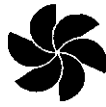


MINUTES

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



DDRC Building, 11177 W. 8th Ave., Lakewood, CO 80215
August 28, 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 August 28, 2024, to order at 5:30 p.m.

B. **ROLL CALL:**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Pat Bolton
David Pemberton
Jennifer Thompson

SENIOR STAFF PRESENT

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

A quorum was present.

C. **MINUTES:** Mr. Rotter moved to approve the minutes of the June 26, 2024, meeting as written. Seconded by Mrs. Tillman and carried unanimously.

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

Ms. Armour moved to approve the financial statements as submitted. Seconded by Mrs. Miller and carried unanimously.

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
- VIII-A Early Intervention Service Broker Status Report
- VIII-B Community Services Status Report
- IX-B Proposed Bylaws and Articles of Incorporation Revisions
- IX-E Finance/HR and Executive Committee Recommendations - None

Motion seconded by Mr. Rotter and carried unanimously.

V – COMMENDATIONS

There were two Customer Service Awards and one D.U.C.K. Award given this month.

Mr. Sanders moved to approve the Commendations report as submitted. Seconded by Ms. Fouse-Bishop and carried unanimously.

VII – DEVELOPMENT REPORT

Mrs. Hartley commended the Development team for exceeding the FY24 fundraising goal and noted the ambitious goals for FY25.

Mrs. Elliott moved to approve the Development report as submitted. Seconded by Mr. Sanders and carried unanimously.

IX – BUSINESS

A. EXECUTIVE DIRECTOR'S REPORT

- DDRC is excited to announce that Jamie Luark has been hired as the new Chief Financial Officer. She has her MBA and has been in the nonprofit sector for a substantial part of her professional career, most recently at Front Ranch Health Partners, LLC.
- DDRC will be celebrating Direct Support Professional (DSP) Recognition Week, September 8th-14th with plans to celebrate our DSPs in Quality Living Options, Adult Vocational Services and A Better Choice. Mrs. Tillman, who once again volunteered to spearhead ways Directors can thank the DSPs, shared details with the Board.
- The DDRC/Developmental Disabilities Foundation golf tournament held August 12th raised over \$72,000. Thanks go to Ashley Lee, Addie Ewalt and Michele Majeune for their work coordinating the event and to BOK Financial for being a Title Sponsor, as well as all the Board members who volunteered and participated in the tournament.
- Two virtual Town Halls were held in August with about 100 staff in attendance to hear updates about the strategic plan implementation and other organizational news.
- After a comprehensive search, DDRC has selected Red Egg Marketing to lead our Marketing and Branding efforts to be a recognized, in-demand and reputable provider of choice throughout the community. This initiative will include an array of services ranging from branding and logo design to website redesign and online advertising, to name just a few of the areas we will focus on in the next 18-24 months. Thank you to Jamie Haney for spearheading the marketing firm search.

- Case Management Redesign
 - Effective June 27th, DDRC successfully transitioned staff impacted by CMRD and the associated functions of case management, Family Support Services and Quality Assurance to the Jefferson County Case Management Agency (CMA).
 - Even though the Jeffco CMA is still short staffed, we have minimized the disruption for those receiving services impacted by this change.
 - There are a variety of items that are still a work in progress, including how they are handling the request for services process at the county and the Family Support Services Program (FSSP).
 - Because of CMRD the Board packet will look different with some reports going away and others being reformulated to reflect remaining service areas.
- The Legislative BBQ is Tuesday, September 24th, from 4:30-7 p.m. at Red Rocks Community College.
- The Annual Celebration and Awards is Wednesday, October 23rd, at Baldoria on the Water. An abbreviated Annual Board Meeting will be held at 5:30 p.m. immediately followed by the event. It will look similar to past years with awards, the state of DDRC and a family perspective by Amy Miller.

C. DIRECT SUPPORT PROFESSIONAL WEEK PROCLAMATION – Direct Support Professional Week is September 8-14, 2024. Mrs. Hartley presented a proclamation recognizing DDRC’s valuable direct support staff.

