

MINUTES

of the **REGULAR MEETING** of the
BOARD OF DIRECTORS
of the
DEVELOPMENTAL DISABILITIES RESOURCE CENTER



DDRC Building, 11177 W. 8th Ave., Lakewood, CO 80215
April 24, 2024

Our mission is to create opportunities for people with intellectual and developmental disabilities and their families to participate fully in the community.

I -- PRELIMINARY

A. CALL TO ORDER: Mrs. Hartley, President of the Board, called the regular meeting of the Board of Directors of the Developmental Disabilities Resource Center for April 24, 2024, to order at 5:30 p.m.

B. ROLL CALL:

BOARD MEMBERS PRESENT

Susan Hartley, President
Jean Armour
Pat Bolton
Joanne Elliott
Mary Margaret Fouse-Bishop
Megan MacHatton
Heidi Markley
Amy Miller
David Pemberton
Doreen Raad
Matt Rotter
Grant Sanders
Tim Schimberg
Jodi Schoemer
Jennifer Thompson
Mary Ann Tillman

BOARD MEMBERS ABSENT

SENIOR STAFF PRESENT

Rob DeHerrera, Executive Dir.
Kristie Braaten
Jane Byron
Jamie Haney
Kevin Harding
Lambert Hubel
Kelly Hulstrom
Terri Hulstrom
Steve Jimenez
Micki Klawes
Ashley Lee
Michele Majeune
Annette Rogers
Jeanne Terrell
Melanie White

A quorum was present.

C. MINUTES: Ms. Armour moved to approve the minutes of the March 27, 2024, meeting as written. Seconded by Mr. Sanders and carried unanimously.

D. FINANCIAL STATEMENTS: Mr. Rotter, Treasurer, presented the February financials, including revenue, expenses, variances, and investments.

Mrs. Elliott moved to approve the financial statements as submitted. Seconded by Ms. Fouse-Bishop and carried unanimously.

II – COMMUNICATIONS

None

III – PUBLIC COMMENT

None

IV – ACTION ON ROUTINE ITEMS

CONSENT AGENDA: Ms. Schoemer moved that Board approve the following items under the consent agenda.

- VI Human Resources Report
- VII Development Report
- VIII-A Case Management Status Report
- VIII-B Community Services Status Report
- VIII-C Status of Waiting List
- VIII-D Human Rights Committee
- IX-C Finance/HR Committee Recommendations
 - Approval of the Executive Director compensation package.

Motion seconded by Mr. Pemberton and carried unanimously.

V – COMMENDATIONS

There was one 20/20 Vision Award, one Customer Service Award and one Teamwork Award given this month.

Mr. Rotter moved to approve the commendations report as presented. Seconded by Mr. Sanders and carried unanimously.

IX – BUSINESS

A. EXECUTIVE DIRECTOR'S REPORT

- In recognition of National Volunteer Week, staff thanked the Board members for their leadership and commitment to DDRC.
- The state budget continues to make its way through the Colorado Legislature with the rate increases and funding previously discussed. We are waiting for details on the rates that will go into effect July 1, 2024.
- DDRC's application to continue as the Community Centered Board (CCB) for our current catchment area has been approved. The designation will go into effect July 1, 2024, and go through June 30, 2034.
- Contract and budget negotiations continue with the Colorado Department of Early Childhood on our award of the Certified Early Intervention Services Broker request for proposal.
- Upcoming events:
 - Donor Appreciation Brunch on May 2, 8:30-10 am at Baldoria on the Water.
 - Thank You Celebration for staff in Resource Coordination, Family Support Services and Quality Assurance on May 30, 1-4 pm, at the Happy Camper.

- DDRC's 60th Anniversary Celebration on June 15, 1-4 pm at the Arvada Center. Board members are encouraged to spread the word.
- Laura Weiland, a Service Coordinator at DDRC, was awarded a 2024 Childrens Champion Award through the Triad Early Childhood Council. Laura was recognized for the incredible work she does with children, families, providers, staff and other community partners.

