

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  
May 22, 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 May 22, 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  
Megan MacHatton (appointed at meeting)  
Doreen Raad  
Matt Rotter  
Mary Ann Tillman  
Kent Willis (by phone)

BOARD MEMBERS ABSENT

Pat Bolton  
Jodi Schoemer

SENIOR STAFF PRESENT

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

A quorum was declared present.

C. **MINUTES:** Ms. Armour moved to approve the minutes of the April 24, 2019, meeting as written, seconded by Ms. Beckett and carried unanimously.

**PROPOSED NEW BOARD MEMBER:** Mr. Pemberton moved Item IX-D up in the agenda. Mrs. Elliott, Chair of the Governance Committee, announced that the committee has selected Megan MacHatton as its recommended candidate to fill the open, unexpired term, which goes through October 2021. Mrs. MacHatton works at FirstBank and has experience on nonprofit Boards and committees.

Mrs. Krickbaum moved to appoint Mrs. MacHatton to the Board. Seconded by Mrs. Hartley and carried unanimously. Mrs. MacHatton joined the Board after the vote.

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

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

II – COMMUNICATIONS

None

III – PUBLIC COMMENT

None

IV – ACTION ON ROUTINE ITEMS

CONSENT AGENDA: Mr. Pemberton asked if there were items Board members wanted held off the consent agenda. Mrs. Krickbaum asked that the Executive Committee and Finance/HR Committee Recommendations be held off. Mrs. Gray 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
- IX-C Policy Review

Motion seconded by Mrs. Elliott and carried unanimously.

V – COMMENDATIONS

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

Ms. Armour moved to approve the commendations report as submitted, seconded by Ms. Beckett and carried unanimously.

VIII – INFORMATION ON PEOPLE RECEIVING SERVICES

D. HUMAN RIGHTS COMMITTEE (HRC) – Ms. Armour, presented the HRC report, including an overview of recent investigations.

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

IX – BUSINESS

A. EXECUTIVE DIRECTOR'S REPORT

- This year has been less about legislation and more about rule changes that are impacting service delivery. These changes go through the state Medical Services Board.

DDRC has been working with Alliance and other Community Centered Boards (CCBs) to help shape a number of initiatives, including case management redesign, waiver consolidation, reimbursement methodologies, waiting list resource distribution, the Home and Community Based Services (HCBS) settings rule, State Supported Living Services, Family Support Services, Early Intervention (EI) and increased data reporting requirements.

- In the 2018 legislative session, the Joint Budget Committee (JBC) sponsored a bill concerning Part C Child Find responsibilities for state departments. DDRC, Alliance and some CCBs were involved in the legislation. Right now, in statute, Child Find is under the Colorado Department of Education with the responsibility falling largely to the school districts. Conversely, the Colorado Department of Human Services, as the recipient of Federal Part C dollars, has the ultimate responsibility for EI services. The proposed JBC bill would have moved Child Find from the Department of Education to the Department of Human Services, which means the responsibilities would likely have moved to the CCBs. DDRC staff feel that the move to the Department of Human Services and the CCBs would further integrate service delivery. However, there is concern that there are no funds earmarked for Child Find services within the Department of Education budget. During the legislative process DDRC and other CCBs submitted cost information to the JBC analyst. Statewide the projected cost was \$9 million per year with \$1 million of that cost falling to DDRC. The revised bill required a study on the impact of the potential transfer. In the bill, the Department of Education and the Department of Human Services needed to enter into an agreement by October 2018 that identified several key elements, ranging from clear lines of responsibility between the two agencies to timelines and data collection. Recommendations from the study will go to the JBC in June 2019. Any changes would need to be addressed next legislative session. At the earliest the transition could take place by July 2020. DDRC welcomes taking on the function as long as the funding is appropriated.
- Two bills DDRC monitored during the legislative session were the Home Care Bill, which impacts the personal care and homemaker services rate, and the Local Minimum Wage Bill.
- The Behavioral Health Team has cut the wait time for intervention services in half since May 2018 due to now having two experienced behavior analysts on staff. There is virtually no wait time for psychiatric services, which are delivered on a first come first served basis, unless the individual is at threat of loss of services or at an extreme risk to self/others.
- Currently 92% of DDRC's 349 employees who are required to participate in the training have completed the two-day Person-Centered Thinking class. PCT has changed the language we use to people's first language, has been incorporated in our service planning process and RFPs, has shifted how activities and goals are set and how requests and choices are honored.
- The Department of Health Care Policy and Financing (HCPF) recently conducted a survey of DDRC's case management, which included a policy/procedure and desk audit review of a large sample of individuals served. We will receive results in 4-6 weeks.

