

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

Meeting location 1205 Congress Drive
September 29, 2020 Time: 4:00PM

Join Zoom Meeting

<https://us02web.zoom.us/j/83561259251?pwd=MjNOR2pjGVHMXRLOXhhSmhHQ0wyOT09>

Meeting ID: 835 6125 9251

Passcode: 657094

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. Put \$760,600 into InBank for PPP loan
 - d. Establish a Building Fund, restricted
- VI. CORRESPONDENCE
- VII. COMMITTEE REPORTS –
- VIII. OLD BUSINESS
 1. Board Member Replacement
- IX. NEW BUSINESS
 1. Budget for FY 2020/2021
 2. Annual wage Increase across the board for all positions
 3. Status of HHS and PPP requests
 - 4.
 - 5.
- X. OTHER
 - 1.
- XI. PROGRAM REPORTS
 1. Directors Report
 - a. Update on Covid 19
- XII. Adjournment

MINUTES OF BOARD OF DIRECTORS MEETING

DATE: August 26, 2020

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

PERSONS PRESENT: Board Members: Board President Spencer (via phone), Shier, Pando, Quintero (via phone), Business Manager, Teri Hansford and Executive Director Duane Roy

ABSENT/EXCUSED: Board Member: De Bono,

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 June 24, 2020 meeting was reviewed. Following discussion it was M/S/P by Pando and Shier to approve the meeting minutes as presented. There was no meeting in July, 2020.
<u>TREASURER'S REPORT</u>	Teri Hansford, Business Manager reviewed the finance statements for June and July 2020 along with the FY statement for the FY July 2019 to June 2020. Teri reported that the issues with the malware attack from July 2019 have been resolved and all accounts have been repaired or updated. She is working with the auditor to complete audits for these years. David Moore was introduced to the board, David is the new person hired to take Teri Hansford's place as Business Manager/Finance Director for LACRC/SCDDS. Teri will be working with David for the next few months during the transition. Following discussion it was M/S/P Nielsen and Shier to accept the finance statement.
<u>CORRESPONDENCE</u>	None
<u>COMMITTEE REPORT</u>	None
<u>OLD BUSINESS</u>	
1. Board Member Replacement	No action taken.
 <u>NEW BUSINESS</u>	
1. Board Officers	Discussion was given to Board Officers for FY 20-21 and it was M/S/P by Nielsen and Pando to reappoint the existing officer's to a second term and to replace Nick De Bono as the Treasurer with Board Member Dave Sher. President - Don Spencer Vice President – Al Pando Secretary - Ronald Nielsen Treasurer – Dave Shier
2. Budget FY 2020-21	Duane stated that the budget for FY 2020-21 is being prepared by David Moore and he is hoping that the formalized budget will be available at the September meeting.

3. **Funding from HHS** Duane request authorization to submit a request to the Social Security Administration for funds available under the Cares Act to help with funding disruptions as a result of the COVID 19. Both LACRC and SCDDS are eligible to apply for up to 2% of last year's Medicaid revenue which equals \$88,394 for LACRC and \$7,758 for SCDDS. Two applications will be filed, one for LACRC and one for SCDDS. Following discussion it was M/S/P Pando and Quintero.

4. **Annual Wage increase** Discussion was given to HB 1407 and the fact that it provided for increased wages for staff that provide services under the EBD and SLS waiver in the areas of Home Maker and Personal Care. Duane indicated that this wage order did not include day program or residential staff. HB 1407 provided increased funding for Home Maker and Personal Care services and requires that employees who are employed in this capacity receive at a minimum \$12.41 per hr. Duane stated that wages for staff providing home maker and personal care were increased to \$12.41 per hour effective July 1, 2020 per the wage order. Discussion was given to increasing wages for other staff not included in this wage order. Following discussion it was the consensus of the board to delay any increases and see if the budget will support similar increases to other staff categories.

5. **Change Board Meeting** Discussion was given to changing the Board meeting date to the last Tuesday of the month instead of the last Wednesday. Following discussion it was M/S/P by Shier and Pando

Directors Report

a. **COVID Update** Duane gave updated the Board on how COVID 19 is continuing to impacting services. Residential group homes are treated like nursing homes and movement in and/or out is highly restricted. Day programs are limited by group size, social distancing and transportation. Some clients do not want to attend day programs until the pandemic is over or there is a proven vaccination available for Covid 19. Residences of different homes cannot be intermixed. Duane stated that the state relaxed some of their rules and consumers are attending day program functions via ZOOM. Duane reported that the retainer payments that funded day services in the absence of bringing people into the day program terminated on July 17th. Duane stated that the State Department of Health and the local health department control what we can do. As regulations are relaxing day programs are beginning to reopen on limited bases and there continues to be barriers such as group size, transportation, social distancing and wearing of masks. LACRC is bringing in small groups of individuals to the day program for half day services and cleaning everything between different groups that attend.

b. **New Funding Methodology for CM, FSP and EI** Duane reported that State is changing the way Case Management Services are being funded and paid. In the past most of the services were either paid as a bundled rate, that is paid a monthly amount or we billed out on a 15 minute unit. The new funding methodology will be a fee for service where we bill for the service performed and we will be reimbursed by the current rate scale. Duane is not certain that the new rate methodology will be cost neutral.

Adjournment Adjournment by Quintero at 4:50 pm.

