

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
March 27, 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 March 27, 2024, to order at 5:30 p.m.

B. **ROLL CALL:**

BOARD MEMBERS PRESENT

Susan Hartley, President
Jean Armour
Joanne Elliott
Megan MacHatton
Amy Miller
David Pemberton
Doreen Raad
Matt Rotter
Tim Schimberg
Jodi Schoemer
Jennifer Thompson
Mary Ann Tillman

BOARD MEMBERS ABSENT

Pat Bolton
Mary Margaret Fouse-Bishop
Heidi Markley
Grant Sanders

SENIOR STAFF PRESENT

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

A quorum was present.

C. **MINUTES:** Mr. Rotter moved to approve the minutes of the February 28, 2024, meeting as written. Seconded by Ms. Miller and carried unanimously.

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

Ms. Schoemer moved to approve the financial statements as submitted. Seconded by Mrs. Elliott 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 Proposed changes to DDRC Investment Policy Statement

Motion seconded by Mr. Pemberton and carried unanimously.

V – COMMENDATIONS

There was one Customer Service Award given this month.

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

IX – BUSINESS

A. EXECUTIVE DIRECTOR'S REPORT

- As part of the state budget building process, the Department of Health Care Policy and Financing (HCPF) had its figure setting with the Joint Budget Committee (JBC) which approved:
 - A common policy rate increase of 2%, down from the proposed 2.5%.
 - Targeted rate increases for waiver services.
 - \$29 million to stabilize case management in the state.
 - 411 emergency and reserved capacity Developmental Disabilities (DD) Waiver resources.
 - 129 DD Waiver waitlist resources.

All appropriations still need legislative approval when the long bill is presented in May.

- We were informed that the Colorado Department of Early Childhood intends to award the Certified Early Intervention (EI) Services Broker request for proposal to DDRC for our current catchment area for services beginning July 1, 2024. The final award is contingent on successful contract and budget negotiations. The total of all the RFPs for statewide EI services awarded by the CDEC were \$8 million more than the appropriation. There was a meeting with the CDEC to discuss our budget and we need to review a handful of items associated with our request.
- Lambert Hubel has joined DDRC as our new IT Director.

- IDD Awareness Day at the Capitol was on March 20 as part of Developmental Disabilities Awareness Month. DDRC proudly nominated Mamadou Ouattara from Quality Living Options for Alliance’s Direct Support Professional of the Year and Michelle Loose for the Case Manager of the Year award. We are happy and proud to report that Mamadou was awarded the statewide DSP of the Year at the event. It is an incredible recognition and well deserved. In addition, Keith Walker, a gentleman DDRC supports, had the honor of leading the Pledge of Allegiance in the State Senate Chambers and Jeffco legislators Senator Zenzinger and Representative Bird each sponsored tributes to IDD Awareness.
- DDRC, the West Metro Chamber and Fairfield Inn hosted the Spring into Awareness Event. Thank you to the Board members who were able to attend. It is always a nice and well-attended event to celebrate IDD Awareness Month.
- Upcoming events:
 - DDRC will be hosting a complimentary donor appreciation breakfast/brunch on May 2 from 8:30-10 am at Baldoria on the Water.
 - We will be partnering with the Rotary Club of Golden as one of the sponsors of their “Ethics in Business Awards Program.” DDRC is a previous awardee. The program is on May 17, 11:30 am-1 pm at the Denver Marriott West.
 - DDRC will be hosting a 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 has been featured in two media segments: one on Channel 7 and one radio interview. Michele Majeune, Director of Community Relations, was our spokesperson.

