

MINUTES

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



Conducted via Zoom
December 8, 2021

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:** Mr. Pemberton, President of the Board, called the regular meeting of the Board of Directors of the Developmental Disabilities Resource Center for December 8, 2021, to order at 5:30 p.m.

B. **ROLL CALL:**

BOARD MEMBERS PRESENT

David Pemberton, President
Jean Armour
Jan Beckett
Pat Bolton
Joanne Elliott
Chuck English
Mary Margaret Fouse-Bishop
Susan Hartley
Megan MacHatton
Heidi Markley
Amy Miller
Doreen Raad
Matt Rotter
Tim Schimberg

BOARD MEMBERS ABSENT

Jodi Schoemer
Mary Ann Tillman

SENIOR STAFF PRESENT

Rob DeHerrera, Executive Dir.
Anna Bishop
Kristie Braaten
Jane Byron
Gena Colbert
Keith Frambro
Jamie Haney
Terri Hulstrom
Susan Johnson
Micki Klawes
Michele Majeune
Dorothy Nwoke
Liz Pahr
Diana Patty
Annette Rogers
Jeanne Terrell
Melanie White

A quorum was declared present.

C. **MINUTES:** Mr. Schimberg moved to approve the minutes of the October 27, 2021, meeting as written. Seconded by Ms. Beckett and carried unanimously.

D. **FINANCIAL STATEMENTS:** Mrs. Hartley, Treasurer, presented the September financial statements, including revenue, expenses and variances.

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

II – COMMUNICATIONS

None

III – PUBLIC COMMENT

Ms. Beckett shared that Speaking for Ourselves has its monthly call on January 10th and its quarterly meeting on January 22nd. Officers were recently elected, including Molly Kirkham, President; Joan Jurann, Vice President; Karie Valdez, Correspondence Secretary; Jan Beckett, Recording Secretary; and Cindy Kerr, Sergeant-at-Arms. The Treasurer and Historian positions remain open. Officers serve for two years.

Ms. Beckett also shared information about the memorial service that was held for Todd Lowther, the former Executive Director of the Arc of Jefferson, Clear Creek and Gilpin Counties.

IV – ACTION ON ROUTINE ITEMS

CONSENT AGENDA: Ms. Armour moved that the following items be approved 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-E Service Provider/Host Home Contracts
- IX-F Executive Committee and Finance/HR Committee Recommendations
 - Approval of two pools of money for workforce enhancements: \$300,000 for one-time awards and \$970,000 for ongoing salary increases.
 - Approval of an additional \$500,000 for the CFS Jeffco Unmet Needs Fund, contingent on DDRC receiving the 2022 county contract.

Motion seconded by Mr. Rotter and carried unanimously.

V – COMMENDATIONS

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

Mrs. Elliott moved to approve the Commendations report as submitted. Seconded by Mrs. Hartley and carried unanimously.

IX – BUSINESS

A. EXECUTIVE DIRECTOR'S REPORT

- The U.S. House of Representatives passed the Build Back Better Act, and it is now in the Senate. It includes a historic investment of \$150 billion in funding for Home and Community Based Services through a 6% increase in the Federal Medicaid Assistant Percentage over ten years.

- The Department of Health Care Policy and Financing (HCPF)'s approved America Rescue Plan Act spending plan includes \$280 million for workforce enhancement and rural stabilization. Part of the plan includes a 2.11% rate increases for most services in Supported Living Services and Intellectual/Developmental Disabilities (IDD) waivers for April 2021 through March 2022. It also includes a rate increase for all providers to bring all Direct Support Professionals (DSPs) to an hourly wage of \$15. These funds can be used to enhance wages even if you already pay more than \$15 per hour, which is the case for DDRC. These increases will begin January 2022 and run into the summer of 2023.
- The Governor's proposed budget for FY 22-23 includes two important highlights. First, it includes 411 enrollments into the Home and Community Based Services (HCBS) – Developmental Disabilities (comprehensive) waiver for reserve capacity and emergencies. There are no waitlist resources yet for comprehensive services. The budget also includes dollars for HCBS services to support the DSP \$15 per hour minimum wage permanently.
- Robert Hulstrom, a volunteer with DDRC's Therapeutic Learning Connections, was selected as the first ever Unified Partner of the Year and was inducted into the Special Olympics Hall of Fame.
- A special thank you to Mary Ann Tillman, Amanda DiVito-Parle, Jill Polito, Becky Schreck and Layne Mielke for their "Holiday Drive-Thru and Caregiver Gift Drive," which raised over \$3,500 for individuals DDRC serves and their caregivers.
- Mrs. Tillman also orchestrated a DDRC Fundraiser Night at Noodles & Company in Arvada. The event generated a few hundred dollars and great community awareness.
- DDRC received a \$190,000 trust donation from a family of someone previously served by Quality Living Options. These funds are designated to establish an activity fund for people served by DDRC who may not be able to participate otherwise.
- Colorado Gives Day raised \$76,000 from 150 donors for DDRC. A few other donations for the day came directly to the Development Department bringing the total to \$83,000. This is before the incentive funding from FirstBank and the Community First Foundation is included.
- DDRC is following the two most recent COVID-related Jeffco Public Health Orders.