_____By Ronald Nielsen, Secretary

Date:_____

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_____ By Ronald Nielsen, Secretary

Date: _____

Income Statement SubType

For the period of 8/1/2020 through 8/31/2020

<u>Revenues</u>		<u>Revenues</u>	
Food Stamps	\$2,328	Management - FSSP Admin	\$268
Administrative Management	\$10,324	SLS MW Direct Service Revenue	\$16,145
Rental Property Income	\$2,235	SLS MW IHAB Revenue	\$7,284
IHAB TRI	\$15,839	CES Direct Service-Medicaid	\$15,021
Comm Connect TRI	\$314	SLS Revenue - State Fund	\$9,361
Non Med Trans Day TRI	\$1,497	Early Intervention Program Revenue	\$15,106
IHAB WAL	\$2,638	Family Support Program Revenue	\$4,322
Comm Connect WAL	\$2,378	Comprehensive - Day Hab	\$19,387
Supported Employment TRI	\$8,753	Comprehensive - Residential	\$179,717
Supported Employment WAL	\$114	Transportation	\$1,167
SLS MW Direct Srv/PC/Homemaker TRI	\$10,934	Dental & Vision Care	\$195
SLS MW Direct Srv/PC/Homemaker WAL	\$5,174	Case Management	\$23,374
CES - Direct Service - Medicaid	\$15,021		
SLS-Direct Service-State TRI	\$2,017		
SLS-Direct Service-State WAL	\$234		
SLS Revenue - Medicaid	\$37		
SLS Revenue - State Fund	\$98		
EBD Direct Service-Personal Care	\$125,349		
Comprehensive - Medicaid	\$179,489		
Non-Emergency Medical Transp	\$1,855		
Comprehensive R & B	\$16,476		
Dental/Vision Care	\$195		
Client production revenue	\$720		
Net Revenues	\$404,022	Net Revenues	\$291,349
<u>Program Expenses</u>		<u>Program Expenses</u>	
CES Program Expenses	\$73	CES EXPENSE	\$15,021
Staff Salaries	\$277,276	Staff Salaries	\$20,857
Client Wages	\$350	Payroll Taxes - FICA	\$1,472
Payroll Taxes - FICA	\$20,722	Payroll Taxes - WC	\$67
Payroll Taxes - Unemp	\$1,318	Payroll Deductions - Health Ins	\$2,358
Payroll Taxes - WC	\$9,160	Payroll Deductions - 401(k)	\$275
Health Ins - Company Portion	\$9,112	Miscellaneous	\$10
Retirement Benefit - Company Portio	\$1,613	Program Supply	\$137
Residential Provider	\$18,771	Office Supply	\$18
Program Supply	\$1,959	Custodial Supplies	\$92
Office Supply	\$264	Telephone	\$676
Custodial Supplies	\$1,595	Postage	\$48
Safety Supplies	\$231	Advertising & PR	\$42
Telephone	\$2,227	Staff Development	\$139
Dues & Publications	\$29	Office Equipment Lease	\$103
Maintenance - Equipment	\$135	Management Service	\$3,600
Maintenance - Computers	\$1,684	General Insurance	\$491
Staff Development	\$159	Depreciation	\$36
Mileage Reimbursement	\$138	Utilities	\$221
Food	\$6,122	Building Maintenance	\$34
Recreation	\$248	Family Reimbursement-FSSP	\$1,394
License & Fees	\$5,420	Therapy	\$5,707
Payroll Processing Expense	\$4,783	Homemaker Enhanced Prof Srvs	\$606
Office Equipment Lease	\$780	SLS EXPENSE: MEDICAID	\$24,791
General Insurance	\$5,614	SLS EXPENSE: STATE	\$3,617
Unemployment Services Expense	\$197	Comprehensive	\$201,305
Depreciation	\$8,474		
Utilities	\$4,079		

Cable TV & Internet Service	\$461
Building Maintenance	\$1,462
Gas & Oil - Auto	\$1,197
Client Transportation	\$153
Medical Supply	\$346
Assistive Tech/Home Mod	\$833
Dental Care	\$202
Vision Care	\$195
Pharmacy	\$566
Tenant Rent Contributions	\$6,458
Personal Needs	\$3,326

Total Program Expenses	\$397,732	Total Program Expenses	\$283,115
<u>General & Administrative Expenses</u>		<u>General & Administrative Expenses</u>	
Staff Salaries	\$10,067	Telephone	\$227
Payroll Taxes - FICA	\$668	Advertising & PR	\$113
Payroll Taxes - Unemp	\$24	License & Fees	\$12
Unallocated W/C Expense	\$181	Payroll Processing Expense	\$52
Health Ins - Company Portion	\$513	General Insurance	\$399
Retirement Bene - Company Portion	\$249	Audit & Accounting	\$737
Subcontract - Accounting Svcs	\$119		
Office Supplies	\$25		
Custodial Supplies	\$34		
Telephone	\$293		
Maintenance - Computers	\$3		
Advertising & PR	\$422		
Staff Development	\$193		
Mileage Reimbursement	\$86		
Travel Allowance	\$250		
Food	\$50		
License & Fees	\$80		
Legal-Admin	\$300		
Office Equipment Lease	\$79		
General Insurance	\$839		
Audit & Accounting	\$1,000		
Depreciation	\$1,156		
Utilities	\$756		
Cable TV & Internet Service	\$17		
Building Maintenance	\$153		
Gas & Oil - Auto	\$57		
Vehicle Repair & Maintenance	\$88		
Total General & Admin Expenses	\$17,700	Total General & Administrative Expenses	\$1,540
Total Expenses	\$415,432	Total Expenses	\$284,656
Net Income (Loss)	\$(11,410)	Net Income (Loss)	\$6,694

COMBINED NET INCOME (LOSS) \$(4,716)

<u>Other Income (Expense)</u>		<u>Other Income (Expense)</u>	
Mutual Funds	\$9,243	Interest Earned	\$8
		Mutual Funds - Unrealized Gain or Loss	\$3,354
	\$9,243		
Total Other Income (Expense)	\$(2,168)	Total Other Income (Expense)	\$3,363