B. CASE MANAGEMENT REDESIGN (CMRD) UPDATE

- DDRC and Jefferson County Human Services (JCHS) are part of the Phase 3 transition, which began March 1, and meetings with HCPF got underway March 27. The first deliverables are due next week.
- Liz Pahr, Director of Resource Coordination, has accepted a Program Manager position and will be part of the JCHS Case Management Agency (CMA) management team. This team is working on the next round of interviews for the supervisory level of their staffing.
- DDRC and JCHS will be hosting two Town Halls for individuals and families in May:
 - May 2, 4-5 pm, at Jefferson County Courts and Administration.
 - May 14, 4:30-5:30 pm, at DDRC.
- HCPF is working on a variety of strategies related to the “Perfect Storm,” which is the convergence of CMRD, the Public Health Emergency Unwind and the new Care and Case Management software. Strategies include:
 - Enhanced communication to all Community Centered Board and CMA members and staff.
 - JBC approval of \$29 million for case management stabilization. \$27 million will go to CMAs to stabilize the transition, staffing and backlog versus what they budgeted. \$2 million will be used for help stabilize the Care and Case Management software.

- HCPF is also working on actions to protect coverage of Long-Term Services and Supports (LTSS) members and provider payments. These actions include expedited backlog processing, preventing or pausing terminations, reinstating eligibility, monitoring/reversing inappropriate terminations and benefit plan extensions. There is no timeline for implementation of these strategies. We should be receiving more information this week.
The situation has received additional press coverage.

D. FINANCE/HR AND EXECUTIVE COMMITTEE RECOMMENDATIONS - None

X – SPECIAL ITEM

Kristie Braaten, Senior Director of Waiver Services, presented an overview of the Home and Community Based Services (HCBS) Waivers.

XI – PUBLIC COMMENT

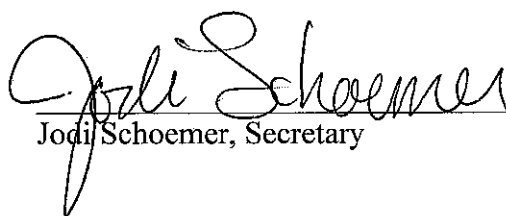
None

XII – ITEMS OF GENERAL DISCUSSION

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

XIII – ADJOURNMENT

Meeting adjourned at 6:50 pm. The next regular meeting of the Board is on Wednesday, April 24, 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

February 29, 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	\$ 3,853,789	\$ 27,651,527	\$ 28,546,711	\$ 896,035	3.2%
EXPENDITURES							
PERSONNEL	\$ 28,412,203	\$ 2,367,684	\$ 2,282,307	\$ 18,941,469	\$ 18,889,459	\$ 52,010	0.3%
OPERATING	\$ 10,793,490	\$ 899,458	\$ 1,061,743	\$ 7,195,660	\$ 7,673,636	\$ (477,976)	-6.6%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 128,288	\$ 1,134,107	\$ 1,075,302	\$ 58,805	5.2%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 39,464	\$ 97,181	\$ 177,167	\$ (79,986)	-82.3%
TOTAL EXPENDITURES	\$ 41,052,624	\$ 3,421,052	\$ 3,511,802	\$ 27,368,416	\$ 27,815,564	\$ (447,148)	-1.6%
REVENUES OVER EXPENSES SURPLUS/(DEFICIT)	\$ 424,667	\$ 35,389	\$ 341,987	\$ 283,111	\$ 731,144	\$ 448,887	
UNREALIZED GAIN/(LOSS) ON LT INVESTMENTS	\$ -	\$ -	\$ 82,025	\$ -	\$ 310,820	\$ 310,820	
REVENUES OVER EXPENSES NET OF LT INVESTMENTS SURPLUS/(DEFICIT)	\$ 424,667	\$ 35,389	\$ 259,962	\$ 283,111	\$ 420,324	\$ 138,067	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES
February 29, 2024