B. CASE MANAGEMENT REDESIGN (CMRD) UPDATE

- Jefferson County Human Services (JCHS) has hired its Case Management Agency (CMA) supervisors. All the DDRC staff who interviewed received job offers and have accepted, this includes seven team leads and managers in both Resource Coordination and Quality Assurance (QA). The next round of hiring will include the lead case managers and QA staff, which we expect to happen in the beginning of May.
- JCHS has submitted their Exception Process to the Department of Health Care Policy and Financing (HCPF) for approval. An Exception Process allows individuals/families to request case management services from an agency outside the county in which they reside. JCHS will consider providing case management services to members enrolled in Home and Community Based Services (HCBS) waivers who reside outside of Jefferson and Clear Creek counties if they live within the front range urban corridor and are within a 30-mile radius of the JCHS building. This only applies to members in HCBS waivers as those in State Supported Living Services (SLS) or Family Support must receive case management and the associated funding from the CMA in the county in which they reside. DDRC serves approximately 350 individuals outside our current catchment area. Of those, we have received informal requests from 100 individuals/families who wish to stay with JCHS after the transition. The majority of those would meet the exception process criteria.
- DDRC must provide notification to all members by April 30th to inform them what CMA they have been assigned based on their county of residence. The notice is a prescribed letter developed by HCPF. We are reconciling all our data with what HCPF has to make sure this is done accurately.
- CMRD is one of three issues that is creating a perfect storm in Long-Term Services and Supports (LTSS) statewide, the other two being the Public Health Emergency unwind and the new Care and Case Management computer system. HCPF has issued additional guidance on the situation. They are working to prevent financial eligibility terminations by establishing a temporary extension of Level of Care determinations of LTSS members. They continue to move forward on solutions.
- Two CMRD Town Halls are scheduled for May 2 and May 14. Between the two dates there are 120 people registered.

X – SPECIAL ITEM

There was no special item.

XI – PUBLIC COMMENT

None

XII – ITEMS OF GENERAL DISCUSSION

A. UNFINISHED BUSINESS – None

B. NEW BUSINESS – None

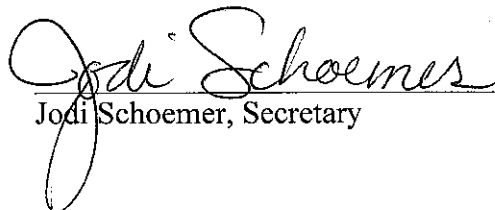
Mrs. Elliott moved to go into Executive Session. Seconded by Mr. Rotter and carried unanimously.

Mr. Pemberton moved to come out of Executive Session. Seconded by Mr. Rotter and carried unanimously.

Mrs. Elliott moved to approve the Strategic Plan as presented, with notes and comments. Seconded by Mrs. Tillman and carried unanimously.

XIII – ADJOURNMENT

Meeting adjourned at 7:45 p.m. The next regular meeting of the Board is on Wednesday, May 22, 2024, at 5:30 pm, at DDRC, 11177 W. 8th Avenue, Lakewood, CO 80215.



