

# MINUTES

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



DDRC Building, 11177 W. 8<sup>th</sup> Ave., Lakewood, CO 80215

January 23, 2019

*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 January 23, 2019, to order at 5:30 p.m.

B. ROLL CALL:

### BOARD MEMBERS PRESENT

David Pemberton, President  
Jean Armour  
Jan Beckett  
Joanne Elliott  
Dan Fishbein  
Corinne Gray  
Susan Hartley  
Margaret Huffman  
Joni Krickbaum  
Doreen Raad  
Matt Rotter  
Jodi Schoemer  
Mary Ann Tillman  
Kent Willis (by phone)

### BOARD MEMBERS ABSENT

Pat Bolton

### SENIOR STAFF PRESENT

Beverly Winters, Executive Director  
Kristie Braaten  
Jane Byron  
Gena Colbert  
Rob DeHerrera  
Tammy Drumright  
Keith Frambro  
Deb Gordon  
Diana Holland  
Terri Hulstrom  
Pat Jefferson  
Susan Johnson  
Michele Majeune  
Liz Pahr  
Diana Patty  
Annette Rogers  
Lisa Strachan  
Jeanne Terrell

A quorum was declared present.

C. MINUTES: Mrs. Krickbaum moved to approve the minutes of the December 5, 2018, meeting, seconded by Mrs. Elliott and carried unanimously.

D. FINANCIAL STATEMENTS (19-001) Susan Hartley, Treasurer, presented the October and November financials. Because the financials are cumulative the Board reviewed the November financial statements, including revenue, expenses and variances.

Mr. Rotter moved to approve the financial statements as submitted, seconded by Ms. Schoemer and carried unanimously.

## II – COMMUNICATIONS (19-002)

Mr. Pemberton received a communication from Sarah Rivard who resigned her position on the Board effective immediately due to relocating out of the area. The Governance Committee will initiate the process for filling both Ms. Rivard's appointed position and the open elected position.

### III – PUBLIC COMMENT

Ms. Beckett shared that Speaking for Ourselves is holding its next meeting in Denver on the first Saturday of February.

### IV – ACTION ON ROUTINE ITEMS

CONSENT AGENDA: Mr. Pemberton asked if there were items Board members wanted held off the consent agenda. Ms. Armour asked that the Human Resources Report be held off. Also, Mrs. Krickbaum asked that the Finance/HR Committee recommendations be held off. Mrs. Gray moved that the following items be approved under the consent agenda.

- VII Development Report (19-005)
- VIII-A Enrollment (19-006)
- VIII-B Waiting List (19-007)
- IX-F Executive Committee Recommendations (19-014)
  - Approve the deletion of the Statement of Philosophy, Goals and Objectives Policy
  - Approve the deletion of the Leadership Policy

Motion seconded by Ms. Armour and carried unanimously.

### V – COMMENDATIONS AND AWARDS (19-003)

CAREER LADDER – There were nine career ladder advancements last month.

COMMENDATIONS – There was two Customer Service Awards, one 20/20 Vision Award and one Dynamo Award given last month.

Mrs. Krickbaum moved to approve the commendations and awards report as submitted, seconded by Mrs. Elliott and carried unanimously.

### VI – HUMAN RESOURCES REPORT (19-004)

Ms. Armour asked about open positions that are on hold and whether there is any limit to the time they can be on hold and if there is a review process for such positions. There is no time limit, but positions are reviewed on an on-going basis. Keeping positions on hold allows staff the flexibility to repurpose the position to meet the current needs. Once a position has been repurposed or filled the on-hold position drops off. The Board directed staff to have positions open for a long period of time reviewed at the Board committee level.

Mrs. Hartley noted that turnover in direct care staff is at 25% and that in the current economy this is a challenge that we should proactively approach. DDRC's turnover rate is less than many other Community Centered Boards (CCBs) and service provider agencies.

Mrs. Elliott moved to approve the Human Resources Report as submitted. Seconded by Ms. Beckett and carried unanimously.