MONTH # 

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	\$ 1,398,658	\$ 11,624,572	\$ 11,128,940	\$ (495,632)	-4.3%
JEFFERSON COUNTY	\$ 11,068,400	\$ 922,367	\$ 1,171,512	\$ 7,378,933	\$ 7,877,225	\$ 498,292	6.8%
STATE PROGRAM	\$ 8,619,542	\$ 718,295	\$ 791,392	\$ 5,746,361	\$ 6,041,881	\$ 295,520	5.1%
SUPPORTED LIVING SERVICES	\$ 1,098,464	\$ 91,539	\$ 74,523	\$ 732,309	\$ 556,755	\$ (175,554)	-24.0%
ROOM AND BOARD	\$ 973,950	\$ 81,163	\$ 78,610	\$ 649,300	\$ 627,538	\$ (21,762)	-2.4%
FAMILY SUPPORT SERVICES	\$ 735,140	\$ 61,262	\$ 109,116	\$ 490,093	\$ 515,811	\$ 25,716	5.2%
DONATIONS/GRANTS	\$ 420,000	\$ 35,000	\$ 20,489	\$ 280,000	\$ 520,184	\$ 240,184	85.8%
RENTAL REVENUE	\$ 348,740	\$ 29,062	\$ 27,803	\$ 232,493	\$ 232,999	\$ 506	0.2%
HUD SUBSIDIES	\$ 238,675	\$ 19,890	\$ 19,488	\$ 159,117	\$ 160,824	\$ 1,707	0.1%
CHILDREN'S EXTENSIVE SUPPORT	\$ 169,738	\$ 14,145	\$ 13,379	\$ 113,159	\$ 141,650	\$ 28,491	25.2%
MISCELLANEOUS	\$ 60,050	\$ 5,004	\$ 12,911	\$ 40,033	\$ (19,912)	\$ (59,945)	-149.7%
INTEREST	\$ 40,000	\$ 3,333	\$ 26,304	\$ 26,667	\$ 237,439	\$ 210,772	790.4%
PRIVATE PAY	\$ 37,068	\$ 3,089	\$ 2,928	\$ 24,712	\$ 32,004	\$ 7,292	29.5%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ 82,025	\$ -	\$ 310,820	\$ 310,820	100.0%
EXTERNAL TOTAL REVENUE	\$ 41,246,625	\$ 3,437,219	\$ 3,829,138	\$ 27,497,750	\$ 28,364,158	\$ 866,406	3.2%
INTERNAL REVENUES	\$ 230,666	\$ 19,222	\$ 24,651	\$ 153,777	\$ 183,406	\$ 29,629	21.3%
	\$ 41,477,291	\$ 3,456,441	\$ 3,853,789	\$ 27,651,527	\$ 28,546,711	\$ 896,035	3.2%
1% OF Y-T-D REVENUE					\$ 283,642		
1/2 % OF Y-T-D REVENUE					\$ 141,821		
FLUCTUATION THRESHOLD					\$ 25,000	& 10%	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

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

February 29, 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.

CHILDRENS EXTENSIVE SUPPORT OVER BUDGET DUE TO A CAR MODIFICATION.

MISCELLANEOUS MISCELLANEOUS INCLUDES THE GAIN/(LOSS) ON FIXED ASSETS. UNDER BUDGET DUE TO THE RETIREMENT OF 3 FIXED ASSETS.