Mr. Schimberg moved to approve the proclamation. Seconded by Mr. Rotter and carried unanimously.

D. GOVERNANCE COMMITTEE UPDATE – Mrs. Elliott, Chair of the Governance Committee shared information about Directors standing for re-election at the Annual Board meeting. Mrs. Hartley reported that all the officers have agreed to remain in their positions for another year but that if anyone is interested in either running for an office this year or to pursue an officer role in the future to let Annette Rogers know by September 5th.

X – SPECIAL ITEM

Brandon Vowinkle and Katie Krapff from BOK Financial gave an overview of a Board’s investment fiduciary responsibilities.

XI – PUBLIC COMMENT

None.

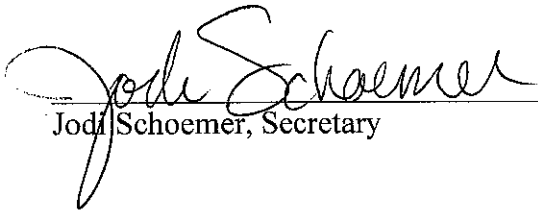
XII – ITEMS OF GENERAL DISCUSSION

A. UNFINISHED BUSINESS – None

B. NEW BUSINESS – None

XIII – ADJOURNMENT

Meeting adjourned at 6:30 p.m. The next regular meeting of the Board is on Wednesday, September 25, 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

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES
June 30, 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	\$ 3,989,741	\$ 41,477,291	\$ 44,092,792	\$ 2,615,499	6.3%
EXPENDITURES							
PERSONNEL	\$ 28,412,203	\$ 2,367,684	\$ 3,506,597	\$ 28,412,203	\$ 29,359,038	\$ (946,835)	-3.3%
OPERATING	\$ 10,793,490	\$ 899,458	\$ 1,223,993	\$ 10,793,490	\$ 12,103,009	\$ (1,309,519)	-12.1%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 123,329	\$ 1,701,160	\$ 1,608,096	\$ 93,064	5.5%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 19,336	\$ 145,771	\$ 263,175	\$ (117,404)	-80.5%
TOTAL EXPENDITURES	\$ 41,052,624	\$ 3,421,052	\$ 4,873,255	\$ 41,052,624	\$ 43,333,318	\$ (2,280,694)	-5.6%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 424,667	\$ 35,389	\$ (883,514)	\$ 424,667	\$ 759,474	\$ 334,805	
UNREALIZED GAIN/(LOSS) ON LT INVESTMENTS	\$ -	\$ -	\$ 30,036	\$ -	\$ 464,453	\$ 464,453	
REVENUES OVER EXPENSES NET OF LT INVESTMENTS SURPLUS/(DEFICIT)	\$ 424,667	\$ 35,389	\$ (913,550)	\$ 424,667	\$ 295,021	\$ (129,648)	