B. CASE MANAGEMENT REDESIGN (CMRD) UPDATE – Rob DeHerrera gave an overview of the evolution of CMRD and provided information about the following developments:

- We received the final Case Management Agency (CMA) regions. As expected, Jefferson County will be included with Clear Creek County. Gilpin will reside with Boulder and Broomfield Counties. Summit will be with Eagle, Garfield and Pitkin Counties.
- HCPF has also been meeting with Community Centered Boards (CCBs) and Single-Entry Points (SEPs) to get feedback on the CMRD timeline required by state law. It is a high-level timeline that still needs more detail on the various distinct areas of focus. HCPF is putting together a comprehensive handbook for the implementation of CMRD.
- DDRC and Jefferson County Human Services (the SEP for Jeffco) continue to meet. We have been discussing how DDRC and JCHS might partner as part of CMRD. One

item under discussion is a community needs assessment to get feedback from stakeholders within our community on CMRD.

C. ELECTION OF OFFICERS – The Governance Committee put forth the following slate of officers:

- President – David Pemberton
- Vice President – Joanne Elliott
- Secretary – Jean Armour
- Treasurer – Susan Hartley

Mrs. Elliott moved to approve the slate of officers as presented, seconded by Mr. Rotter and carried unanimously.

D. PROPOSED POLICY REVISION – A policy from the Community Services Committee was presented as a study item.

X – SPECIAL ITEM

Kristie Braaten, Senior Director of Waiver Services, Jeanne Terrell, Director of Quality Living Options (GRSS), and Kelly Hulstrom, Recruitment and Admissions Manager, gave an overview of DDRC's Direct Services.

XI – PUBLIC COMMENT

Mrs. Krickbaum, Chair of the Family Support Council, shared that two new members have joined the Council. She also thanked the Board for the additional funding of the CFS Jeffco Unmet Needs Fund and recognized Susan Johnson, Director of CFS, for her work.

XII – ITEMS OF GENERAL DISCUSSION

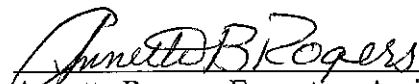
A. UNFINISHED BUSINESS – None

B. NEW BUSINESS – None

XIII – ADJOURNMENT

Meeting adjourned at 6:55 p.m. The next regular meeting of the Board will be held on Wednesday, January 26, 2022, via Zoom.

Jean Armour, Secretary



Annette Rogers, Executive Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

October 31, 2021

	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH ACTUAL	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
REVENUES	\$ 36,844,245	\$ 3,070,354	\$ 3,080,730	\$ 12,281,415	\$ 12,109,638	\$ (171,777)	-1.4%
EXPENDITURES							
PERSONNEL	\$ 24,088,858	\$ 2,007,405	\$ 1,946,298	\$ 8,029,619	\$ 7,816,992	\$ 212,627	2.6%
OPERATING	\$ 9,957,479	\$ 829,790	\$ 806,461	\$ 3,319,160	\$ 3,014,953	\$ 304,207	9.2%
HOST HOMES	\$ 1,239,453	\$ 103,288	\$ 128,662	\$ 413,151	\$ 480,776	\$ (67,625)	-16.4%
PURCHASE OF SERVICES	\$ 904,663	\$ 75,389	\$ 74,169	\$ 301,554	\$ 282,380	\$ 19,174	6.4%
TOTAL EXPENDITURES	\$ 36,190,453	\$ 3,015,871	\$ 2,955,590	\$ 12,063,484	\$ 11,595,101	\$ 468,383	3.9%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 653,792	\$ 54,483	\$ 125,140	\$ 217,931	\$ 514,537	\$ 296,606	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