INTEREST OVER BUDGET DUE TO INTEREST RATES ON OPERATING CASH.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

February 29, 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	\$ 694,472	\$ 5,607,407	\$ 5,655,126	\$ (47,719)	-0.9%
OPERATING	\$ 1,971,039	\$ 164,253	\$ 136,959	\$ 1,314,026	\$ 1,233,729	\$ 80,297	6.1%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 128,288	\$ 1,134,107	\$ 1,075,302	\$ 58,805	5.2%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 39,464	\$ 97,181	\$ 177,167	\$ (79,986)	-82.3%
TOTALS	\$ 12,229,080	\$ 1,019,090	\$ 999,183	\$ 8,152,720	\$ 8,141,324	\$ 11,396	0.1%
EARLY INTERVENTION							
PERSONNEL	\$ 3,653,645	\$ 304,470	\$ 331,602	\$ 2,435,763	\$ 2,583,653	\$ (147,890)	-6.1%
OPERATING / PURCHASE OF SERVICE	\$ 2,678,736	\$ 223,228	\$ 258,764	\$ 1,785,824	\$ 1,961,234	\$ (175,410)	-9.8%
TOTALS	\$ 6,332,381	\$ 527,698	\$ 590,366	\$ 4,221,587	\$ 4,544,887	\$ (323,300)	-7.7%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,347,416	\$ 278,951	\$ 260,042	\$ 2,231,611	\$ 2,181,713	\$ 49,898	2.2%
OPERATING	\$ 1,617,745	\$ 134,812	\$ 128,098	\$ 1,078,497	\$ 1,106,021	\$ (27,524)	-2.6%
TOTALS	\$ 4,965,161	\$ 413,763	\$ 388,140	\$ 3,310,107	\$ 3,287,734	\$ 22,373	0.7%
ADMINISTRATION							
PERSONNEL	\$ 3,423,425	\$ 285,285	\$ 262,955	\$ 2,282,283	\$ 2,243,602	\$ 38,681	1.7%
OPERATING	\$ 1,538,877	\$ 128,240	\$ 200,058	\$ 1,025,918	\$ 1,112,702	\$ (86,784)	-8.5%
TOTALS	\$ 4,962,302	\$ 413,525	\$ 463,013	\$ 3,308,201	\$ 3,356,304	\$ (48,103)	-1.5%
RESOURCE COORDINATION							
PERSONNEL	\$ 3,984,939	\$ 332,078	\$ 299,686	\$ 2,656,626	\$ 2,641,643	\$ 14,983	0.6%
OPERATING	\$ 243,926	\$ 20,327	\$ 36,676	\$ 162,617	\$ 258,202	\$ (95,585)	-58.8%
TOTALS	\$ 4,228,865	\$ 352,405	\$ 336,362	\$ 2,819,243	\$ 2,899,845	\$ (80,602)	-2.9%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$ 2,411,722	\$ 200,977	\$ 211,610	\$ 1,607,815	\$ 1,760,223	\$ (152,408)	-10.5%
OPERATING	\$ 197,763	\$ 16,480	\$ 18,426	\$ 131,842	\$ 129,079	\$ 2,763	2.1%
DIRECT FAMILY	\$ 735,140	\$ 61,262	\$ 109,116	\$ 490,093	\$ 515,811	\$ (25,716)	-5.2%
JEFFCO CFS FUND	\$ 500,000	\$ 41,667	\$ 46,930	\$ 333,333	\$ 356,467	\$ (23,134)	-6.9%
TOTALS	\$ 3,844,625	\$ 320,385	\$ 386,082	\$ 2,563,083	\$ 2,761,580	\$ (198,495)	-7.7%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,811,435	\$ 150,953	\$ 120,190	\$ 1,207,623	\$ 967,617	\$ 240,006	19.9%
OPERATING / PURCHASE OF SERVICE	\$ 655,930	\$ 54,661	\$ 58,420	\$ 437,287	\$ 519,489	\$ (82,202)	-17.8%
TOTALS	\$ 2,467,365	\$ 205,614	\$ 178,610	\$ 1,644,910	\$ 1,487,106	\$ 157,804	9.6%
BEHAVIORAL HEALTH							
PERSONNEL	\$ 660,681	\$ 55,057	\$ 42,163	\$ 440,454	\$ 368,046	\$ 72,408	16.4%
OPERATING	\$ 231,561	\$ 19,297	\$ 19,798	\$ 154,374	\$ 146,085	\$ 8,289	5.4%
TOTALS	\$ 892,242	\$ 74,354	\$ 61,961	\$ 594,828	\$ 514,131	\$ 80,697	13.6%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$ 529,022	\$ 44,085	\$ 45,714	\$ 352,681	\$ 368,827	\$ (16,146)	-4.6%
OPERATING	\$ 118,850	\$ 9,904	\$ 9,113	\$ 79,233	\$ 88,543	\$ (9,310)	-11.7%
TOTALS	\$ 647,872	\$ 53,989	\$ 54,827	\$ 431,915	\$ 457,370	\$ (25,455)	-5.9%
TERMINAL							
PERSONNEL	\$ 178,807	\$ 14,901	\$ 13,873	\$ 119,205	\$ 119,009	\$ 196	0.2%
OPERATING / PURCHASE OF SERVICE	\$ 103,923	\$ 8,660	\$ 5,350	\$ 69,282	\$ 72,169	\$ (2,887)	-4.2%
TOTALS	\$ 282,730	\$ 23,561	\$ 19,223	\$ 188,487	\$ 191,178	\$ (2,691)	-1.4%
SELF DETERMINATION							
OPERATING	\$ 200,000	\$ 16,667	\$ 34,035	\$ 133,333	\$ 174,105	\$ (40,772)	-30.6%
SUMMARY							
PERSONNEL	\$ 28,412,203	\$ 2,367,684	\$ 2,282,307	\$ 18,941,469	\$ 18,889,459	\$ 52,010	0.3%
OPERATING	\$ 10,793,490	\$ 899,458	\$ 1,061,743	\$ 7,195,660	\$ 7,673,636	\$ (477,976)	-6.6%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 128,288	\$ 1,134,107	\$ 1,075,302	\$ 58,805	5.2%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 39,464	\$ 97,181	\$ 177,167	\$ (79,986)	-82.3%
TOTALS	\$ 41,052,624	\$ 3,421,052	\$ 3,511,802	\$ 27,368,416	\$ 27,815,564	\$ (447,148)	-1.6%
1% OF Y-T-D EXPENSE					\$ 278,156		
1/2 % OF Y-T-D EXPENSE					\$ 139,078		
FLUCTUATION THRESHOLD					\$ 25,000	& 10%	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