Developmental Disabilities Resource Center

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES
June 30, 2024

SOURCE	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	MONTH #	Y-T-D VARIANCE FAV (UNFAV) DOLLARS	%
						12		
MEDICAID REVENUE	\$ 17,436,858	\$ 1,453,072	\$ 1,341,967	\$ 17,436,858	\$ 16,778,933		\$ (657,925)	-3.8%
JEFFERSON COUNTY	\$ 11,068,400	\$ 922,367	\$ 1,171,512	\$ 11,068,400	\$ 12,563,274		\$ 1,494,874	13.5%
STATE PROGRAM	\$ 8,619,542	\$ 718,295	\$ 849,577	\$ 8,619,542	\$ 9,332,520		\$ 712,978	8.3%
SUPPORTED LIVING SERVICES	\$ 1,098,464	\$ 91,539	\$ 64,544	\$ 1,098,464	\$ 832,507		\$ (265,957)	-24.2%
ROOM AND BOARD	\$ 973,950	\$ 81,163	\$ 72,146	\$ 973,950	\$ 945,465		\$ (28,485)	-1.9%
FAMILY SUPPORT SERVICES	\$ 735,140	\$ 61,262	\$ 138,454	\$ 735,140	\$ 864,962		\$ 129,820	17.7%
DONATIONS/GRANTS	\$ 420,000	\$ 35,000	\$ 72,974	\$ 420,000	\$ 612,280		\$ 192,280	45.8%
RENTAL REVENUE	\$ 348,740	\$ 29,062	\$ 28,022	\$ 348,740	\$ 348,901		\$ 161	0.0%
HUD SUBSIDIES	\$ 238,675	\$ 19,890	\$ 19,168	\$ 238,675	\$ 231,726		\$ (6,949)	-3.9%
CHILDREN'S EXTENSIVE SUPPORT	\$ 169,738	\$ 14,145	\$ 3,552	\$ 169,738	\$ 169,110		\$ (628)	-0.4%
MISCELLANEOUS	\$ 60,050	\$ 5,004	\$ 155,276	\$ 60,050	\$ 294,991		\$ 234,941	391.2%
INTEREST	\$ 40,000	\$ 3,333	\$ 32,544	\$ 40,000	\$ 365,498		\$ 325,498	813.7%
PRIVATE PAY	\$ 37,068	\$ 3,089	\$ 1,281	\$ 37,068	\$ 41,495		\$ 4,427	11.9%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ 30,036	\$ -	\$ 464,453		\$ 464,453	100.0%
EXTERNAL TOTAL REVENUE	\$ 41,246,625	\$ 3,437,219	\$ 3,981,053	\$ 41,246,625	\$ 43,846,115		\$ 2,599,488	6.3%
INTERNAL REVENUES	\$ 230,666	\$ 19,222	\$ 8,688	\$ 230,666	\$ 246,677		\$ 16,011	8.9%
	\$ 41,477,291	\$ 3,456,441	\$ 3,989,741	\$ 41,477,291	\$ 44,092,792		\$ 2,615,499	6.3%
1% OF Y-T-D REVENUE					\$ 438,461			
1/2 % OF Y-T-D REVENUE					\$ 219,231			
FLUCTUATION THRESHOLD					\$ 25,000	& 10%		



Developmental Disabilities Resource Center

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

VARIANCE IN REVENUES OF MORE THAN \$25,000 AND 10%
June 30, 2024

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

CHILDREN AND FAMILY SERVICES

DIRECT FAMILY OVER BUDGET AS 100% OF *BUDGETED* FUNDS HAD BEEN DISTRIBUTED AS OF APRIL 2024. REQUESTS CONTINUED TO BE FUNDED THROUGH JUNE 2024. SEE CORRESPONDING VARIANCE IN EXPENSE.

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.

MISCELLANEOUS OVER BUDGET DUE TO INSURANCE PROCEEDS, GAIN FOR THE SALE OF 5 VEHICLES, AND A ONE-TIME STABILIZATION PAYMENT TO SUPPORT THE ADDITIONAL WORK DUE TO THE CARE AND CASE MANAGEMENT SYSTEM.

INTEREST OVER BUDGET DUE TO INTEREST RATES ON OPERATING CASH.



