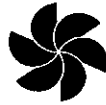


MINUTES

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



DDRC Building, 11177 W. 8th Ave., Lakewood, CO 80215
January 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 January 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
Amy Miller
David Pemberton
Doreen Raad
Matt Rotter
Grant Sanders
Tim Schimberg
Jodi Schoemer
Jennifer Thompson
Mary Ann Tillman

BOARD MEMBERS ABSENT

Heidi Markley

SENIOR STAFF PRESENT

Rob DeHerrera, Executive Dir.
Kristie Braaten
Jane Byron
Gena Colbert
Kevin Harding
Kelly Hulstrom
Terri Hulstrom
Steve Jimenez
Susan Johnson
Micki Klawes
Ashley Lee
Michele Majeune
Dorothy Nwoke
Liz Pahr
Jeanne Terrell
Melanie White
Annette Rogers

A quorum was present.

- C. **MINUTES:** Mrs. Elliott moved to approve the minutes of the December 6, 2023, meeting as written. Seconded by Mrs. Tillman and carried unanimously.
- D. **FINANCIAL STATEMENTS:** Gena Colbert, CFO, presented the October and November financial statements including revenue, expenses, and variances. Because the financials are cumulative, only November was reviewed.

Mr. Sanders moved to approve the financial statements as submitted. Seconded by Mrs. Tillman and carried unanimously.

II – COMMUNICATIONS

None

III – PUBLIC COMMENT

Lori Ropa, Executive Director of The Arc of Jefferson, Clear Creek and Gilpin Counties, shared that The Arc is presenting a Comedy Night with Josh Blue on March 8th at the Lakewood Cultural Center. Mr. Blue is a nationally known stand-up comic who has cerebral palsy and is breaking stereotypes of people living with disabilities.

IV – ACTION ON ROUTINE ITEMS

CONSENT AGENDA: Ms. Schoemer 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-D Executive Committee and Finance/HR Committee Recommendations
 - Approval of submission of the Early Intervention Request for Proposal.

Motion seconded by Mrs. Elliott and carried unanimously.

V – COMMENDATIONS

There were three Customer Service Awards, three Teamwork Awards and one 20/20 Vision Award given this month.

Mr. Schimberg moved to approve the commendations report as presented. Seconded by Mrs. Tillman and carried unanimously.

IX – BUSINESS

A. EXECUTIVE DIRECTOR'S REPORT

- The Colorado General Assembly convened on January 10, 2024. Staff will be monitoring legislative and budgetary developments that could impact the Intellectual and Developmental Disability (IDD) community and will update the Board accordingly.
- The Department of Early Childhood, Early Intervention (EI) Colorado, released the Request for Proposal (RFP) for EI services on December 15th. We are responding to the RFP, which is due February 14th with the contract scheduled to be awarded March 13th for services beginning July 1, 2024.
- Colorado Gives Day generated nearly \$71,000 for DDRC and the Annual Appeal raised just under \$60,000. While the combined total is approximately \$15,000 less than budgeted, we have received more grants than budgeted to offset this discrepancy.
- Staff were incredibly grateful for the one-time awards approved by the Board in December.

- Thank you to the Board members who were able to attend our two benefit nights at 3 Margaritas and those who were able to participate in the Kendra Scott benefit event.
- DDRC did have a COVID outbreak at the Weiland Center and are working with Jefferson County Public Health.
- This year’s Spring into Awareness event will be held March 21st at 5 pm.
- Plans are underway for DDRC’s 60th Anniversary celebration, which will be June 15th at the Arvada Center.
- On February 7th, DDRC will host Leadership Jeffco (affiliated with Jefferson County Economic Development Corp) as part of their leadership development program to cultivate emerging leaders who want to be more engaged and make a bigger impact in the community. It is a great event to showcase what we do at DDRC.

B. CASE MANAGEMENT REDESIGN (CMRD) UPDATE –

- Jefferson County Human Services (JCHS) announced that Tim Young will be the new Case Management Agency (CMA) Director. He comes to the position after being a leader within the Children, Youth, Family and Adult Protection division of Jefferson County for the last 23 years after starting as a child protection case worker.
- JCHS Human Resources and DDRC have a recruiting and hiring support day planned for January 31st for all DDRC staff in Resource Coordination, Quality Assurance and Family Support. All positions for the CMA are scheduled to be posted for DDRC staff the week of January 29th. Staff will be able to apply for jobs and their hiring dates will be staggered during the transition process depending on their position.