- Representatives from DDRC attended Jefferson County's Good News Breakfast at the end of April. We nominated one individual and one parent group to receive awards given at the event. Both received Honorable Mentions.
- Upcoming Events:
  - June 1<sup>st</sup> - Crawfish Boil, 2 p.m., at Lariat Lodge in Evergreen.
  - June 3<sup>rd</sup> - Staff Years of Service Recognition Luncheon, 11:30 a.m., Baldoria on the Water.
  - June 8<sup>th</sup> - Fashion Show, 5-7 p.m., Belmar Plaza in Lakewood.
  - June 20<sup>th</sup> - Donor Appreciation BBQ, 5-7 p.m., at the Lakewood Heritage Center.
  - August 8<sup>th</sup> - Luau of the Links Golf Tournament at Hiwan Golf Club. The tournament is a shotgun style start at 7:30 am with breakfast and registration before.

#### B. CONFLICT FREE CASE MANAGEMENT (CFCM) UPDATE

- Representatives from HCPF met with staff on the Business Continuity Plan. We were told that the BCP was well done. There were no changes required. They were impressed with our communication efforts with constituents and staff.
- One of the biggest issues within CFCM is how HCPF is going to determine who is conflicted based on financial interest through the Organized Health Care Delivery System (OHCDS). HCPF is seeking more information from the Center for Medicare/Medicaid Services (CMS) on the interpretation of financial interest.
- If the proposed rules regarding Case Management Agencies are approved by the Medical Services Board in August there could be new agencies in operation starting September 1, 2019.
- Organizations are no longer required to use a Request for Proposal (RFP) process for provider selection. It does not preclude us using an RFP, but it is no longer required.

#### E. EXECUTIVE COMMITTEE AND FINANCE/HR COMMITTEE RECOMMENDATIONS

- The Finance/HR Committee reviewed two policies: Internet Privacy and Software. Neither policy includes any changes and the committee recommends they be approved as written.

Mr. Rotter moved to approve the Internet Privacy Policy and the Software Policy as written. Seconded by Mrs. Hartley and carried unanimously.

- The Board reviewed the FY 2019-2020 contract between DDRC and HCPF. There was discussion about the addition of Information Technology provisions for Municipal or Non-Commercial State Partner entities, Exhibit E. These provisions deal with protection of system data, data handling and compliance. Mrs. Krickbaum asked for more detail on this item. Although the original provisions were quite onerous and problematic, DDRC was involved in successfully negotiating language that made more sense in terms of compliance and remediation issues. There are two areas DDRC will need to address to be in compliance. Staff will be bringing capital budget requests to

the Board next month to mitigate those risks. The Finance/HR Committee recommends approval of the contract as written.

Mrs. Krickbaum moved to approve the FY 2019-2020 contract between DDRC and HCPF. Seconded by Ms. Beckett and carried unanimously.

X – SPECIAL ITEM

Susan Johnson, Director of Children and Family Services, and Dr. Margaret Huffman, Jefferson County Public Health and Board member, presented on Service Coordination and interagency early childhood collaboration initiatives.

XI – PUBLIC COMMENT

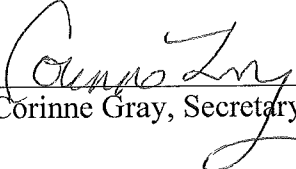
None

XII – ITEMS OF GENERAL DISCUSSION

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

XIII – ADJOURNMENT

Meeting adjourned at 7:50 p.m. The next regular meeting of the Board will be held on Wednesday, June 26, 2019, at 5:30 p.m. at the DDRC building, 11177 W. 8<sup>th</sup> Ave., Lakewood, CO 80215.

  
\_\_\_\_\_  
Corinne Gray, Secretary of the Board

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

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

MONTH ENDED APRIL 30, 2019

	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH ACTUAL	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
REVENUES	\$38,492,791	\$3,207,733	\$ 3,391,908	\$32,077,326	\$ 31,966,676	(\$110,650)	-0.3%
<b>EXPENDITURES</b>							
PERSONNEL	\$23,481,939	\$1,956,828	\$ 2,051,502	\$19,568,283	\$ 19,173,810	\$394,473	2.0%
OPERATING	\$10,086,427	\$840,536	\$ 1,030,258	\$8,405,356	\$ 8,949,393	(\$544,037)	-6.5%
HOST HOMES	\$1,524,081	\$127,007	\$ 112,991	\$1,270,068	\$ 1,088,714	\$181,354	14.3%
PURCHASE OF SERVICES	\$3,182,025	\$265,169	\$ 275,938	\$2,651,688	\$ 2,432,417	\$219,271	8.3%
<b>TOTAL EXPENDITURES</b>	<b>\$38,274,472</b>	<b>\$3,189,539</b>	<b>\$ 3,470,689</b>	<b>\$31,895,393</b>	<b>\$ 31,644,334</b>	<b>\$251,059</b>	<b>0.8%</b>
<b>REVENUES OVER EXPENSES NET INCOME/(LOSS)</b>	<b>\$218,319</b>	<b>\$18,193</b>	<b>\$ (78,781)</b>	<b>\$181,933</b>	<b>\$ 322,342</b>	<b>\$140,410</b>	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

