

**SOUTHERN COLORADO DEVELOPMENTAL
DISABILITIES SERVICES, INC.
LAS ANIMAS COUNTY REHABILITATION
CENTER, INC.
BOARD OF DIRECTORS MEETING**
Meeting location: 1205 Congress Dr, Trinidad, CO 81082
Sept 26, 2018 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**
- 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 29, 2018**TIME:** 4:00 PM, the meeting was held in Trinidad at 1205 Congress Drive**PERSONS PRESENT:** Board Members: Shier, De Bono, Nielsen, Spencer, Quintero, Teri Hansford, Business Manager, Representative Donald Valdez and Executive Director Duane Roy**ABSENT/EXCUSED:** Board Member: Pando and Barro**NOT EXCUSED:****TOPIC****DISCUSSION****CALL TO ORDER**

The meeting was called to order at 4:00 PM by Board President Shier, the meeting was held in Walsenburg at 309 W 9th Street, conference room.

**ADDITIONS AND DELETIONS
TO THE AGENDA**

None

Public Comment

None

Colorado Representative Donald Valdez addressed the Board and thanked the agency for the work that we provide to the community. Representative Valdez indicated that he was interested in any legislation being proposed that supports the programs that we are involved with and indicated he would help in any way.

**MINUTES TO THE PREVIOUS
MEETING**

The minutes to the June 27, 2018 meeting was reviewed. Following discussion it was M/S/P by De Bono and Spencer to accept the minutes.

TREASURER'S REPORT

Teri Hansford, Business Manager reviewed Finance Statements for LACRC and SCDDS for the months of May, June and July 2018. Following discussion it was M/S/P by Spencer and De Bono.

CORRESPONDENCE

None

COMMITTEE REPORT

None

OLD BUSINESS**1. SPCC Update**

Duane reported that the group looking to take over the child care center in Walsenburg is now working with the local Council of Governments for Las Animas and Huerfano County to purchase and run the Child Care Business. Duane ask if the sell price for the building and furnishing would be the same. Following discussion it was M/S/P De Bono and Nielson to offer the building and furnishing at the same price of \$41,000.

2.

NEW BUSINESS**1. Election of Officers**

Election of Board Officers for FY 18-19 was discussed. Following discussion it was M/S/P by De Bono and Nielson to re-appoint the current officers to one more term. Officers are:

President – Dave Shier

Vice President – Don Spencer

Secretary – Alfredo Pando

Treasure – Nellie Barro

**2. Update on recent
program surveys**

Duane presented an update on the recent surveys to include CDPHE program survey for LACRC's Program Approved Services to include Day and residential services. Update on the State Auditors review of Targeted Case Management. State Auditors survey is winding down and the final report wwill be ready in November or December.

**3. Sell Surplus
Vehicles**

Duane requested authorization to sell surplus vehicles to include the 2002 Subaru (200,000 miles and has a bad transmission), 2003 GMC Safari (over 150,000 miles and has a bad transmission) and a 2004 Chevrolet Astro (over 150.000 miles and a bad transmission) Duane said a staff member out a bid in on the Subaru for

discussion it was M/S/P by De Bono and Quintero to accept the bid of \$500 on the Subaru and to sell the Astro and Safari.

- 4. **Adopt updated Policies for Case Management** Duane presented a list of updated policies for Case Management to include:
Policy 6.23 Human Rights
Policy 6.1 IDD Determination
Following discussion it was M/S/P by Spencer and De Bono.
- 5. **Adopt Updated Policy for LACRC** Duane presented a list of updated policies for LACRC to include:
Policy 5.11 Discharge from Service
- 6. **Approval for Update Signature Cards** Duane requested authorization to have all of LACRC and SCDDS's Bank Accounts, checking, savings and mutual fund accounts update to reflect the current officers of the corporation. Following discussion it was M/S/P by De Bono and Spencer to authorize this.
- 7. **Contracts for Host Home providers** Duane requested authorization to update all Host Home contracts and to adjust the rates to reflect the increase in funding. Duane also requested authorization to have the State Contracts signed by authorized Board members when they become available from the State. Following discussion it was M/S/P by Spencer and De Bono to authorize this.
- 8.

Program Reports

- 1. **Directors** Duane updated the Board on rule changes that would eliminate sub-minimum wages for clients working on MWC.

Adjournment

Adjournment by De Bono 5:30

 By Alfredo Pando, Secretary

Date: 9/26/18

9/25/18

Las Animas County Rehabilitation Center

9/25/18

SCDDS

Income Statement SubType

Income Statement SubType

For the period of 8/1/2018 through 8/31/2018

For the period of 8/1/2018 through 8/31/2018

Revenues

Food Stamps	\$1,403
Administrative Management	\$852
Rental Property Income	\$615
Misc Income	\$397
SLS Revenue - Medicaid	\$41,486
SLS Revenue - State Fund	\$12,721
EBD Direct Service-Personal Care	\$45,633
Comprehensive - Medicaid	\$224,881
Non-Emergency Medical Transp	\$6,040
Comprehensive R & B	\$24,952
Behavioral/Mental Health	\$19,359
Transportation	\$11,269
Dental/Vision Care	\$799
Client production revenue	\$2,115
SPCC - Program Revenue	\$16,199