C. ANNUAL FORMS – The Board Member Agreement and Conflict of Interest forms were shared with the Board. Board members are asked to sign them annually.

X – SPECIAL ITEM

Jan Thomas from Logan, Thomas & Johnson, LLC, Certified Public Accountants, presented the annual audit of financial statements for the year ending June 30, 2023. DDRC received an unmodified opinion with no management comments and no audit adjustment entries.

Mr. Schimberg moved to accept the audit as presented. Seconded by Ms. Miller and carried unanimously.

XI – PUBLIC COMMENT

None

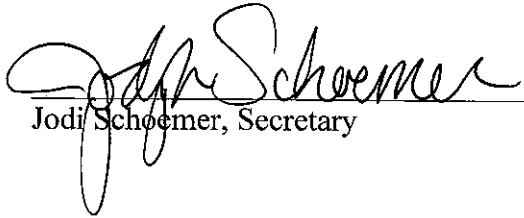
XII – ITEMS OF GENERAL DISCUSSION

A. UNFINISHED BUSINESS – None

B. NEW BUSINESS – None

XIII – ADJOURNMENT

Meeting adjourned at 6:40 p.m. The next regular meeting of the Board will be held on Wednesday, February 28, 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
December 31, 2023

	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	\$ 3,849,556	\$ 20,738,646	\$ 20,950,742	\$ 212,948	1.0%
EXPENDITURES							
PERSONNEL	\$ 28,412,203	\$ 2,367,684	\$ 2,535,395	\$ 14,206,102	\$ 14,186,809	\$ 19,293	0.1%
OPERATING	\$ 10,793,490	\$ 899,458	\$ 893,750	\$ 5,396,745	\$ 5,500,549	\$ (103,804)	-1.9%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 133,897	\$ 850,580	\$ 806,881	\$ 43,699	5.1%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 29,863	\$ 72,886	\$ 118,035	\$ (45,150)	-61.9%
TOTAL EXPENDITURES	\$ 41,052,624	\$ 3,421,052	\$ 3,592,905	\$ 20,526,312	\$ 20,612,274	\$ (85,962)	-0.4%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 424,667	\$ 35,389	\$ 256,651	\$ 212,334	\$ 338,468	\$ 126,986	
UNREALIZED GAIN/(LOSS) ON LT INVESTMENTS	\$ -	\$ -	\$ 205,908	\$ -	\$ 247,113	\$ 247,113	
REVENUES OVER EXPENSES NET OF LT INVESTMENTS SURPLUS/(DEFICIT)	\$ 424,667	\$ 35,389	\$ 50,743	\$ 212,334	\$ 91,355	\$ (120,128)	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES
December 31, 2023