MONTH ENDED APRIL 30, 2019

SOURCE	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	MONTH	10
						Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
STATE PROGRAM	\$5,229,759	\$435,813	\$ 578,575	\$4,358,133	\$ 4,894,031	\$535,899	12.3%
FAMILY SUPPORT SERVICES	\$668,086	\$55,674	\$ 29,697	\$556,738	\$ 422,436	(\$134,302)	-24.1%
MEDICAID REVENUE	\$17,030,740	\$1,419,228	\$ 1,503,363	\$14,192,283	\$ 13,892,876	(\$299,407)	-2.1%
SUPPORTED LIVING SERVICES	\$3,229,218	\$269,102	\$ 250,130	\$2,691,015	\$ 2,393,608	(\$297,407)	-11.1%
CHILDREN'S EXTENSIVE SUPPORT	\$585,980	\$48,832	\$ 65,543	\$488,317	\$ 527,406	\$39,089	8.0%
JEFFERSON COUNTY	\$9,231,578	\$769,298	\$ 769,379	\$7,692,982	\$ 7,693,306	\$324	0.0%
ROOM AND BOARD	\$1,187,215	\$98,935	\$ 96,739	\$989,346	\$ 976,276	(\$13,070)	-1.3%
WORK CONTRACTS	\$210,007	\$17,501	\$ 14,487	\$175,006	\$ 156,144	(\$18,862)	-10.8%
HUD SUBSIDIES	\$197,089	\$16,424	\$ 17,471	\$164,241	\$ 175,163	\$10,922	6.7%
INTEREST	\$2,166	\$181	\$ -	\$1,805	\$ 15,566	\$13,761	762.4%
RENTAL REVENUE	\$399,597	\$33,300	\$ 27,324	\$332,998	\$ 314,868	(\$18,130)	-5.4%
DONATIONS/GRANTS	\$20,000	\$1,667	\$ 694	\$16,667	\$ 57,314	\$40,647	243.9%
MISCELLANEOUS	\$75,452	\$6,288	\$ 4,091	\$62,877	\$ 104,474	\$41,597	66.2%
ELDERLY, BLIND AND DISABLED	\$220,450	\$18,371	\$ 18,371	\$183,708	\$ 182,795	(\$913)	-0.5%
EXTERNAL TOTAL REVENUE	\$38,287,337	\$3,190,611	\$ 3,375,864	\$31,906,114	\$ 31,806,263	(\$99,851)	-0.3%
INTERNAL REVENUES	\$205,454	\$17,121	\$ 16,044	\$171,212	\$ 160,413	(\$10,799)	-6.3%
	<u>\$38,492,791</u>	<u>\$3,207,733</u>	<u>\$ 3,391,908</u>	<u>\$32,077,326</u>	<u>\$ 31,966,676</u>	<u>(\$110,650)</u>	<u>-0.3%</u>
1% OF Y-T-D REVENUE					\$ 318,063		
1/2 % OF Y-T-D REVENUE					\$ 159,031		
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 APRIL 30, 2019

STATE PROGRAM	WE CONTINUE TO SEE AN INCREASE IN GROWTH IN THE EARLY INTERVENTION PROGRAM VERSUS WHAT WAS BUDGETED. SEE VARIANCE IN EARLY INTERVENTION OPERATING.
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.
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 MONTHS OF THIS FISCAL YEAR.
INTEREST	DDRC IS OVER BUDGET IN INTEREST INCOME AS WE HAVE SEEN A SLIGHT INCREASE VERSUS WHAT WAS BUDGETED.
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 APRIL 30, 2019