Jodi Schoemer, Secretary



Annette Rogers, Executive Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

March 31, 2024

	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH ACTUAL	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
REVENUES	\$ 41,477,291	\$ 3,456,441	\$ 3,924,953	\$ 31,107,968	\$ 32,515,025	\$ 1,407,908	4.5%
EXPENDITURES							
PERSONNEL	\$ 28,412,203	\$ 2,367,684	\$ 2,279,356	\$ 21,309,152	\$ 21,168,868	\$ 140,284	0.7%
OPERATING	\$ 10,793,490	\$ 899,458	\$ 1,058,528	\$ 8,095,118	\$ 8,746,287	\$ (651,170)	-8.0%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 136,858	\$ 1,275,870	\$ 1,212,159	\$ 63,711	5.0%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 45,118	\$ 109,328	\$ 205,476	\$ (96,148)	-87.9%
TOTAL EXPENDITURES	\$ 41,052,624	\$ 3,421,052	\$ 3,519,860	\$ 30,789,468	\$ 31,332,790	\$ (543,322)	-1.8%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 424,667	\$ 35,389	\$ 405,093	\$ 318,500	\$ 1,182,232	\$ 864,586	
UNREALIZED GAIN/(LOSS) ON LT INVESTMENTS	\$ -	\$ -	\$ 127,605	\$ -	\$ 438,426	\$ 438,426	
REVENUES OVER EXPENSES NET OF LT INVESTMENTS SURPLUS/(DEFICIT)	\$ 424,667	\$ 35,389	\$ 277,488	\$ 318,500	\$ 743,806	\$ 426,160	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES
March 31, 2024

MONTH # **09**

SOURCE	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	Y-T-D VARIANCE FAV (UNFAV) DOLLARS	%
MEDICAID REVENUE	\$ 17,436,858	\$ 1,453,072	\$ 1,429,169	\$ 13,077,644	\$ 12,556,749	\$ (520,895)	-4.0%
JEFFERSON COUNTY	\$ 11,068,400	\$ 922,367	\$ 1,171,512	\$ 8,301,300	\$ 9,048,737	\$ 747,437	9.0%
STATE PROGRAM	\$ 8,619,542	\$ 718,295	\$ 773,671	\$ 6,464,657	\$ 6,815,551	\$ 350,895	5.4%
SUPPORTED LIVING SERVICES	\$ 1,098,464	\$ 91,539	\$ 66,040	\$ 823,848	\$ 622,795	\$ (201,053)	-24.4%
ROOM AND BOARD	\$ 973,950	\$ 81,163	\$ 81,673	\$ 730,463	\$ 709,210	\$ (21,253)	-1.9%
FAMILY SUPPORT SERVICES	\$ 735,140	\$ 61,262	\$ 87,432	\$ 551,355	\$ 603,242	\$ 51,885	9.4%
DONATIONS/GRANTS	\$ 420,000	\$ 35,000	\$ 27,165	\$ 315,000	\$ 542,239	\$ 227,239	72.1%
RENTAL REVENUE	\$ 348,740	\$ 29,062	\$ 30,618	\$ 261,555	\$ 278,617	\$ 17,062	6.5%
HUD SUBSIDIES	\$ 238,675	\$ 19,890	\$ 19,442	\$ 179,006	\$ 180,266	\$ 1,260	-0.3%
CHILDREN'S EXTENSIVE SUPPORT	\$ 169,738	\$ 14,145	\$ 9,999	\$ 127,304	\$ 151,649	\$ 24,346	19.1%
MISCELLANEOUS	\$ 60,050	\$ 5,004	\$ 45,677	\$ 45,038	\$ 60,599	\$ 15,562	34.6%
INTEREST	\$ 40,000	\$ 3,333	\$ 29,130	\$ 30,000	\$ 266,569	\$ 236,569	788.6%
PRIVATE PAY	\$ 37,068	\$ 3,089	\$ 4,033	\$ 27,801	\$ 36,037	\$ 8,236	29.6%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ 127,605	\$ -	\$ 438,426	\$ 438,426	100.0%
EXTERNAL TOTAL REVENUE	\$ 41,246,625	\$ 3,437,219	\$ 3,903,166	\$ 30,934,969	\$ 32,310,686	\$ 1,375,715	4.4%
INTERNAL REVENUES	\$ 230,666	\$ 19,222	\$ 21,787	\$ 173,000	\$ 205,192	\$ 32,193	20.6%
	\$ 41,477,291	\$ 3,456,441	\$ 3,924,953	\$ 31,107,968	\$ 32,515,025	\$ 1,407,908	4.5%
1% OF Y-T-D REVENUE					\$ 323,107		
1/2 % OF Y-T-D REVENUE					\$ 161,553		
FLUCTUATION THRESHOLD					\$ 25,000	& 10%	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

VARIANCE IN REVENUES OF MORE THAN \$25,000 AND 10%
March 31, 2024

SUPPORTED LIVING SERVICES UNDER BUDGET AS THE FY24 BUDGET IS BASED ON PRIOR YEAR UTILIZATION.