## VIII – INFORMATION ON PEOPLE RECEIVING SERVICES

- C. HUMAN RIGHTS COMMITTEE (HRC) (19-008) – Ms. Armour, presented the HRC report, including an overview of recent investigations. The Board discussed the number of caretaker incidents in the investigations and agreed that individuals in such positions should have comprehensive initial and refresher training. It was noted that DDRC no longer has authority over provider agencies. CCBs are talking with the Department of Healthcare Policy and Financing (HCPF) to have state entities provide more oversight. The Intellectual and Developmental Disabilities (IDD) system is especially sensitive to possible mistreatment, abuse, neglect or exploitation (MANE) incidents and investigates even low-level occurrences.

Mrs. Krickbaum moved to approve the HRC report as submitted. Seconded by Ms. Schoemer and carried unanimously.

## IX – BUSINESS

- A. FINANCE/HR COMMITTEE RECOMMENDATIONS (19-014) – The Finance/HR Committee brought three recommendations to the Board. One was a recommendation that the Board approve the deletion of the Insurance Services Policy. This is a Board policy that states DDRC must have insurance. Because this requirement is already included in our state contracts, this policy is redundant. Mr. Pemberton clarified the two usages of the word “policy,” i.e., a Board policy versus and insurance policy.

Mrs. Krickbaum moved to approve the three recommendations:

- approve moving the organization-wide raise structure to the March pay period from the April pay period at a cost of \$52,208.
- approve the deletion of the Insurance Services Policy.
- approve the deletion of the Underwriting Requirements Policy.

Seconded by Ms. Beckett and carried unanimously.

- B. LEGISLATIVE UPDATE (19-009)

- The government shutdown has not impacted DDRC or Medicaid directly. DDRC was contacted by Jefferson County Human Services to help publicize a deadline for applying for food assistance. This information was put in our enewsletter.
- The revenue forecast for Colorado is positive; however, because of the Taxpayers Bill of Rights (TABOR) much of the increases will go the tax refunds.
- The governor has proposed a .75% common policy rate increase for providers. CCBs and other stakeholders are working to increase it and are also advocating the Home and Community Based – Developmental Disabilities rates be carved out of the common policy to be a stand-alone rate increase.

- Work also continues to build on the momentum of HB 18-1407 with more resources to address the waiting list of HCBS-DD (comprehensive) services.
- CCBs and stakeholders are working to preserve the Supported Living Services (SLS) funding within the IDD system rather than having it revert to the general fund.
- There has been positive movement on the Early Intervention (EI) budget. The Joint Budget Committee budget analyst for EI has brought a higher supplemental to the JBC than the supplemental presented by the Colorado Department of Human Services.

#### B. EXECUTIVE DIRECTOR'S REPORT (19-010)

- Colorado Gives Day and the Annual Appeal generated \$94,277, up significantly from \$78,720 in 2017.
- The 2018 Annual Report has been released in an updated format and the feedback has been positive.
- Our newsletter is being sent bimonthly. We now have email addresses for 75% of the individuals and families we serve.
- At the direction of the Legislative Audit Committee after reviewing the State CCB Case Management Audit, HCPF is working with CCBs to address funding methodology and data systems issues. The first meeting was held in January. Due to the rulemaking and approval processes, having a different methodology could be 18 months out. The goal is to develop a methodology that is less cumbersome and enhances case management quality while still retaining adequate funding.
- We are working on our plan to implement HB 18-1407's funding for staff who directly work with individuals receiving HCBS services.
- DDRC received \$1,718 from Lucky's Market thanks to being one of the designated nonprofits that benefitted from their Bags for Change program. More importantly, the program helped get DDRC's name out to thousands in the community. Lucky's is also interested in some type of partnering with our DDRC/Walters gardens.
- The staff Years of Service luncheon is scheduled for February 7<sup>th</sup> at the Golden Hotel.
- DDRC is collaborating with several groups to organize a fashion show that is targeted for June 8<sup>th</sup>.

