travel Allowance	\$148		
Food	\$7,751		
Recreation	\$651		
License & Fees	\$84		
Payroll Processing Expense	\$3,175		
Office Equipment Lease	\$563		
General Insurance	\$5,057		
Unemployment Services Expense	\$185		
Depreciation	\$10,976		
Utilities	\$4,356		
Rent	\$381		
Cable TV & Internet Service	\$483		
Building Maintenance	\$953		
Gas & Oil - Auto	\$3,483		

Vehicle Repair & Maintenance	\$8,059
Client Transportation	\$4,896
Therapy	\$190
Assistive Tech/Home Mod	\$667
Vision Care	\$239
Behavioral / Mental Health	\$14,580
Pharmacy	\$665
Tenant Rent Contributions	\$7,051
Personal Needs	\$5,121

Total Program Expenses \$400,624

Total Program Expenses \$308,750

General & Administrative Expenses

General & Administrative Expenses

Loss (Income) from Insurance Claims	\$(385)
Staff Salaries	\$10,168
Payroll Taxes - FICA	\$740
Payroll Taxes - Unemp	\$133
Unallocated W/C Expense	\$94
Health Ins - Company Portion	\$860
Retirement Bene - Company Portion	\$349
Office Supplies	\$464
Custodial Supplies	\$74
Telephone	\$372
Postage	\$47
Dues & Publications	\$21
Maintenance - Computers	\$231
Advertising & PR	\$359
Staff Development	\$42
Mileage Reimbursement	\$107
Travel Allowance	\$250
Food	\$46
License & Fees	\$95
Legal-Admin	\$300
Office Equipment Lease	\$63
General Insurance	\$739
Audit & Accounting	\$1,390
Depreciation	\$1,477
Utilities	\$785
Cable TV & Internet Service	\$15
Building Maintenance	\$72
Gas & Oil - Auto	\$97

Total General & Administrative Expenses \$19,005

Program Supply	\$144
Telephone	\$91
Advertising & PR	\$295
Staff Development	\$134
Payroll Processing Expense	\$241

Total General & Administrative Expenses \$906

Total Expenses \$419,629

Total Expenses \$309,655

Income (Loss) from Operations \$(22,795)

Income (Loss) from Operations \$1,532

Other Income (Expense)

Other Income (Expense)

Mutual Funds	\$(1,462)
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Suspense \$(0)

Total Other Income (Expense) \$(1,462)

Total Other Income (Expense) \$(0)

\$(24,257)

Net Income (Loss) \$1,532

Net Income (Loss)

Combined Net Income (Loss)

\$(22,725)