DONATIONS AND GRANTS OVER BUDGET DUE TO RECOGNITION OF COLORADO GIVES DAY, THE ANNUAL APPEAL, THE COMPLETION OF TWO ARPA GRANTS AND THE ONGOING CDOT GRANTS.

INTEREST OVER BUDGET DUE TO INTEREST RATES ON OPERATING CASH.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

March 31, 2024

DEPARTMENT/SECTION/UNIT	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH EXPENSES	Y-T-D BUDGET	Y-T-D EXPENSES	Y-T-D VARIANCE FAV (UNFAV) DOLLARS	%
RESIDENTIAL - ALL							
PERSONNEL	\$ 8,411,110	\$ 700,926	\$ 678,685	\$ 6,308,333	\$ 6,333,814	\$ (25,482)	-0.4%
OPERATING	\$ 1,971,039	\$ 164,253	\$ 174,785	\$ 1,478,279	\$ 1,404,965	\$ 73,314	5.0%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 136,858	\$ 1,275,870	\$ 1,212,159	\$ 63,711	5.0%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 45,118	\$ 109,328	\$ 205,476	\$ (96,148)	-87.9%
TOTALS	\$ 12,229,080	\$ 1,019,090	\$ 1,035,446	\$ 9,171,810	\$ 9,156,414	\$ 15,396	0.2%
EARLY INTERVENTION							
PERSONNEL	\$ 3,653,645	\$ 304,470	\$ 325,901	\$ 2,740,234	\$ 2,909,550	\$ (169,316)	-6.2%
OPERATING / PURCHASE OF SERVICE	\$ 2,678,736	\$ 223,228	\$ 267,300	\$ 2,009,052	\$ 2,246,494	\$ (237,442)	-11.8%
TOTALS	\$ 6,332,381	\$ 527,698	\$ 593,201	\$ 4,749,286	\$ 5,156,044	\$ (406,758)	-8.6%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,347,416	\$ 278,951	\$ 265,572	\$ 2,510,562	\$ 2,447,286	\$ 63,276	2.5%
OPERATING	\$ 1,617,745	\$ 134,812	\$ 114,155	\$ 1,213,309	\$ 1,220,175	\$ (6,866)	-0.6%
TOTALS	\$ 4,965,161	\$ 413,763	\$ 379,727	\$ 3,723,871	\$ 3,667,461	\$ 56,410	1.5%
ADMINISTRATION							
PERSONNEL	\$ 3,423,425	\$ 285,285	\$ 266,332	\$ 2,567,569	\$ 2,509,992	\$ 57,577	2.2%
OPERATING	\$ 1,538,877	\$ 128,240	\$ 184,125	\$ 1,154,158	\$ 1,296,827	\$ (142,669)	-12.4%
TOTALS	\$ 4,962,302	\$ 413,525	\$ 450,457	\$ 3,721,727	\$ 3,806,819	\$ (85,093)	-2.3%
RESOURCE COORDINATION							
PERSONNEL	\$ 3,984,939	\$ 332,078	\$ 310,879	\$ 2,988,704	\$ 2,952,522	\$ 36,182	1.2%
OPERATING	\$ 243,926	\$ 20,327	\$ 38,857	\$ 182,945	\$ 297,057	\$ (114,113)	-62.4%
TOTALS	\$ 4,228,865	\$ 352,405	\$ 349,736	\$ 3,171,649	\$ 3,249,579	\$ (77,930)	-2.5%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$ 2,411,722	\$ 200,977	\$ 215,796	\$ 1,808,792	\$ 1,976,020	\$ (167,229)	-10.2%
OPERATING	\$ 197,763	\$ 16,480	\$ 21,337	\$ 148,322	\$ 158,289	\$ (9,967)	-6.7%