October 31, 2021

SOURCE	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	MONTH #	Y-T-D VARIANCE FAV (UNFAV) DOLLARS	%
						4		
STATE PROGRAM	\$ 6,388,191	\$ 532,349	\$ 532,192	\$ 2,129,397	\$ 2,132,942	\$	3,545	0.2%
FAMILY SUPPORT SERVICES	\$ 1,208,561	\$ 100,713	\$ 44,548	\$ 402,854	\$ 167,518	\$	(235,336)	-58.4%
MEDICAID REVENUE	\$ 14,707,687	\$ 1,225,641	\$ 1,227,711	\$ 4,902,562	\$ 4,876,152	\$	(26,410)	-0.5%
SUPPORTED LIVING SERVICES	\$ 1,552,183	\$ 129,349	\$ 77,777	\$ 517,394	\$ 415,315	\$	(102,079)	-19.7%
CHILDREN'S EXTENSIVE SUPPORT	\$ 335,655	\$ 27,971	\$ 13,798	\$ 111,885	\$ 81,544	\$	(30,341)	-27.1%
JEFFERSON COUNTY	\$ 10,325,958	\$ 860,497	\$ 860,497	\$ 3,441,986	\$ 3,441,986	\$	-	0.0%
ROOM AND BOARD	\$ 1,161,169	\$ 96,764	\$ 80,774	\$ 387,056	\$ 348,435	\$	(38,621)	-9.0%
WORK CONTRACTS	\$ 123,560	\$ 10,297	\$ 12,170	\$ 41,187	\$ 37,757	\$	(3,430)	-8.3%
HUD SUBSIDIES	\$ 163,053	\$ 13,588	\$ 7,864	\$ 54,351	\$ 50,198	\$	(4,153)	-7.6%
INTEREST	\$ 2,000	\$ 167	\$ 219	\$ 667	\$ 285	\$	(382)	-57.3%
RENTAL REVENUE	\$ 331,893	\$ 27,658	\$ 22,746	\$ 110,631	\$ 105,640	\$	(4,991)	-4.5%
DONATIONS/GRANTS	\$ 250,000	\$ 20,833	\$ 52,876	\$ 83,333	\$ 252,080	\$	168,747	202.5%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ 122,753	\$ -	\$ 92,983	\$	92,983	100.0%
MISCELLANEOUS	\$ 26,000	\$ 2,167	\$ 1,992	\$ 8,667	\$ 11,679	\$	3,012	34.8%
ELDERLY, BLIND AND DISABLED	\$ 77,595	\$ 6,466	\$ 5,472	\$ 25,865	\$ 31,711	\$	5,846	22.6%
EXTERNAL TOTAL REVENUE	\$ 36,653,505	\$ 3,054,459	\$ 3,063,389	\$ 12,217,835	\$ 12,046,225	\$	(171,610)	-1.4%
INTERNAL REVENUES	\$ 190,740	\$ 15,895	\$ 17,341	\$ 63,580	\$ 63,413	\$	(167)	1.7%
	\$ 36,844,245	\$ 3,070,354	\$ 3,080,730	\$ 12,281,415	\$ 12,109,638	\$	(171,777)	-1.4%
1% OF Y-T-D REVENUE					\$		120,462	
1/2 % OF Y-T-D REVENUE					\$		60,231	
FLUCTUATION THRESHOLD					\$		10,000 & 10%	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

VARIANCE IN REVENUES OF MORE THAN \$10,000 AND 10%

October 31, 2021

- FAMILY SUPPORT SERVICES** UNDER BUDGET AS REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN DIRECT EXPENSE.
- SUPPORTED LIVING SERVICES/CES** UNDER UTILIZATION DUE TO THE PANDEMIC.
- DONATIONS/GRANTS** OVER BUDGET DUE TO RECOGNITION OF A PORTION OF REMAINING CARES ACT FUNDING AND SEVERAL DONATIONS, TWO OF WHICH WERE FOR APPROXIMATELY \$10K EACH.
- UNREALIZED GAIN/(LOSS) ON INVESTMENT** THE INVESTMENT POLICY AND STRATEGY OF DDRC IS LONG TERM IN NATURE THEREFORE THERE IS NO BUDGET.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