VARIANCE IN EXPENSES OF MORE THAN \$25,000 AND 10%
February 29, 2024

RESIDENTIAL

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

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 FEBRUARY 2024 ARE GREATER THAN 8/12th MONTHS OF THE YEAR.

Developmental Disabilities Resource Center
 Unaudited Statement of Financial Position

ASSETS	Unaudited February 29, 2024	Audited June 30, 2023
Current Assets		
Cash		
Cash and cash equivalents	\$16,574,748	\$16,238,946
Including capital reserve of \$7,242,750		
Certificates of deposit	394,562	392,036
Receivables		
Fees and grants from governmental agencies	4,623,480	4,159,233
Workshop contracts	-	-
Other	837,614	682,243
Prepaid expenses and other	972,514	1,074,007
Total Current Assets	<u>23,402,919</u>	<u>22,546,465</u>
Land, building and equipment	25,287,304	25,222,235
Less: Accumulated Depreciation	19,136,325	18,716,582
Net Fixed Assets	<u>6,150,980</u>	<u>6,505,653</u>
Restricted certificates of deposit	167,345	166,911
Investments	5,248,595	4,937,774
Restricted cash	466,736	469,722
Total Assets	<u><u>\$35,436,574</u></u>	<u><u>\$34,626,525</u></u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	2,142,962	\$2,093,049
Notes payable	123,768	123,768
Accrued expenses	2,095,607	2,116,615
Deferred Revenue	50,000	0
Total liabilities	<u>4,412,337</u>	<u>4,333,432</u>
Net assets		
Net assets	<u>31,024,237</u>	<u>30,293,093</u>
Total net assets	<u>31,024,237</u>	<u>30,293,093</u>
Total liabilities and net assets	<u><u>\$35,436,574</u></u>	<u><u>\$34,626,525</u></u>

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited February 29, 2024	Audited June 30, 2023
Cash flows from operating activities:		
Change in net assets	\$731,144	\$698,878
Adjustment for non cash items:		
In-Kind Donation		-
Depreciation	469,836	654,072
(Gain)/loss on asset disposition		(4,200)
Unrealized (Gain)/Loss on Investment	(310,820)	(240,273)
Change in assets and liabilities:		
Accounts receivable	(619,618)	1,817,261
Other assets	101,493	(110,502)
Accounts payable and accrued expense	28,905	(18,771)
Deferred Revenue	50,000	-
Cash provided by operations	<u>450,940</u>	<u>2,796,465</u>
Cash flows from investing activities:		
Change in CDs	(2,960)	(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	(65,070)	883,397
Cash provided by investing activity	<u>(68,030)</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	 382,910	 2,242,127
Cash balance, beginning of period	<u>16,708,668</u>	<u>14,466,541</u>
Cash balance, end of period	<u><u>\$17,091,578</u></u>	<u><u>\$16,708,668</u></u>