DIRECT FAMILY	\$ 735,140	\$ 61,262	\$ 87,432	\$ 551,355	\$ 603,242	\$ (51,885)	-9.4%
JEFFCO CFS FUND	\$ 500,000	\$ 41,667	\$ 32,982	\$ 375,000	\$ 389,275	\$ (14,275)	-3.8%
TOTALS	\$ 3,844,625	\$ 320,385	\$ 357,547	\$ 2,883,469	\$ 3,126,826	\$ (243,355)	-8.4%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,811,435	\$ 150,953	\$ 114,774	\$ 1,358,576	\$ 1,082,390	\$ 276,186	20.3%
OPERATING / PURCHASE OF SERVICE	\$ 655,930	\$ 54,661	\$ 54,862	\$ 491,948	\$ 574,349	\$ (82,402)	-15.8%
TOTALS	\$ 2,467,365	\$ 205,614	\$ 169,636	\$ 1,850,524	\$ 1,656,739	\$ 193,785	10.5%
BEHAVIORAL HEALTH							
PERSONNEL	\$ 660,681	\$ 55,057	\$ 42,634	\$ 495,511	\$ 410,678	\$ 84,833	17.1%
OPERATING	\$ 231,561	\$ 19,297	\$ 18,196	\$ 173,671	\$ 164,281	\$ 9,390	5.4%
TOTALS	\$ 892,242	\$ 74,354	\$ 60,830	\$ 669,182	\$ 574,959	\$ 94,223	14.1%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$ 529,022	\$ 44,085	\$ 44,276	\$ 396,767	\$ 413,101	\$ (16,335)	-4.1%
OPERATING	\$ 118,850	\$ 9,904	\$ 12,630	\$ 89,138	\$ 101,172	\$ (12,035)	-13.5%
TOTALS	\$ 647,872	\$ 53,989	\$ 56,906	\$ 485,904	\$ 514,273	\$ (28,369)	-5.8%
TERMINAL							
PERSONNEL	\$ 178,807	\$ 14,901	\$ 14,507	\$ 134,105	\$ 133,515	\$ 590	0.4%
OPERATING / PURCHASE OF SERVICE	\$ 103,923	\$ 8,660	\$ 17,986	\$ 77,942	\$ 90,161	\$ (12,219)	-15.7%
TOTALS	\$ 282,730	\$ 23,561	\$ 32,493	\$ 212,048	\$ 223,676	\$ (11,629)	-5.5%
SELF DETERMINATION							
OPERATING	\$ 200,000	\$ 16,667	\$ 33,881	\$ 150,000	\$ 200,000	\$ (50,000)	-33.3%
SUMMARY							
PERSONNEL	\$ 28,412,203	\$ 2,367,684	\$ 2,279,356	\$ 21,309,152	\$ 21,168,868	\$ 140,284	0.7%
OPERATING	\$ 10,793,490	\$ 899,458	\$ 1,058,528	\$ 8,095,118	\$ 8,746,287	\$ (651,170)	-8.0%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 136,858	\$ 1,275,870	\$ 1,212,159	\$ 63,711	5.0%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 45,118	\$ 109,328	\$ 205,476	\$ (96,148)	-87.9%
TOTALS	\$ 41,052,624	\$ 3,421,052	\$ 3,519,860	\$ 30,789,468	\$ 31,332,790	\$ (543,322)	-1.8%
1% OF Y-T-D EXPENSE					\$ 313,328		
1/2 % OF Y-T-D EXPENSE					\$ 156,664		
FLUCTUATION THRESHOLD					\$ 25,000	& 10%	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

**VARIANCE IN EXPENSES OF MORE THAN \$25,000 AND 10%
March 31, 2024**

RESIDENTIAL

PURCHASE OF SERVICE OVER BUDGET IN VISION SERVICES AND SPECIALIZED MEDICAL AND EQUIPMENT.