MONTH # **6**

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	\$ 1,349,971	\$ 8,718,429	\$ 8,314,725	\$ (403,704)	-4.6%
JEFFERSON COUNTY	\$ 11,068,400	\$ 922,367	\$ 922,367	\$ 5,534,200	\$ 5,534,200	\$ -	0.0%
STATE PROGRAM	\$ 8,619,542	\$ 718,295	\$ 792,488	\$ 4,309,771	\$ 4,459,028	\$ 149,257	3.5%
SUPPORTED LIVING SERVICES	\$ 1,098,464	\$ 91,539	\$ 62,653	\$ 549,232	\$ 416,561	\$ (132,671)	-24.2%
ROOM AND BOARD	\$ 973,950	\$ 81,163	\$ 92,296	\$ 486,975	\$ 466,245	\$ (20,730)	-3.3%
FAMILY SUPPORT SERVICES	\$ 735,140	\$ 61,262	\$ 65,386	\$ 367,570	\$ 340,351	\$ (27,221)	-7.4%
DONATIONS/GRANTS	\$ 420,000	\$ 35,000	\$ 203,610	\$ 210,000	\$ 378,089	\$ 168,089	80.0%
RENTAL REVENUE	\$ 348,740	\$ 29,062	\$ 27,678	\$ 174,370	\$ 177,265	\$ 2,895	1.7%
HUD SUBSIDIES	\$ 238,675	\$ 19,890	\$ 19,881	\$ 119,338	\$ 121,445	\$ 2,108	0.8%
CHILDREN'S EXTENSIVE SUPPORT	\$ 169,738	\$ 14,145	\$ 40,269	\$ 84,869	\$ 120,837	\$ 35,968	42.4%
MISCELLANEOUS	\$ 60,050	\$ 5,004	\$ 12,474	\$ 30,025	\$ 30,696	\$ 671	2.2%
INTEREST	\$ 40,000	\$ 3,333	\$ 29,721	\$ 20,000	\$ 179,964	\$ 159,964	799.8%
PRIVATE PAY	\$ 37,068	\$ 3,089	\$ 4,658	\$ 18,534	\$ 25,999	\$ 7,465	40.3%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ 205,908	\$ -	\$ 247,113	\$ 247,113	100.0%
EXTERNAL TOTAL REVENUE	\$ 41,246,625	\$ 3,437,219	\$ 3,829,360	\$ 20,623,313	\$ 20,812,518	\$ 189,204	0.9%
INTERNAL REVENUES	\$ 230,666	\$ 19,222	\$ 20,196	\$ 115,333	\$ 139,077	\$ 23,744	22.6%
	\$ 41,477,291	\$ 3,456,441	\$ 3,849,556	\$ 20,738,646	\$ 20,950,742	\$ 212,948	1.0%
1% OF Y-T-D REVENUE					\$ 208,125		
1/2 % OF Y-T-D REVENUE					\$ 104,063		
FLUCTUATION THRESHOLD					\$ 25,000	& 10%	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

VARIANCE IN REVENUES OF MORE THAN \$25,000 AND 10%
December 31, 2023

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 GRANTS AND OTHER ONGOING GRANT REVENUE.

CHILDRENS EXTENSIVE SUPPORT OVER BUDGET DUE TO A CAR MODIFICATION FOR APPROXIMATELY \$26K.

INTEREST OVER BUDGET DUE TO INTEREST RATES ON OPERATING CASH.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES
December 31, 2023