October 31, 2021

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	%
EARLY INTERVENTION							
PERSONNEL	\$ 2,231,444	\$ 185,954	\$ 185,265	\$ 743,815	\$ 744,210	\$ (395)	-0.1%
OPERATING / PURCHASE OF SERVICE	\$ 2,100,178	\$ 175,015	\$ 182,852	\$ 700,059	\$ 650,341	\$ 49,718	7.1%
TOTALS	\$ 4,331,622	\$ 360,969	\$ 368,117	\$ 1,443,874	\$ 1,394,551	\$ 49,323	3.4%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,747,201	\$ 312,267	\$ 245,348	\$ 1,249,067	\$ 974,485	\$ 274,582	22.0%
OPERATING	\$ 1,441,459	\$ 120,122	\$ 126,509	\$ 480,486	\$ 513,650	\$ (33,164)	-6.9%
PURCHASE OF SERVICES	\$ 324,523	\$ 27,044	\$ 25,210	\$ 108,174	\$ 99,598	\$ 8,576	7.9%
TOTALS	\$ 5,513,183	\$ 459,432	\$ 397,067	\$ 1,837,728	\$ 1,587,733	\$ 249,995	13.6%
ADMINISTRATION							
PERSONNEL	\$ 3,462,041	\$ 288,503	\$ 290,430	\$ 1,154,014	\$ 1,158,858	\$ (4,844)	-0.4%
OPERATING	\$ 1,087,258	\$ 90,605	\$ 109,670	\$ 362,419	\$ 360,393	\$ 2,026	0.6%
TOTALS	\$ 4,549,299	\$ 379,108	\$ 400,100	\$ 1,516,433	\$ 1,519,251	\$ (2,818)	-0.2%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$ 468,942	\$ 39,079	\$ 37,744	\$ 156,314	\$ 154,860	\$ 1,454	0.9%
OPERATING	\$ 84,907	\$ 7,076	\$ 7,590	\$ 28,302	\$ 26,272	\$ 2,030	7.2%
TOTALS	\$ 553,849	\$ 46,154	\$ 45,334	\$ 184,616	\$ 181,132	\$ 3,484	1.9%
TERMINAL							
PERSONNEL	\$ 258,604	\$ 21,550	\$ 21,146	\$ 86,201	\$ 84,571	\$ 1,630	1.9%
OPERATING / PURCHASE OF SERVICE	\$ 120,430	\$ 10,036	\$ 17,897	\$ 40,143	\$ 34,200	\$ 5,943	14.8%
TOTALS	\$ 379,034	\$ 31,586	\$ 39,043	\$ 126,345	\$ 118,771	\$ 7,574	6.0%
RESOURCE COORDINATION							
PERSONNEL	\$ 3,345,706	\$ 278,809	\$ 274,943	\$ 1,115,235	\$ 1,087,667	\$ 27,568	2.5%
OPERATING	\$ 241,287	\$ 20,107	\$ 21,932	\$ 80,429	\$ 78,014	\$ 2,415	3.0%
TOTALS	\$ 3,586,993	\$ 298,916	\$ 296,875	\$ 1,195,664	\$ 1,165,681	\$ 29,983	2.5%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$ 1,938,043	\$ 161,504	\$ 153,013	\$ 646,014	\$ 622,851	\$ 23,163	3.6%
OPERATING	\$ 295,306	\$ 24,609	\$ 25,616	\$ 98,435	\$ 96,283	\$ 2,152	2.2%
DIRECT FAMILY	\$ 1,208,561	\$ 100,713	\$ 44,548	\$ 402,854	\$ 167,518	\$ 235,336	58.4%
JEFFCO CFS FUND	\$ 100,000	\$ 8,333	\$ 13,353	\$ 33,333	\$ 78,494	\$ (45,160)	-135.5%
TOTALS	\$ 3,541,910	\$ 295,159	\$ 236,531	\$ 1,180,637	\$ 965,146	\$ 215,492	18.3%
RESIDENTIAL - ALL							
PERSONNEL	\$ 6,692,929	\$ 557,744	\$ 592,328	\$ 2,230,976	\$ 2,363,708	\$ (132,732)	-5.9%
OPERATING	\$ 1,972,821	\$ 164,402	\$ 154,240	\$ 657,607	\$ 610,938	\$ 46,669	7.1%
HOST HOMES	\$ 1,239,453	\$ 103,288	\$ 128,662	\$ 413,151	\$ 480,776	\$ (67,625)	-16.4%
PURCHASE OF SERVICES	\$ 580,140	\$ 48,345	\$ 48,959	\$ 193,380	\$ 182,782	\$ 10,598	5.5%
TOTALS	\$ 10,485,343	\$ 873,779	\$ 924,189	\$ 3,495,114	\$ 3,638,204	\$ (143,090)	-4.1%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,444,416	\$ 120,368	\$ 114,698	\$ 481,472	\$ 479,927	\$ 1,545	0.3%
OPERATING / PURCHASE OF SERVICE	\$ 970,635	\$ 80,886	\$ 77,273	\$ 323,545	\$ 292,275	\$ 31,270	10.7%
TOTALS	\$ 2,415,051	\$ 201,254	\$ 191,971	\$ 805,017	\$ 772,202	\$ 32,815	4.1%
GRANTS							
PERSONNEL	\$ 67,494	\$ 5,625	\$ 5,637	\$ 22,498	\$ 22,446	\$ 52	0.2%
OPERATING	\$ 2,837	\$ 236	\$ 192	\$ 946	\$ 616	\$ 330	34.9%
TOTALS	\$ 70,331	\$ 5,861	\$ 5,829	\$ 23,444	\$ 23,062	\$ 382	1.6%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES (CONTINUED)

October 31, 2021

BEHAVIORAL HEALTH									
PERSONNEL	\$ 370,659	\$ 30,888	\$ 25,746	\$ 123,553	\$ 123,409	\$	144	0.1%	
OPERATING	\$ 187,408	\$ 15,617	\$ 15,380	\$ 62,469	\$ 61,707	\$	762	1.2%	
TOTALS	\$ 558,067	\$ 46,506	\$ 41,126	\$ 186,022	\$ 185,116	\$	906	0.5%	
SELF DETERMINATION									
OPERATING	\$ 200,000	\$ 16,667	\$ 9,408	\$ 66,667	\$ 44,252	\$	22,415	33.6%	
SUMMARY									
PERSONNEL	\$ 24,088,858	\$ 2,007,405	\$ 1,946,298	\$ 8,029,619	\$ 7,816,992	\$	212,627	2.6%	
OPERATING	\$ 9,957,479	\$ 829,790	\$ 806,461	\$ 3,319,160	\$ 3,014,953	\$	304,207	9.2%	
HOST HOMES	\$ 1,239,453	\$ 103,288	\$ 128,662	\$ 413,151	\$ 480,776	\$	(67,625)	-16.4%	
PURCHASE OF SERVICES	\$ 904,663	\$ 75,389	\$ 74,169	\$ 301,554	\$ 282,380	\$	19,174	6.4%	
TOTALS	\$ 36,190,453	\$ 3,015,871	\$ 2,955,590	\$ 12,063,484	\$ 11,595,101	\$	468,383	3.9%	
1% OF Y-T-D EXPENSE					\$ 115,951				
1/2 % OF Y-T-D EXPENSE					\$ 57,976				
FLUCTUATION THRESHOLD					\$ 10,000	& 10%			

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

VARIANCE IN REVENUES OF MORE THAN \$10,000 AND 10%

October 31, 2021

ADULT DAY PROGRAM

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

CHILDREN AND FAMILY SERVICES

DIRECT FAMILY UNDER BUDGET AS REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN FAMILY SUPPORT SERVICES REVENUE.