Net Revenues**\$408,721**Revenues

Comp Day Hab	\$52,536.31
Comprehensive Fee for Svc - Residential	172,344.58
SLS MW Day	27,846.13
SLS Revenue - Medicaid	12,440.06
CES Direct Service-Medicaid	1,490.44
SLS Revenue - State Fund	12,721.01
Early Intervention Program Revenue	12,616.03
Family Support Program Revenue	2,532.55
Behavioral/Mental Health	19,359.32
Transportation	11,268.80
Dental & Vision Care	799.00
Case Management	33,670.40

Net Revenues**\$359,624.63**Program Expenses

Medical Supply - Res - TRI	\$168
Medical Supply - Res - WAL	\$112
Medical Supply - PCAs - TRI	\$88
Medical Supply - PCAs - WAL	\$56
Medical Supply - MW SLS - TRI	\$158
Cost of Goods Sold - Materials	\$58
EBD Program Expenses	\$1,424
SPCC Program Expenses	\$3,253
Staff Salaries	\$194,730
EBD Salaries & Benefits	\$35,541
SPCC Salaries & Benefits	\$13,604
Client Wages	\$823
Payroll Taxes - FICA	\$14,384
Payroll Taxes - Unemp	\$780
Payroll Taxes - WC	\$12,555
Health Ins - Company Portion	\$11,374
Retirement Benefit - Company Portio	\$1,664
Other Benefits - Company Portion	\$9
Residential Provider	\$14,769
Program Supply	\$1,476
Office Supply	\$406
Custodial Supplies	\$1,977
Telephone	\$1,858
Postage	\$457
Dues & Publications	\$27
Maintenance - Equipment	\$151
Maintenance - Computers	\$1,048
Staff Development	\$516
Mileage Reimbursement	\$511
Food	\$8,216
Recreation	\$456
License & Fees	\$179
Payroll Processing Expense	\$3,823
Office Equipment Lease	\$699
General Insurance	\$4,735
Unemployment Services Expense	\$191
Depreciation	\$8,474
Utilities	\$4,560
Rent	\$398

Program Expenses

Staff Salaries	\$25,107.76
Payroll Taxes - FICA	1,710.39
Payroll Taxes - Unemp	18.67
Payroll Taxes - WC	158.33
Payroll Deductions - Health Ins	1,624.32
Payroll Deductions - 401(k)	211.30
Program Supply	113.68
Therapy	390.00
Office Supply	171.68
Telephone	211.61
Postage	61.90
Advertising & PR	182.53
Mileage Reimbursement	156.18
License & Fees	532.08
Office Equipment Lease	46.65
Management & General Service	1,798.52
General Insurance	412.20
Audit & Accounting	729.33
Depreciation	73.68
Utilities	248.14
Building Maintenance	72.72
Family Reimbursement-FSSP	1,070.00
Therapy	3,373.83
CES Homemaker Enhanced Svcs	559.80
Assistive Technology	435.00
Vision Care	250.00
Behavioral/Mental Health	19,359.32
SLS EXPENSE: MEDICAID	44,964.35
SLS EXPENSE: STATE	10,922.49
Comprehensive	232,020.53

Cable TV & Internet Service	\$497
Building Maintenance	\$816
Gas & Oil - Auto	\$3,613
Vehicle Repair & Maintenance	\$1,304
Client Transportation	\$3,947
Assistive Tech/Home Mod	\$463
Dental Care	\$185
Vision Care	\$800
Behavioral / Mental Health	\$17,423
Pharmacy	\$581
Tenant Rent Contributions	\$6,400
Personal Needs	\$4,152

Total Program Expenses

\$385,887

Total Program Expenses

\$346,986.99

General & Administrative Expenses

Staff Salaries	\$10,784
Payroll Taxes - FICA	\$747
Payroll Taxes - Unemp	\$94
Unallocated W/C Expense	\$94
Health Ins - Company Portion	\$893
Retirement Bene - Company Portion	\$238
Other Benefits - Company Portion	\$9
Office Supplies	\$611
Custodial Supplies	\$59
Telephone	\$225
Postage	\$50
Maintenance - Computers	\$86
Advertising & PR	\$665
Staff Development	\$395
Mileage Reimbursement	\$99
Travel Allowance	\$339
Food	\$12
License & Fees	\$97
Legal-Admin	\$300
Office Equipment Lease	\$181
General Insurance	\$691
Audit & Accounting	\$729
Depreciation	\$1,156
Grant Expense-Trinidad-Adm	\$599
Utilities	\$676
Cable TV & Internet Service	\$15
Building Maintenance	\$64
Gas & Oil - Auto	\$133

Total General & Administrative Expenses

\$20,040

General & Administrative Expenses

Telephone	\$93.95
Payroll Processing Expense	2,336.45
General Insurance	335.15

Total General & Administrative Expenses

\$2,765.55

Total Expenses

\$405,927

Total Expenses

\$349,752.54

Income (Loss) from Operations

\$2,793

Income (Loss) from Operations

\$9,872.09

Other Income (Expense)

Other Income (Expense)

Mutual Funds	\$1,814
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Mutual Funds - Unrealized Gain or Loss	\$1,064.64
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Total Other Income (Expense)

\$1,814

Total Other Income (Expense)

\$1,064.64

\$4,608

\$10,936.73

Net Income (Loss)

Net Income (Loss)

Combined

\$15,544