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	\$ 761,449	\$ 4,205,555	\$ 4,216,065	\$ (10,510)	-0.2%
OPERATING	\$ 1,971,039	\$ 164,253	\$ 135,462	\$ 985,520	\$ 908,320	\$ 77,200	7.8%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 133,897	\$ 850,580	\$ 806,881	\$ 43,699	5.1%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 29,863	\$ 72,886	\$ 118,035	\$ (45,150)	-61.9%
TOTALS	\$ 12,229,080	\$ 1,019,090	\$ 1,060,671	\$ 6,114,540	\$ 6,049,301	\$ 65,239	1.1%
EARLY INTERVENTION							
PERSONNEL	\$ 3,653,645	\$ 304,470	\$ 351,052	\$ 1,826,823	\$ 1,917,483	\$ (90,661)	-5.0%
OPERATING / PURCHASE OF SERVICE	\$ 2,678,736	\$ 223,228	\$ 206,543	\$ 1,339,368	\$ 1,422,284	\$ (82,916)	-6.2%
TOTALS	\$ 6,332,381	\$ 527,698	\$ 557,595	\$ 3,166,191	\$ 3,339,767	\$ (173,577)	-5.5%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,347,416	\$ 278,951	\$ 301,754	\$ 1,673,708	\$ 1,639,580	\$ 34,128	2.0%
OPERATING	\$ 1,817,745	\$ 134,812	\$ 116,601	\$ 808,873	\$ 805,269	\$ 3,604	0.4%
TOTALS	\$ 4,965,161	\$ 413,763	\$ 418,355	\$ 2,482,581	\$ 2,444,849	\$ 37,732	1.5%
ADMINISTRATION							
PERSONNEL	\$ 3,423,425	\$ 285,285	\$ 290,458	\$ 1,711,713	\$ 1,683,516	\$ 28,197	1.6%
OPERATING	\$ 1,538,877	\$ 128,240	\$ 122,607	\$ 769,439	\$ 759,994	\$ 9,445	1.2%
TOTALS	\$ 4,962,302	\$ 413,525	\$ 413,065	\$ 2,481,151	\$ 2,443,510	\$ 37,641	1.5%
RESOURCE COORDINATION							
PERSONNEL	\$ 3,984,939	\$ 332,078	\$ 352,032	\$ 1,992,470	\$ 2,046,387	\$ (53,918)	-2.7%
OPERATING	\$ 243,926	\$ 20,327	\$ 28,566	\$ 121,963	\$ 139,141	\$ (17,178)	-14.1%
TOTALS	\$ 4,228,865	\$ 352,405	\$ 380,598	\$ 2,114,433	\$ 2,185,528	\$ (71,096)	-3.4%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$ 2,411,722	\$ 200,977	\$ 235,815	\$ 1,205,861	\$ 1,308,883	\$ (103,022)	-9.5%
OPERATING	\$ 197,763	\$ 16,480	\$ 16,836	\$ 98,882	\$ 101,215	\$ (2,333)	-2.4%
DIRECT FAMILY	\$ 735,140	\$ 61,262	\$ 65,386	\$ 367,570	\$ 340,351	\$ 27,221	7.4%
JEFFCO CFS FUND	\$ 500,000	\$ 41,667	\$ 44,723	\$ 250,000	\$ 278,838	\$ (28,838)	-11.5%
TOTALS	\$ 3,844,625	\$ 320,385	\$ 362,560	\$ 1,922,313	\$ 2,029,287	\$ (106,973)	-5.6%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,811,435	\$ 150,953	\$ 132,688	\$ 905,718	\$ 727,782	\$ 177,936	19.6%
OPERATING / PURCHASE OF SERVICE	\$ 655,930	\$ 54,661	\$ 108,419	\$ 327,965	\$ 400,864	\$ (72,899)	-21.2%
TOTALS	\$ 2,467,365	\$ 205,614	\$ 241,107	\$ 1,233,683	\$ 1,128,646	\$ 105,037	8.5%
BEHAVIORAL HEALTH							
PERSONNEL	\$ 660,681	\$ 55,057	\$ 45,761	\$ 330,341	\$ 282,051	\$ 48,290	14.6%
OPERATING	\$ 231,561	\$ 19,297	\$ 18,537	\$ 115,781	\$ 107,790	\$ 7,991	6.9%
TOTALS	\$ 892,242	\$ 74,354	\$ 64,298	\$ 446,121	\$ 389,841	\$ 56,280	12.6%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$ 529,022	\$ 44,085	\$ 48,695	\$ 264,511	\$ 275,794	\$ (11,283)	-4.3%
OPERATING	\$ 118,850	\$ 9,904	\$ 10,453	\$ 59,425	\$ 67,666	\$ (8,241)	-13.9%
TOTALS	\$ 647,872	\$ 53,989	\$ 59,148	\$ 323,936	\$ 343,460	\$ (19,524)	-6.0%
TERMINAL							
PERSONNEL	\$ 178,807	\$ 14,901	\$ 15,691	\$ 89,404	\$ 89,268	\$ 136	0.2%
OPERATING / PURCHASE OF SERVICE	\$ 103,923	\$ 8,660	\$ 7,525	\$ 51,962	\$ 53,460	\$ (1,499)	-2.9%
TOTALS	\$ 282,730	\$ 23,561	\$ 23,216	\$ 141,365	\$ 142,728	\$ (1,363)	-1.0%
SELF DETERMINATION							
OPERATING	\$ 200,000	\$ 16,667	\$ 12,292	\$ 100,000	\$ 115,357	\$ (15,357)	-15.4%
SUMMARY							
PERSONNEL	\$ 28,412,203	\$ 2,367,684	\$ 2,535,395	\$ 14,206,102	\$ 14,186,809	\$ 19,293	0.1%
OPERATING	\$ 10,793,490	\$ 899,458	\$ 893,750	\$ 5,396,745	\$ 5,500,549	\$ (103,804)	-1.9%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 133,897	\$ 850,580	\$ 806,881	\$ 43,699	5.1%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 29,863	\$ 72,886	\$ 118,035	\$ (45,150)	-61.9%
TOTALS	\$ 41,052,624	\$ 3,421,052	\$ 3,592,905	\$ 20,526,312	\$ 20,612,274	\$ (85,962)	-0.4%