EARLY INTERVENTION

OPERATING OVER BUDGET DUE TO INCREASE OF CONTRACTORS FOR THERAPY SERVICES DUE TO INCREASED GROWTH.

ADMINISTRATION

OPERATING OVER BUDGET DUE TO A VARIETY OF OPERATING COSTS INCLUDING CONSULTING SERVICES.

RESOURCE COORDINATION

OPERATING OVER BUDGET IN A VARIETY OF OPERATING COSTS INCLUDING ADVERTISING AND TRAVEL.

CHILDREN AND FAMILY SERVICES

PERSONNEL OVER BUDGET DUE TO A VARIETY OF PERSONNEL CHANGES SUBSEQUENT TO THE BUDGET BEING APPROVED.

SUPPORTED LIVING SERVICES/CES

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

OPERATING OVER BUDGET IN A VARIETY OF OPERATING COSTS INCLUDING A CAR MODIFICATION.

BEHAVIORAL HEALTH

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

SELF DETERMINATION

OPERATING OVER BUDGET AS THE BUDGET IS EVENLY DIVIDED BY 1/12th AND DISTRIBUTIONS THROUGH MARCH 2024 ARE GREATER THAN 9/12th MONTHS OF THE YEAR.

Developmental Disabilities Resource Center
 Unaudited Statement of Financial Position

ASSETS	Unaudited March 31, 2024	Audited June 30, 2023
Current Assets		
Cash		
Cash and cash equivalents	\$17,046,715	\$16,238,946
Including capital reserve of \$7,234,773		
Certificates of deposit	395,791	392,036
Receivables		
Fees and grants from governmental agencies	4,544,020	4,159,233
Workshop contracts	-	-
Other	586,698	682,243
Prepaid expenses and other	1,008,381	1,074,007
Total Current Assets	23,581,606	22,546,465
Land, building and equipment	25,362,186	25,222,235
Less: Accumulated Depreciation	19,223,419	18,716,582
Net Fixed Assets	6,138,768	6,505,653
Restricted certificates of deposit	167,559	166,911
Investments	5,376,200	4,937,774
Restricted cash	466,736	469,722
Total Assets	\$35,730,868	\$34,626,525
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	1,986,175	\$2,093,049
Notes payable	123,768	123,768
Accrued expenses	2,095,607	2,116,615
Deferred Revenue	50,000	0
Total liabilities	4,255,550	4,333,432
Net assets		
Net assets	31,475,318	30,293,093
Total net assets	31,475,318	30,293,093
Total liabilities and net assets	\$35,730,868	\$34,626,525

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited March 31, 2024	Audited June 30, 2023
Cash flows from operating activities:		
Change in net assets	\$1,182,232	\$698,878
Adjustment for non cash items:		
In-Kind Donation		-
Depreciation	536,741	654,072
(Gain)/loss on asset disposition		(4,200)
Unrealized (Gain)/Loss on Investment	(438,426)	(240,273)
Change in assets and liabilities:		
Accounts receivable	(289,242)	1,817,261
Other assets	65,626	(110,502)
Accounts payable and accrued expense	(127,882)	(18,771)
Deferred Revenue	50,000	-
Cash provided by operations	<u>979,049</u>	<u>2,796,465</u>
Cash flows from investing activities:		
Change in CDs	(4,403)	(329,354)
Proceeds from redemption of investments		(1,660)
Proceeds from sale of fixed assets	-	4,200
Purchase of investments	-	(1,098,869)
Purchase of fixed assets	(139,952)	883,397
Cash provided by investing activity	<u>(144,355)</u>	<u>(542,286)</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	(12,052)
	<u>-</u>	<u>(12,052)</u>
 NET INCREASE (DECREASE) IN CASH	 834,694	 2,242,127
Cash balance, beginning of period	<u>16,708,668</u>	<u>14,466,541</u>
Cash balance, end of period	<u>\$17,543,362</u>	<u>\$16,708,668</u>