#### C. CONFLICT FREE CASE MANAGEMENT (CFCM) UPDATE (19-011)

- HCPF brought its proposed Case Management Agency (CMA) qualifications to the Medical Services Board but did not receive approval due to some outdated statutory language that was included. It is anticipated they will bring a new set of qualifications forward in a couple of months.
- HCPF has not yet determined who will be the third-party entity responsible for helping people find a CMA.
- HCPF is working with CCBs and other stakeholders on Targeted Case Management rates and funding methodology.
- Some rural CCBs have heard from HCPF regarding their Business Continuity Plans. We anticipate hearing from HCPF in the next few months.
- HCPF is launching webinar training for potential CMAs.

- D. ANNUAL BOARD MEMBER AGREEMENT FORM (19-012) – Board members were reminded to sign their annual Board member agreement form that was developed this year by the Governance Committee.
- E. CONFLICT OF INTEREST FORM (19-013) – Board members were reminded to sign their annual form.

X – SPECIAL ITEM

Rob DeHerrera, Deputy Director/Chief Financial Officer, and Gena Colbert, Director of Finance, presented an overview of the audits and surveys that provide external oversight of DDRC as well as financial statement red flags. DDRC also conducts many internal surveys including those that measure customer satisfaction.

XI – PUBLIC COMMENT


None

XII – ITEMS OF GENERAL DISCUSSION

- A. UNFINISHED BUSINESS – None
- B. NEW BUSINESS – None

XIII – ADJOURNMENT

Meeting adjourned at 7:15 p.m. The next regular meeting of the Board will be held on Wednesday, February 27, 2019, at 5:30 p.m. at the DDRC building, 11177 W. 8<sup>th</sup> Ave., Lakewood, CO 80215.

  
\_\_\_\_\_  
Joanne Elliott, Vice President of the Board

  
\_\_\_\_\_  
Annette Rogers, Executive Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

MONTH ENDED DECEMBER 31, 2019

	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH ACTUAL	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
<b>REVENUES</b>	<u>\$38,492,791</u>	<u>\$3,207,733</u>	<u>\$ 2,976,332</u>	<u>\$19,246,396</u>	<u>\$ 18,902,383</u>	<u>(\$344,013)</u>	<u>-1.8%</u>
<b>EXPENDITURES</b>							
PERSONNEL	\$23,481,939	\$1,956,828	\$ 1,871,064	\$11,740,970	\$ 11,246,518	\$494,452	4.2%
OPERATING	\$10,086,427	\$840,536	\$ 816,084	\$5,043,214	\$ 5,185,838	(\$142,625)	-2.8%
HOST HOMES	\$1,524,081	\$127,007	\$ 108,440	\$762,041	\$ 655,352	\$106,689	14.0%
PURCHASE OF SERVICES	\$3,182,025	\$265,169	\$ 233,117	\$1,591,013	\$ 1,436,187	\$154,826	9.7%
<b>TOTAL EXPENDITURES</b>	<u>\$38,274,472</u>	<u>\$3,189,539</u>	<u>\$ 3,028,715</u>	<u>\$19,137,236</u>	<u>\$ 18,523,895</u>	<u>\$613,341</u>	<u>3.2%</u>
<b>REVENUES OVER EXPENSES NET INCOME/(LOSS)</b>	<u>\$218,319</u>	<u>\$18,193</u>	<u>\$ (52,383)</u>	<u>\$109,160</u>	<u>\$ 378,488</u>	<u>\$269,329</u>	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