JEFFCO CFS FUNDS THE BUDGET IS EVENLY DISTRIBUTED BY 1/12TH THROUGHOUT THE YEAR. OVER BUDGET AS ACTUAL YEAR TO DATE COSTS ARE GREATER THAN 4/12TH OF THE ANNUAL BUDGET.

RESIDENTIAL - ALL

HOST HOMES OVER BUDGET AS THE INDIVIDUALS' PERSONAL NEEDS FUNDING WERE NOT INCLUDED IN THE BUDGET.

SUPPORTED LIVING SERVICES SLS/CES

OPERATING/PURCHASE OF SERVICE UNDER UTILIZATION DUE TO THE PANDEMIC.

SELF DETERMINATION

UNDER BUDGET AS COSTS ARE INCURRED WHEN REQUESTED, APPROVED, AND PURCHASED. THE COMMITTEE CONTINUES TO REVIEW REQUEST FOR FUNDING AND NEW INDIVIDUALS TO THE PROGRAM.

Developmental Disabilities Resource Center
 Unaudited Statement of Financial Position

ASSETS	Unaudited October 31, 2021	Unaudited June 30, 2021
Current Assets		
Cash		
Cash and cash equivalents	\$12,934,079	\$14,533,028
Including capital reserve of \$6,103,262		
Certificates of deposit	390,862	390,758
Receivables		
Fees and grants from governmental agencies	5,471,389	4,915,543
Workshop contracts	-	-
Other	183,687	391,285
Prepaid expenses and other	1,051,872	953,642
Total Current Assets	<u>20,031,889</u>	<u>21,184,256</u>
Land, building and equipment	24,686,136	24,668,987
Less: Accumulated Depreciation	<u>17,563,314</u>	<u>17,287,701</u>
Net Fixed Assets	7,122,822	7,381,286
Restricted certificates of deposit	165,864	165,780
Investments	5,554,512	3,961,529
Restricted cash	621,171	621,171
Total Assets	<u>\$33,496,258</u>	<u>\$33,314,022</u>
Days of operations in operating cash balance	74	90
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	1,625,589	\$1,805,583
Notes payable	157,188	157,188
Accrued expenses	1,891,708	1,891,708
Deferred Revenue	103,252	277,868
Total liabilities	<u>3,777,737</u>	<u>4,132,347</u>
Net assets		
Net assets	<u>29,718,521</u>	<u>29,181,675</u>
Total net assets	<u>29,718,521</u>	<u>29,181,675</u>
Total liabilities and net assets	<u>\$33,496,258</u>	<u>\$33,314,022</u>

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited October 31, 2021	Unaudited June 30, 2021
Cash flows from operating activities:		
Change in net assets	\$514,537	\$2,145,057
Adjustment for non cash items:		
In-Kind Donation		-
Depreciation	275,612	811,376
(Gain)/loss on asset disposition		0
Unrealized (Gain)/Loss on Investment	0	(570,521)
Change in assets and liabilities:		
Accounts receivable	(326,301)	637,859
Other assets	(98,230)	(163,380)
Accounts payable and accrued expense	(179,632)	(930,056)
Deferred Revenue	(174,616)	277,868
Cash provided by operations	<u>11,370</u>	<u>2,208,203</u>
Cash flows from investing activities:		
Change in CDs	(188)	(1,059)
Proceeds from redemption of investments	-	-
Proceeds from sale of fixed assets	-	0
Purchase of investments	(1,592,983)	0
Purchase of fixed assets	(17,149)	(57,256)
Cash provided by investing activity	<u>(1,610,320)</u>	<u>(58,315)</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	-
	<u>-</u>	<u>-</u>
 NET INCREASE (DECREASE) IN CASH	 (1,598,950)	 2,149,888
Cash balance, beginning of period	<u>15,154,199</u>	<u>13,004,311</u>
Cash balance, end of period	<u>\$13,555,249</u>	<u>\$15,154,199</u>

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

November 30, 2021

	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH ACTUAL	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
REVENUES	\$ 36,844,245	\$ 3,070,354	\$ 3,206,490	\$ 15,351,769	\$ 15,316,128	\$ (35,641)	-0.2%
EXPENDITURES							
PERSONNEL	\$ 24,088,858	\$ 2,007,405	\$ 2,060,819	\$ 10,037,024	\$ 9,877,812	\$ 159,212	1.6%
OPERATING	\$ 9,957,479	\$ 829,790	\$ 711,305	\$ 4,148,950	\$ 3,726,259	\$ 422,691	10.2%
HOST HOMES	\$ 1,239,453	\$ 103,288	\$ 118,367	\$ 516,439	\$ 599,143	\$ (82,704)	-16.0%
PURCHASE OF SERVICES	\$ 904,663	\$ 75,389	\$ 91,767	\$ 376,943	\$ 374,147	\$ 2,796	0.7%
TOTAL EXPENDITURES	\$ 36,190,453	\$ 3,015,871	\$ 2,982,258	\$ 15,079,355	\$ 14,577,361	\$ 501,994	3.3%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 653,792	\$ 54,483	\$ 224,232	\$ 272,413	\$ 738,775	\$ 466,354	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