1% OF Y-T-D EXPENSE \$ 206,123
 1/2 % OF Y-T-D EXPENSE \$ 103,061
 FLUCTUATION THRESHOLD \$ 25,000 & 10%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

VARIANCE IN EXPENSES OF MORE THAN \$25,000 AND 10%
December 31, 2023

RESIDENTIAL

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

CHILDREN AND FAMILY SERVICES

JEFFCO CFS OVER BUDGET AS THE BUDGET IS EQUALLY DIVIDED BY 1/12. DISTRIBUTIONS ARE GREATER THAN 1/12 OF THE ANNUAL BUDGET.

SUPPORTED LIVING SERVICES/CES

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

OPERATING OVER BUDGET DUE TO A CAR MODIFICATION FOR APPROXIMATELY \$26K.

BEHAVIORAL HEALTH

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

Developmental Disabilities Resource Center
 Unaudited Statement of Financial Position

ASSETS	Unaudited December 31, 2023	Unaudited June 30, 2023
Current Assets		
Cash		
Cash and cash equivalents	\$14,675,114	\$15,899,716
Including capital reserve of \$7,046,551		
Certificates of deposit	394,562	392,035
Receivables		
Fees and grants from governmental agencies	5,475,090	3,938,949
Workshop contracts	-	-
Other	718,811	823,858
Prepaid expenses and other	1,013,412	949,620
Total Current Assets	<u>22,276,989</u>	<u>22,004,178</u>
Land, building and equipment	25,349,413	25,268,350
Less: Accumulated Depreciation	<u>19,014,344</u>	<u>18,712,200</u>
Net Fixed Assets	6,335,069	6,556,150
Restricted certificates of deposit	167,346	166,912
Investments	5,509,939	5,262,826
Restricted cash	424,434	424,434
Total Assets	<u><u>\$34,713,777</u></u>	<u><u>\$34,414,500</u></u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	1,619,962	\$1,709,164
Notes payable	135,820	135,820
Accrued expenses	2,018,032	2,018,032
Deferred Revenue	50,000	0
Total liabilities	<u>3,823,814</u>	<u>3,863,016</u>
Net assets		
Net assets	<u>30,889,963</u>	<u>30,551,484</u>
Total net assets	<u>30,889,963</u>	<u>30,551,484</u>
Total liabilities and net assets	<u><u>\$34,713,777</u></u>	<u><u>\$34,414,500</u></u>

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited December 31, 2023	Unaudited June 30, 2023
Cash flows from operating activities:		
Change in net assets	\$338,468	\$957,269
Adjustment for non cash items:		
In-Kind Donation		-
Depreciation	302,144	624,948
(Gain)/loss on asset disposition		0
Unrealized (Gain)/Loss on Investment	(247,113)	(356,603)
Change in assets and liabilities:		
Accounts receivable	(1,431,094)	1,895,930
Other assets	(63,792)	13,885
Accounts payable and accrued expense	(89,202)	(501,239)
Deferred Revenue	50,000	-
Cash provided by operations	<u>(1,140,589)</u>	<u>2,634,190</u>
Cash flows from investing activities:		
Change in CDs	(2,961)	(1,660)
Proceeds from redemption of investments		-
Proceeds from sale of fixed assets	-	0
Purchase of investments	-	0
Purchase of fixed assets	(81,063)	(350,721)
Cash provided by investing activity	<u>(84,024)</u>	<u>(352,381)</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	-
	<u>-</u>	<u>-</u>
 NET INCREASE (DECREASE) IN CASH	 (1,224,613)	 2,281,809
Cash balance, beginning of period	<u>16,748,350</u>	<u>14,466,541</u>
Cash balance, end of period	<u>\$15,523,737</u>	<u>\$16,748,350</u>