Developmental Disabilities Resource Center

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

June 30, 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	\$ 733,583	\$ 8,411,110	\$ 8,450,655	\$ (39,545)	-0.5%
OPERATING	\$ 1,971,039	\$ 164,253	\$ 147,769	\$ 1,971,039	\$ 1,841,199	\$ 129,840	6.6%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 123,329	\$ 1,701,160	\$ 1,608,096	\$ 93,064	5.5%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 19,336	\$ 145,771	\$ 263,175	\$ (117,404)	-80.5%
TOTALS	\$ 12,229,080	\$ 1,019,090	\$ 1,024,017	\$ 12,229,080	\$ 12,163,125	\$ 65,955	0.5%
EARLY INTERVENTION							
PERSONNEL	\$ 3,653,645	\$ 304,470	\$ 340,778	\$ 3,653,645	\$ 3,911,198	\$ (257,553)	-7.0%
OPERATING / PURCHASE OF SERVICE	\$ 2,678,736	\$ 223,228	\$ 264,620	\$ 2,678,736	\$ 2,897,443	\$ (218,707)	-8.2%
TOTALS	\$ 6,332,381	\$ 527,698	\$ 605,398	\$ 6,332,381	\$ 6,808,641	\$ (476,260)	-7.5%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,347,416	\$ 278,951	\$ 275,235	\$ 3,347,416	\$ 3,257,753	\$ 89,663	2.7%
OPERATING	\$ 1,617,745	\$ 134,812	\$ 124,386	\$ 1,617,745	\$ 1,586,399	\$ 31,346	1.9%
TOTALS	\$ 4,965,161	\$ 413,763	\$ 399,621	\$ 4,965,161	\$ 4,844,152	\$ 121,009	2.4%
ADMINISTRATION							
PERSONNEL	\$ 3,423,425	\$ 285,285	\$ 354,790	\$ 3,423,425	\$ 3,448,714	\$ (25,289)	-0.7%
OPERATING	\$ 1,538,877	\$ 128,240	\$ 163,566	\$ 1,538,877	\$ 1,720,266	\$ (181,389)	-11.8%
TOTALS	\$ 4,962,302	\$ 413,525	\$ 518,356	\$ 4,962,302	\$ 5,168,980	\$ (206,678)	-4.2%
RESOURCE COORDINATION							
PERSONNEL	\$ 3,984,939	\$ 332,078	\$ 1,226,432	\$ 3,984,939	\$ 4,811,430	\$ (826,491)	-20.7%
OPERATING	\$ 243,926	\$ 20,327	\$ 46,732	\$ 243,926	\$ 434,279	\$ (190,353)	-78.0%
TOTALS	\$ 4,228,865	\$ 352,405	\$ 1,273,164	\$ 4,228,865	\$ 5,245,709	\$ (1,016,844)	-24.0%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$ 2,411,722	\$ 200,977	\$ 367,002	\$ 2,411,722	\$ 2,793,020	\$ (381,298)	-16.8%
OPERATING	\$ 197,763	\$ 16,480	\$ (35,538)	\$ 197,763	\$ 189,462	\$ 8,301	4.2%
DIRECT FAMILY	\$ 735,140	\$ 61,262	\$ 138,454	\$ 735,140	\$ 864,962	\$ (129,820)	-17.7%
JEFFCO CFS FUND	\$ 500,000	\$ 41,667	\$ 220	\$ 500,000	\$ 474,917	\$ 25,083	5.0%
TOTALS	\$ 3,844,625	\$ 320,385	\$ 470,138	\$ 3,844,625	\$ 4,322,361	\$ (477,734)	-12.4%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,811,435	\$ 150,953	\$ 103,863	\$ 1,811,435	\$ 1,415,746	\$ 395,689	21.8%
OPERATING / PURCHASE OF SERVICE	\$ 655,930	\$ 54,661	\$ 55,132	\$ 655,930	\$ 745,952	\$ (90,022)	-12.7%
TOTALS	\$ 2,467,365	\$ 205,614	\$ 158,995	\$ 2,467,365	\$ 2,161,698	\$ 305,667	12.4%
BEHAVIORAL HEALTH							
PERSONNEL	\$ 660,681	\$ 55,057	\$ 44,213	\$ 660,681	\$ 541,148	\$ 119,533	18.1%
OPERATING	\$ 231,561	\$ 19,297	\$ 21,987	\$ 231,561	\$ 219,720	\$ 11,841	5.1%
TOTALS	\$ 892,242	\$ 74,354	\$ 66,200	\$ 892,242	\$ 760,868	\$ 131,374	14.7%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$ 529,022	\$ 44,085	\$ 45,512	\$ 529,022	\$ 550,801	\$ (21,779)	-4.1%
OPERATING	\$ 118,850	\$ 9,904	\$ 10,187	\$ 118,850	\$ 129,818	\$ (10,968)	-9.2%
TOTALS	\$ 647,872	\$ 53,989	\$ 55,699	\$ 647,872	\$ 680,619	\$ (32,747)	-5.1%
TERMINAL							
PERSONNEL	\$ 178,807	\$ 14,901	\$ 15,189	\$ 178,807	\$ 178,573	\$ 234	0.1%
OPERATING / PURCHASE OF SERVICE	\$ 103,923	\$ 8,660	\$ 5,305	\$ 103,923	\$ 103,002	\$ 921	0.9%
TOTALS	\$ 282,730	\$ 23,561	\$ 20,494	\$ 282,730	\$ 281,575	\$ 1,155	0.4%