November 30, 2021

SOURCE	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	MONTH #	Y-T-D VARIANCE FAV (UNFAV) DOLLARS	5 %
						5		
STATE PROGRAM	\$ 6,388,191	\$ 532,349	\$ 529,491	\$ 2,661,746	\$ 2,662,433	\$	687	0.0%
FAMILY SUPPORT SERVICES	\$ 1,208,561	\$ 100,713	\$ 49,101	\$ 503,567	\$ 216,619	\$	(286,948)	-57.0%
MEDICAID REVENUE	\$ 14,707,687	\$ 1,225,641	\$ 1,300,269	\$ 6,128,203	\$ 6,176,421	\$	48,218	0.8%
SUPPORTED LIVING SERVICES	\$ 1,552,183	\$ 129,349	\$ 131,996	\$ 646,743	\$ 547,311	\$	(99,432)	-15.4%
CHILDREN'S EXTENSIVE SUPPORT	\$ 335,655	\$ 27,971	\$ 18,362	\$ 139,856	\$ 99,906	\$	(39,950)	-28.6%
JEFFERSON COUNTY	\$ 10,325,958	\$ 860,497	\$ 860,497	\$ 4,302,483	\$ 4,302,483	\$	1	0.0%
ROOM AND BOARD	\$ 1,161,169	\$ 96,764	\$ 93,644	\$ 483,820	\$ 442,079	\$	(41,741)	-8.6%
WORK CONTRACTS	\$ 123,560	\$ 10,297	\$ 7,455	\$ 51,483	\$ 45,211	\$	(6,272)	-12.2%
HUD SUBSIDIES	\$ 163,053	\$ 13,588	\$ 13,300	\$ 67,939	\$ 63,498	\$	(4,441)	-6.5%
INTEREST	\$ 2,000	\$ 167	\$ 13	\$ 833	\$ 298	\$	(535)	-64.2%
RENTAL REVENUE	\$ 331,893	\$ 27,658	\$ 22,681	\$ 138,289	\$ 128,321	\$	(9,968)	-7.2%
DONATIONS/GRANTS	\$ 250,000	\$ 20,833	\$ 259,610	\$ 104,167	\$ 511,690	\$	407,523	391.2%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ (98,358)	\$ -	\$ (5,375)	\$	(5,375)	100.0%
MISCELLANEOUS	\$ 26,000	\$ 2,167	\$ 1,853	\$ 10,833	\$ 13,533	\$	2,700	24.9%
ELDERLY, BLIND AND DISABLED	\$ 77,595	\$ 6,466	\$ 6,414	\$ 32,331	\$ 38,124	\$	5,793	17.9%
EXTERNAL TOTAL REVENUE	\$ 36,653,505	\$ 3,054,459	\$ 3,196,328	\$ 15,272,294	\$ 15,242,552	\$	(29,742)	-0.2%
INTERNAL REVENUES	\$ 190,740	\$ 15,895	\$ 10,162	\$ 79,475	\$ 73,576	\$	(5,899)	-5.4%
	\$ 36,844,245	\$ 3,070,354	\$ 3,206,490	\$ 15,351,769	\$ 15,316,128	\$	(35,641)	-0.2%
1% OF Y-T-D REVENUE					\$		152,426	
1/2 % OF Y-T-D REVENUE					\$		76,213	
FLUCTUATION THRESHOLD					\$		10,000 & 10%	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

VARIANCE IN REVENUES OF MORE THAN \$10,000 AND 10%

November 30, 2021

- FAMILY SUPPORT SERVICES** UNDER BUDGET AS REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN DIRECT EXPENSE.
- SUPPORTED LIVING SERVICES/CES** UNDER UTILIZATION DUE TO THE PANDEMIC.
- DONATIONS/GRANTS** OVER BUDGET DUE TO RECOGNITION OF A PORTION OF REMAINING CARES ACT FUNDING AND SEVERAL DONATIONS INCLUDING ONE FOR APPROXIMATELY \$200,000.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