MONTH ENDED DECEMBER 31, 2018

SOURCE	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	MONTH	
						Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
STATE PROGRAM	\$5,229,759	\$435,813	\$ 367,191	\$2,614,880	\$ 2,688,931	\$74,052	2.8%
FAMILY SUPPORT SERVICES	\$668,086	\$55,674	\$ 85,170	\$334,043	\$ 292,918	(\$41,125)	-12.3%
MEDICAID REVENUE	\$17,030,740	\$1,419,228	\$ 1,275,306	\$8,515,370	\$ 8,217,187	(\$298,183)	-3.5%
SUPPORTED LIVING SERVICES	\$3,229,218	\$269,102	\$ 219,321	\$1,614,609	\$ 1,447,137	(\$167,472)	-10.4%
CHILDREN'S EXTENSIVE SUPPORT	\$585,980	\$48,832	\$ 44,535	\$292,990	\$ 324,430	\$31,440	10.7%
JEFFERSON COUNTY	\$9,231,578	\$769,298	\$ 769,298	\$4,615,789	\$ 4,615,789	\$0	0.0%
ROOM AND BOARD	\$1,187,215	\$98,935	\$ 97,839	\$693,608	\$ 574,716	(\$18,892)	-3.2%
WORK CONTRACTS	\$210,007	\$17,501	\$ 14,059	\$105,004	\$ 93,598	(\$11,406)	-10.9%
HUD SUBSIDIES	\$197,089	\$16,424	\$ 17,531	\$98,545	\$ 105,742	\$7,198	7.3%
INTEREST	\$2,166	\$181	\$ 2,605	\$1,083	\$ 9,651	\$8,568	791.1%
RENTAL REVENUE	\$399,597	\$33,300	\$ 26,549	\$199,799	\$ 194,729	(\$5,070)	-2.5%
DONATIONS/GRANTS	\$20,000	\$1,667	\$ 20,760	\$10,000	\$ 40,988	\$30,988	309.9%
MISCELLANEOUS	\$75,452	\$6,288	\$ 6,281	\$37,726	\$ 80,587	\$42,861	113.6%
ELDERLY, BLIND AND DISABLED	\$220,450	\$18,371	\$ 15,051	\$110,225	\$ 116,741	\$6,516	5.9%
EXTERNAL TOTAL REVENUE	\$38,287,337	\$3,190,611	\$ 2,961,436	\$19,143,669	\$ 18,803,144	(\$340,525)	-1.8%
INTERNAL REVENUES	\$205,454	\$17,121	\$ 14,896	\$102,727	\$ 99,239	(\$3,488)	-3.4%
	<u>\$38,492,791</u>	<u>\$3,207,733</u>	<u>\$ 2,976,332</u>	<u>\$19,246,396</u>	<u>\$ 18,902,383</u>	<u>(\$344,013)</u>	<u>-1.8%</u>

1% OF Y-T-D REVENUE \$ 188,031  
 1/2 % OF Y-T-D REVENUE \$ 94,016  
 LESS THAN 1/2 % OF Y-T-D REVENUE \$ 10,000

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

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

MONTH ENDED DECEMBER 31, 2018

FAMILY SUPPORT SERVICES	REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN DIRECT EXPENSE.
SUPPORTED LIVING SERVICES	DDRC IS UNDER BUDGET IN SUPPORTED LIVING SERVICES AS THE BUDGET WAS BASED ON PRIOR YEAR UTILIZATION AND IN THE CURRENT YEAR WE HAVE SEEN NUMEROUS PEOPLE WHO WERE ENROLLED IN SLS ENROLL IN HCBS-DD.
CHILDREN'S EXTENSIVE SUPPORT	DDRC IS OVER BUDGET IN CHILDREN'S EXTENSIVE SUPPORT AS SOME OF THE HIGHEST UTILIZATION OCCURS IN THE SUMMER MONTHS WHEN SCHOOL IS OUT.
WORK CONTRACTS	ADULT VOCATIONAL SERVICES IS UNDER BUDGET IN WORK CONTRACTS AS SOME OF THE VARIOUS CONTRACTS ARE SEASONAL IN NATURE. WE EXPECT THIS VARIANCE TO REVERSE IN THE REMAINING 6 MONTHS OF THIS FISCAL YEAR.
DONATIONS/GRANTS	DDRC IS OVER BUDGET IN DONATIONS/GRANTS AS A RESULT OF COLORADO GIVES DAY AND THE YEAR END APPEAL.
MISCELLANEOUS	DDRC SOLD 9 VEHICLES IN OCTOBER FOR NEARLY \$35,000 WHICH IS \$28,000 HIGHER THAN BUDGET.



DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

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MONTH ENDED DECEMBER 31, 2018

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	%
<b>EARLY INTERVENTION</b>							
PERSONNEL	\$1,767,846	\$147,321	\$ 142,069	\$883,923	\$ 847,916	\$36,007	4.1%
OPERATING / PURCHASE OF SERVICE	\$1,449,388	\$120,282	\$ 142,992	\$721,694	\$ 994,732	(\$273,038)	-37.8%
TOTALS	\$3,211,234	\$267,603	\$ 284,401	\$1,605,617	\$ 1,842,648	(\$237,031)	-14.8%
<b>ADULT DAY PROGRAM</b>							
PERSONNEL	\$4,632,725	\$366,060	\$ 341,767	\$2,816,363	\$ 2,107,237	\$209,126	9.0%
OPERATING	\$1,152,138	\$96,012	\$ 100,733	\$576,069	\$ 646,013	(\$69,944)	-12.1%
PURCHASE OF SERVICES	\$612,046	\$51,004	\$ 41,724	\$306,023	\$ 300,763	\$5,260	1.7%
TOTALS	\$6,396,909	\$533,076	\$ 484,224	\$3,198,455	\$ 3,054,013	\$144,442	4.5%
<b>ADMINISTRATION</b>							
PERSONNEL	\$3,351,795	\$279,316	\$ 275,963	\$1,675,898	\$ 1,665,524	\$10,374	0.6%
OPERATING	\$950,863	\$79,238	\$ 68,104	\$475,427	\$ 506,640	(\$31,114)	-6.5%
TOTALS	\$4,302,648	\$358,554	\$ 344,067	\$2,151,324	\$ 2,172,064	(\$20,740)	-1.0%
<b>THERAPEUTIC LEARNING CONNECTIONS</b>							
PERSONNEL	\$454,710	\$37,893	\$ 36,574	\$227,355	\$ 203,557	\$23,798	10.5%
OPERATING	\$89,540	\$7,462	\$ 6,443	\$44,770	\$ 38,720	\$6,050	13.5%
TOTALS	\$544,250	\$45,354	\$ 43,017	\$272,125	\$ 242,277	\$29,848	11.0%
<b>TRANSPORTATION</b>							
PERSONNEL	\$417,626	\$34,802	\$ 33,318	\$208,813	\$ 206,119	\$2,694	1.3%
OPERATING / PURCHASE OF SERVICE	\$460,974	\$38,415	\$ 31,296	\$230,487	\$ 204,654	\$25,833	11.2%
TOTALS	\$878,600	\$73,217	\$ 64,614	\$439,300	\$ 410,773	\$28,527	6.5%
<b>RESOURCE COORDINATION</b>							
PERSONNEL	\$3,110,553	\$259,213	\$ 248,693	\$1,655,277	\$ 1,476,553	\$78,724	5.1%
OPERATING	\$248,541	\$20,712	\$ 21,783	\$124,271	\$ 128,341	(\$4,071)	-3.3%
TOTALS	\$3,359,094	\$279,925	\$ 271,446	\$1,679,547	\$ 1,604,894	\$74,653	4.4%
<b>CHILDREN AND FAMILY SERVICES</b>							
PERSONNEL	\$1,455,292	\$121,274	\$ 131,983	\$727,646	\$ 767,176	(\$29,530)	-4.1%
OPERATING	\$195,245	\$16,270	\$ 15,912	\$97,523	\$ 102,667	(\$5,235)	-5.4%
DIRECT FAMILY	\$668,086	\$55,674	\$ 85,170	\$34,043	\$ 292,818	\$41,125	12.3%
JEFFCO CFS FUND	\$0	\$0	\$ -	\$0	\$ -	\$0	0.0%
TOTALS	\$2,318,623	\$193,219	\$232,416	\$1,159,312	\$1,152,951	\$6,361	0.5%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