Developmental Disabilities Resource Center

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

VARIANCE IN EXPENSES OF MORE THAN \$25,000 AND 10%
June 30, 2024

RESIDENTIAL

PURCHASE OF SERVICE OVER BUDGET IN VISION SERVICES AND SPECIALIZED MEDICAL AND EQUIPMENT. VOLATILE SERVICES NOT TYPICALLY INCURRED YEAR OVER YEAR.

ADMINISTRATION

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

RESOURCE COORDINATION

PERSONNEL OVER BUDGET DUE TO THE RETENTION PAYMENTS DESIGNATED AND APPROVED BY THE BOARD AS PART OF THE CMRD TRANSITION.

OPERATING OVER BUDGET IN A VARIETY OF OPERATING COSTS PRIMARILY TRAVEL AND IT SOFTWARE.

CHILDREN AND FAMILY SERVICES

DIRECT FAMILY OVER BUDGET AS 100% OF *BUDGETED* FUNDS HAD BEEN DISTRIBUTED AS OF APRIL 2024. REQUESTS CONTINUED TO BE FUNDED THROUGH JUNE 2024. SEE CORRESPONDING VARIANCE IN REVENUE.

SUPPORTED LIVING SERVICES/CES

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

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



Developmental Disabilities Resource Center
 Unaudited Statement of Financial Position

ASSETS	Unaudited June 30, 2024	Audited June 30, 2023
Current Assets		
Cash		
Cash and cash equivalents	\$15,343,770	\$16,238,946
Including capital reserve of \$7,226,526		
Certificates of deposit	397,325	392,036
Receivables		
Fees and grants from governmental agencies	5,617,637	4,159,233
Workshop contracts	-	-
Other	735,924	682,243
Prepaid expenses and other	919,100	1,074,007
Total Current Assets	23,013,757	22,546,465
Land, building and equipment	25,487,618	25,222,235
Less: Accumulated Depreciation	19,270,645	18,716,582
Net Fixed Assets	6,216,974	6,505,653
Restricted certificates of deposit	167,776	166,911
Investments	5,402,227	4,937,774
Restricted cash	466,736	469,722
Total Assets	\$35,267,469	\$34,626,525
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	1,995,527	\$2,093,049
Notes payable	123,768	123,768
Accrued expenses	2,095,607	2,116,615
Deferred Revenue	0	0
Total liabilities	4,214,902	4,333,432
Net assets		
Net assets	31,052,567	30,293,093
Total net assets	31,052,567	30,293,093
Total liabilities and net assets	\$35,267,469	\$34,626,525



Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited June 30, 2024	Audited June 30, 2023
Cash flows from operating activities:		
Change in net assets	\$759,474	\$698,878
Adjustment for non cash items:		
In-Kind Donation		-
Depreciation	554,063	654,072
(Gain)/loss on asset disposition		(4,200)
Unrealized (Gain)/Loss on Investment	(464,453)	(240,273)
Change in assets and liabilities:		
Accounts receivable	(1,512,085)	1,817,261
Other assets	154,908	(110,502)
Accounts payable and accrued expense	(118,530)	(18,771)
Deferred Revenue	-	-
Cash provided by operations	<u>(626,623)</u>	<u>2,796,465</u>
Cash flows from investing activities:		
Change in CDs	(6,154)	(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	(265,384)	883,397
Cash provided by investing activity	<u>(271,538)</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	 (898,161)	 2,242,127
Cash balance, beginning of period	<u>16,708,668</u>	<u>14,466,541</u>
Cash balance, end of period	<u>\$15,810,507</u>	<u>\$16,708,668</u>