November 30, 2021

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	%
EARLY INTERVENTION							
PERSONNEL	\$ 2,231,444	\$ 185,954	\$ 186,840	\$ 929,768	\$ 931,051	\$ (1,283)	-0.1%
OPERATING / PURCHASE OF SERVICE	\$ 2,100,178	\$ 175,015	\$ 171,244	\$ 875,074	\$ 821,586	\$ 53,488	6.1%
TOTALS	\$ 4,331,622	\$ 360,969	\$ 358,084	\$ 1,804,843	\$ 1,752,637	\$ 52,206	2.9%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,747,201	\$ 312,267	\$ 269,398	\$ 1,561,334	\$ 1,243,883	\$ 317,451	20.3%
OPERATING	\$ 1,441,459	\$ 120,122	\$ 112,542	\$ 600,608	\$ 626,194	\$ (25,586)	-4.3%
PURCHASE OF SERVICES	\$ 324,523	\$ 27,044	\$ 29,829	\$ 135,218	\$ 129,427	\$ 5,791	4.3%
TOTALS	\$ 5,513,183	\$ 459,432	\$ 411,769	\$ 2,297,160	\$ 1,999,504	\$ 297,656	13.0%
ADMINISTRATION							
PERSONNEL	\$ 3,462,041	\$ 288,503	\$ 307,882	\$ 1,442,517	\$ 1,466,740	\$ (24,223)	-1.7%
OPERATING	\$ 1,087,258	\$ 90,605	\$ 77,833	\$ 453,024	\$ 438,221	\$ 14,803	3.3%
TOTALS	\$ 4,549,299	\$ 379,108	\$ 385,715	\$ 1,895,541	\$ 1,904,961	\$ (9,420)	-0.5%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$ 468,942	\$ 39,079	\$ 38,928	\$ 195,393	\$ 193,787	\$ 1,606	0.8%
OPERATING	\$ 84,907	\$ 7,076	\$ 4,034	\$ 35,378	\$ 30,307	\$ 5,071	14.3%
TOTALS	\$ 553,849	\$ 46,154	\$ 42,962	\$ 230,770	\$ 224,094	\$ 6,676	2.9%
TERMINAL							
PERSONNEL	\$ 258,604	\$ 21,550	\$ 22,577	\$ 107,752	\$ 107,148	\$ 604	0.6%
OPERATING / PURCHASE OF SERVICE	\$ 120,430	\$ 10,036	\$ 13,965	\$ 50,179	\$ 48,165	\$ 2,014	4.0%
TOTALS	\$ 379,034	\$ 31,586	\$ 36,542	\$ 157,931	\$ 155,313	\$ 2,618	1.7%
RESOURCE COORDINATION							
PERSONNEL	\$ 3,345,706	\$ 278,809	\$ 306,676	\$ 1,394,044	\$ 1,394,341	\$ (297)	0.0%
OPERATING	\$ 241,287	\$ 20,107	\$ 19,347	\$ 100,536	\$ 97,360	\$ 3,176	3.2%
TOTALS	\$ 3,586,993	\$ 298,916	\$ 326,023	\$ 1,494,580	\$ 1,491,701	\$ 2,879	0.2%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$ 1,938,043	\$ 161,504	\$ 165,236	\$ 807,518	\$ 788,086	\$ 19,432	2.4%
OPERATING	\$ 295,306	\$ 24,609	\$ 22,539	\$ 123,044	\$ 118,824	\$ 4,220	3.4%
DIRECT FAMILY	\$ 1,208,561	\$ 100,713	\$ 49,101	\$ 503,567	\$ 216,619	\$ 286,949	57.0%
JEFFCO CFS FUND	\$ 100,000	\$ 8,333	\$ 18,260	\$ 41,667	\$ 96,754	\$ (55,087)	-132.2%
TOTALS	\$ 3,541,910	\$ 295,159	\$ 255,136	\$ 1,475,796	\$ 1,220,283	\$ 255,514	17.3%
RESIDENTIAL - ALL							
PERSONNEL	\$ 6,692,929	\$ 557,744	\$ 606,861	\$ 2,788,720	\$ 2,970,571	\$ (181,851)	-6.5%
OPERATING	\$ 1,972,821	\$ 164,402	\$ 141,597	\$ 822,009	\$ 752,539	\$ 69,470	8.5%
HOST HOMES	\$ 1,239,453	\$ 103,288	\$ 118,367	\$ 516,439	\$ 599,143	\$ (82,704)	-16.0%
PURCHASE OF SERVICES	\$ 580,140	\$ 48,345	\$ 61,938	\$ 241,725	\$ 244,720	\$ (2,995)	-1.2%
TOTALS	\$ 10,485,343	\$ 873,779	\$ 928,763	\$ 4,368,893	\$ 4,566,973	\$ (198,080)	-4.5%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,444,416	\$ 120,368	\$ 124,786	\$ 601,840	\$ 604,715	\$ (2,875)	-0.5%
OPERATING / PURCHASE OF SERVICE	\$ 970,635	\$ 80,886	\$ 57,500	\$ 404,431	\$ 349,777	\$ 54,654	14.5%
TOTALS	\$ 2,415,051	\$ 201,254	\$ 182,286	\$ 1,006,271	\$ 954,492	\$ 51,779	5.1%
GRANTS							
PERSONNEL	\$ 67,494	\$ 5,625	\$ 5,704	\$ 28,123	\$ 28,150	\$ (28)	-0.1%
OPERATING	\$ 2,837	\$ 236	\$ 157	\$ 1,182	\$ 772	\$ 410	34.7%
TOTALS	\$ 70,331	\$ 5,861	\$ 5,861	\$ 29,305	\$ 28,922	\$ 383	1.3%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES (CONTINUED)