PAGE 2 OF 2

MONTH ENDED DECEMBER 31, 2018

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	%
<b>RESIDENTIAL - ALL</b>							
PERSONNEL	\$6,372,389	\$531,032	\$ 516,401	\$3,186,195	\$ 3,094,669	\$91,526	2.9%
OPERATING	\$2,000,565	\$166,714	\$ 148,858	\$1,000,283	\$ 878,191	\$122,092	12.2%
HOST HOMES	\$1,524,081	\$127,007	\$ 108,440	\$762,041	\$ 655,352	\$106,689	14.0%
PURCHASE OF SERVICES	\$2,569,979	\$214,165	\$ 191,393	\$1,284,990	\$ 1,135,424	\$149,566	11.6%
TOTALS	\$12,467,014	\$1,038,918	\$ 965,092	\$6,233,507	\$ 5,763,636	\$469,871	7.5%
<b>SUPPORTED LIVING SERVICES/CES</b>							
PERSONNEL	\$1,509,456	\$125,788	\$ 110,190	\$754,728	\$ 684,680	\$70,048	9.3%
OPERATING / PURCHASE OF SERVICE	\$2,397,935	\$199,828	\$ 174,906	\$1,198,968	\$ 1,191,663	\$7,305	0.6%
TOTALS	\$3,907,391	\$325,616	\$ 285,096	\$1,953,696	\$ 1,876,343	\$77,353	4.0%
<b>GRANTS</b>							
PERSONNEL	\$60,501	\$5,042	\$ 4,985	\$30,251	\$ 29,990	\$261	0.9%
OPERATING	\$5,400	\$460	\$ 174	\$2,700	\$ 1,191	\$1,509	55.9%
TOTALS	\$65,901	\$5,492	\$ 5,159	\$32,951	\$ 31,181	\$1,770	5.4%
<b>BEHAVIORAL HEALTH</b>							
PERSONNEL	\$349,046	\$29,087	\$ 28,801	\$174,523	\$ 173,097	\$1,426	0.8%
OPERATING	\$173,762	\$14,480	\$ 14,104	\$86,881	\$ 87,341	(\$460)	-0.5%
TOTALS	\$522,808	\$43,567	\$ 42,905	\$261,404	\$ 260,438	\$966	0.4%
<b>SELF DETERMINATION</b>							
OPERATING	\$300,000	\$25,000	\$ 6,279	\$150,000	\$ 112,677	\$37,323	24.9%
<b>SUMMARY</b>							
PERSONNEL	\$ 23,481,939	\$ 1,956,828	\$ 1,871,064	\$ 11,740,970	\$ 11,246,518	\$ 494,452	4.2%
OPERATING	\$10,086,427	\$840,536	\$816,094	\$5,043,214	\$5,185,838	(\$142,625)	-2.8%
HOST HOMES	\$1,524,081	\$127,007	\$108,440	\$762,041	\$655,352	\$106,689	14.0%
PURCHASE OF SERVICES	\$3,182,025	\$265,169	\$233,117	\$1,591,013	\$1,436,187	\$154,826	9.7%
TOTALS	\$38,274,472	\$3,189,539	\$ 3,028,715	\$19,137,236	\$ 18,523,895	\$613,341	3.2%
1% OF Y-T-D EXPENSE					\$ 185,239		
1/2 % OF Y-T-D EXPENSE					\$ 92,619		
1/2 % OF Y-T-D EXPENSE					\$ 10,000		

DEVELOPMENTAL DISABILITIES RESOURCE CENTER  
 NOTES TO EXPENSE STATEMENT  
 VARIANCE IN EXPENSES OF MORE THAN \$10,000 AND 10%  
 MONTH ENDED DECEMBER 31, 2018