November 30, 2021

BEHAVIORAL HEALTH									
PERSONNEL	\$ 370,659	\$ 30,888	\$ 25,931	\$ 154,441	\$ 149,340	\$ 5,101	3.3%		
OPERATING	\$ 187,408	\$ 15,617	\$ 16,241	\$ 78,087	\$ 77,945	\$ 142	0.2%		
TOTALS	\$ 558,067	\$ 46,506	\$ 42,172	\$ 232,528	\$ 227,285	\$ 5,243	2.3%		
SELF DETERMINATION									
OPERATING	\$ 200,000	\$ 16,667	\$ 6,945	\$ 83,333	\$ 51,196	\$ 32,137	38.6%		
SUMMARY									
PERSONNEL	\$ 24,088,858	\$ 2,007,405	\$ 2,060,819	\$ 10,037,024	\$ 9,877,812	\$ 159,212	1.6%		
OPERATING	\$ 9,957,479	\$ 829,790	\$ 711,305	\$ 4,148,950	\$ 3,726,259	\$ 422,691	10.2%		
HOST HOMES	\$ 1,239,453	\$ 103,288	\$ 118,367	\$ 516,439	\$ 599,143	\$ (82,704)	-16.0%		
PURCHASE OF SERVICES	\$ 904,663	\$ 75,389	\$ 91,767	\$ 376,943	\$ 374,147	\$ 2,796	0.7%		
TOTALS	\$ 36,190,453	\$ 3,015,871	\$ 2,982,258	\$ 15,079,355	\$ 14,577,361	\$ 501,994	3.3%		
1% OF Y-T-D EXPENSE					\$ 145,774				
1/2 % OF Y-T-D EXPENSE					\$ 72,887				
FLUCTUATION THRESHOLD					\$ 10,000	& 10%			

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

VARIANCE IN REVENUES OF MORE THAN \$10,000 AND 10%

November 30, 2021

ADULT DAY PROGRAM

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

CHILDREN AND FAMILY SERVICES

DIRECT FAMILY UNDER BUDGET AS REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN FAMILY SUPPORT SERVICES REVENUE.

JEFFCO CFS FUNDS THE BUDGET IS EVENLY DISTRIBUTED BY 1/12TH THROUGHOUT THE YEAR. OVER BUDGET AS ACTUAL YEAR TO DATE COSTS ARE GREATER THAN 5/12TH OF THE ANNUAL BUDGET.

RESIDENTIAL - ALL

HOST HOMES OVER BUDGET AS THE INDIVIDUALS' PERSONAL NEEDS FUNDING WERE NOT INCLUDED IN THE BUDGET.

SUPPORTED LIVING SERVICES SLS/CES

OPERATING/PURCHASE OF SERVICE UNDER UTILIZATION DUE TO THE PANDEMIC.

SELF DETERMINATION

UNDER BUDGET AS COSTS ARE INCURRED WHEN REQUESTED, APPROVED, AND PURCHASED. THE COMMITTEE CONTINUES TO REVIEW REQUEST FOR FUNDING AND NEW INDIVIDUALS TO THE PROGRAM.

Developmental Disabilities Resource Center
 Unaudited Statement of Financial Position

ASSETS	Unaudited November 30, 2021	Unaudited June 30, 2021
Current Assets		
Cash		
Cash and cash equivalents	\$14,176,083	\$14,533,028
Including capital reserve of \$6,146,825		
Certificates of deposit	390,863	390,758
Receivables		
Fees and grants from governmental agencies	4,555,379	4,915,543
Workshop contracts	-	-
Other	197,661	391,285
Prepaid expenses and other	1,041,280	953,642
Total Current Assets	<u>20,361,266</u>	<u>21,184,256</u>
Land, building and equipment	24,711,476	24,668,987
Less: Accumulated Depreciation	<u>17,632,217</u>	<u>17,287,701</u>
Net Fixed Assets	7,079,259	7,381,286
Restricted certificates of deposit	165,864	165,780
Investments	5,456,154	3,961,529
Restricted cash	621,171	621,171
Total Assets	<u>\$33,683,714</u>	<u>\$33,314,022</u>
Days of operations in operating cash balance	86	90
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	1,648,431	\$1,805,583
Notes payable	157,188	157,188
Accrued expenses	1,891,708	1,891,708
Deferred Revenue	52,557	277,868
Total liabilities	<u>3,749,884</u>	<u>4,132,347</u>
Net assets		
Net assets	<u>29,933,830</u>	<u>29,181,675</u>
Total net assets	29,933,830	29,181,675
Total liabilities and net assets	<u>\$33,683,714</u>	<u>\$33,314,022</u>

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited November 30, 2021	Unaudited June 30, 2021
Cash flows from operating activities:		
Change in net assets	\$738,775	\$2,145,057
Adjustment for non cash items:		
In-Kind Donation		-
Depreciation	344,515	811,376
(Gain)/loss on asset disposition		0
Unrealized (Gain)/Loss on Investment	0	(570,521)
Change in assets and liabilities:		
Accounts receivable	566,816	637,859
Other assets	(87,638)	(163,380)
Accounts payable and accrued expense	(156,790)	(930,056)
Deferred Revenue	(225,311)	277,868
Cash provided by operations	<u>1,180,367</u>	<u>2,208,203</u>
Cash flows from investing activities:		
Change in CDs	(189)	(1,059)
Proceeds from redemption of investments	-	-
Proceeds from sale of fixed assets	-	0
Purchase of investments	(1,494,625)	0
Purchase of fixed assets	(42,489)	(57,256)
Cash provided by investing activity	<u>(1,537,303)</u>	<u>(58,315)</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	-
	<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH	(356,945)	2,149,888
Cash balance, beginning of period	<u>15,154,199</u>	<u>13,004,311</u>
Cash balance, end of period	<u>\$14,797,254</u>	<u>\$15,154,199</u>