EARLY INTERVENTION	OPERATING	OVER BUDGET IN OPERATING EXPENSES FOR CONTRACTED THERAPISTS AS WE CONTINUE TO SEE AN INCREASE IN GROWTH IN THE EARLY INTERVENTION PROGRAM VERSUS WHAT WAS BUDGETED.
ADULT DAY PROGRAM	OPERATING	ADULT VOCATIONAL SERVICES IS OVER BUDGET IN A VARIETY OF OPERATING EXPENSES INCLUDING VEHICLE REPAIRS AND MAINTENANCE AND TELEPHONE EXPENSE.
THERAPEUTIC LEARNING CONNECTIONS	PERSONNEL	VACANCY SAVINGS.
TRANSPORTATION	OPERATING	DDRC IS UNDER IN A VARIETY OF EXPENSES IN TRANSPORTATION INCLUDING REPAIRS AND MAINTENANCE AND DEPRECIATION.
CHILDREN AND FAMILY SERVICES	DIRECT FAMILY	REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN FAMILY SUPPORT SERVICES REVENUE.
RESIDENTIAL - ALL	OPERATING	QUALITY LIVING OPTIONS IS UNDER BUDGET IN A VARIETY OF OPERATING EXPENSES INCLUDING CONTRACTED REPAIRS AND MAINTENANCE.
	HOST HOMES	QUALITY LIVING OPTIONS IS UNDER BUDGET IN HOST HOME EXPENSE AS WE HAVE SEEN A DECREASE IN CENSUS VERSUS WHAT WAS USED TO BUILD THE BUDGET.
	PURCHASE OF SERVICES	DDRC IS UNDER BUDGET IN RESIDENTIAL PURCHASE OF SERVICE AS WE HAVE SEEN A SLIGHT DECREASE IN THE CENSUS OF INDIVIDUALS WHO ARE SERVED BY A PROGRAM APPROVED SERVICE AGENCY THAT BILL THROUGH DDRC VERSUS WHAT WAS USED TO BUILD THE BUDGET.
SELF DETERMINATION		WE ARE UNDERUTILIZED IN THE SELF DETERMINATION PROGRAM. WE CONTINUE TO REVIEW REQUESTS FOR FUNDING AND NEW INDIVIDUALS TO THE PROGRAM.

Developmental Disabilities Resource Center  
Unaudited Statement of Financial Position

ASSETS	Unaudited December 31, 2018	Audited June 30, 2018
Current Assets		
Cash		
Cash and cash equivalents	\$16,384,869	\$15,501,755
<b>Including capital reserve of \$4,484,539</b>		
Certificates of deposit	1,073,768	1,071,063
Receivables		
Fees and grants from governmental agencies	2,825,448	3,845,467
Workshop contracts	5,127	11,049
Other	419,325	614,350
Prepaid expenses and other	606,253	543,690
	21,314,790	21,587,374
Land, building and equipment	24,604,786	24,283,026
Less: Accumulated Depreciation	15,882,120	15,511,213
	8,722,666	8,771,813
Restricted certificates of deposit	160,772	159,745
	\$30,198,228	\$30,518,932
<b>Days of operations in operating cash balance</b>	<b>132</b>	<b>120</b>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	\$1,390,428	\$1,874,344
Notes payable	175,360	175,360
Accrued expenses	1,671,816	2,068,347
Deferred Revenue	210,577	29,322
	3,448,181	4,147,373
Net assets		
Net assets	26,750,047	26,371,559
	26,750,047	26,371,559
	\$30,198,228	\$30,518,932

Developmental Disabilities Resource Center  
 Unaudited Statement of Cash Flows

	Unaudited December 31, 2018	Audited June 30, 2018
Cash flows from operating activities:		
Change in net assets	\$378,488	\$430,123
Adjustment for non cash items:		
In-Kind Donation	-	-
Depreciation	378,554	837,776
(Gain)/loss on asset disposition	(34,500)	(405,830)
Change in assets and liabilities:		
Accounts receivable	1,220,966	161,298
Other assets	(62,563)	(49,422)
Accounts payable and accrued expense	(880,447)	128,065
Deferred Revenue	181,255	(201,476)
Cash provided by operations	<u>1,181,753</u>	<u>900,534</u>
Cash flows from investing activities:		
Change in investments	(3,732)	(2,682)
Proceeds from redemption of investments	-	-
Proceeds from sale of fixed assets	34,500	1,025,897
Purchase of fixed assets	(329,407)	(689,035)
Cash provided by investing activity	<u>(298,639)</u>	<u>334,180</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	(8,040)
	<u>-</u>	<u>(8,040)</u>
NET INCREASE (DECREASE) IN CASH	883,114	1,226,674
Cash balance, beginning of period	<u>15,501,755</u>	<u>14,275,081</u>
Cash balance, end of period	<u><u>\$16,384,869</u></u>	<u><u>\$15,501,755</u></u>