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	\$ 149,058	\$1,473,205	\$ 1,440,763	\$32,442	2.2%
OPERATING / PURCHASE OF SERVICE	\$1,443,388	\$120,282	\$ 177,568	\$1,202,823	\$ 1,702,008	(\$499,185)	-41.5%
TOTALS	\$3,211,234	\$267,603	\$ 326,626	\$2,676,028	\$ 3,142,771	(\$466,743)	-17.4%
<b>ADULT DAY PROGRAM</b>							
PERSONNEL	\$4,632,725	\$386,060	\$ 373,038	\$3,860,604	\$ 3,553,600	\$307,004	8.0%
OPERATING	\$1,152,138	\$96,012	\$ 131,498	\$960,115	\$ 1,097,915	(\$137,800)	-14.4%
PURCHASE OF SERVICES	\$612,046	\$51,004	\$ 78,810	\$510,038	\$ 542,514	(\$32,476)	-6.4%
TOTALS	\$6,396,909	\$533,076	\$ 583,346	\$5,330,758	\$ 5,194,029	\$136,729	2.6%
<b>ADMINISTRATION</b>							
PERSONNEL	\$3,351,795	\$279,316	\$ 291,767	\$2,793,163	\$ 2,801,479	(\$8,317)	-0.3%
OPERATING	\$950,853	\$79,238	\$ 92,879	\$792,378	\$ 859,834	(\$67,457)	-8.5%
TOTALS	\$4,302,648	\$358,554	\$ 384,646	\$3,585,540	\$ 3,661,313	(\$75,773)	-2.1%
<b>THERAPEUTIC LEARNING CONNECTIONS</b>							
PERSONNEL	\$454,710	\$37,893	\$ 39,003	\$378,925	\$ 354,163	\$24,762	6.5%
OPERATING	\$89,540	\$7,462	\$ 7,210	\$74,617	\$ 68,565	\$6,052	8.1%
TOTALS	\$544,250	\$45,354	\$ 46,213	\$453,542	\$ 422,728	\$30,814	6.8%
<b>TRANSPORTATION</b>							
PERSONNEL	\$417,626	\$34,802	\$ 33,252	\$348,022	\$ 337,124	\$10,898	3.1%
OPERATING / PURCHASE OF SERVICE	\$460,974	\$38,415	\$ 39,101	\$384,145	\$ 350,581	\$33,564	8.7%
TOTALS	\$878,600	\$73,217	\$ 72,353	\$732,167	\$ 687,705	\$44,462	6.1%
<b>RESOURCE COORDINATION</b>							
PERSONNEL	\$3,110,553	\$259,213	\$ 262,469	\$2,592,128	\$ 2,501,789	\$90,339	3.5%
OPERATING	\$248,541	\$20,712	\$ 23,041	\$207,118	\$ 227,152	(\$20,035)	-9.7%
TOTALS	\$3,359,094	\$279,925	\$ 285,510	\$2,799,245	\$ 2,728,941	\$70,304	2.5%
<b>CHILDREN AND FAMILY SERVICES</b>							
PERSONNEL	\$1,455,292	\$121,274	\$ 153,338	\$1,212,743	\$ 1,337,413	(\$124,670)	-10.3%
OPERATING	\$195,245	\$16,270	\$ 19,431	\$162,704	\$ 208,658	(\$45,954)	-28.2%
DIRECT FAMILY	\$668,086	\$55,674	\$ 29,697	\$556,738	\$ 422,436	\$134,302	24.1%
JEFFCO CFS FUND	\$0	\$0	\$ 70,690	\$0	\$ 155,066	(\$155,066)	100.0%
TOTALS	\$2,318,623	\$193,219	\$273,156	\$1,932,186	\$2,123,573	(\$191,387)	-9.9%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

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MONTH ENDED APRIL 30, 2019

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	\$6,372,389	\$531,032	\$ 590,374	\$5,310,324	\$ 5,346,995	(\$36,671)	-0.7%
OPERATING	\$2,000,565	\$166,714	\$ 204,262	\$1,667,138	\$ 1,535,537	\$131,601	7.9%
HOST HOMES	\$1,524,081	\$127,007	\$ 112,991	\$1,270,068	\$ 1,088,714	\$181,354	14.3%
PURCHASE OF SERVICES	\$2,569,979	\$214,165	\$ 197,128	\$2,141,649	\$ 1,889,903	\$251,746	11.8%
TOTALS	\$12,467,014	\$1,038,918	\$ 1,104,755	\$10,389,178	\$ 9,861,149	\$528,029	5.1%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$1,509,456	\$125,788	\$ 122,290	\$1,257,880	\$ 1,154,217	\$103,663	8.2%
OPERATING / PURCHASE OF SERVICE	\$2,397,935	\$199,828	\$ 210,735	\$1,998,279	\$ 1,987,256	\$11,023	0.6%
TOTALS	\$3,907,391	\$325,616	\$ 333,025	\$3,256,159	\$ 3,141,473	\$114,686	3.5%
VOLUNTEERS							
PERSONNEL	\$60,501	\$5,042	\$ 5,248	\$50,418	\$ 50,686	(\$269)	-0.5%
OPERATING	\$5,400	\$450	\$ 2,090	\$4,500	\$ 2,001	\$2,499	55.5%
TOTALS	\$65,901	\$5,492	\$ 7,338	\$54,918	\$ 52,687	\$2,231	4.1%
BEHAVIORAL HEALTH							
PERSONNEL	\$349,046	\$29,087	\$ 31,665	\$290,872	\$ 295,581	(\$4,709)	-1.6%
OPERATING	\$173,762	\$14,480	\$ 14,504	\$144,802	\$ 145,707	(\$905)	-0.6%
TOTALS	\$522,808	\$43,567	\$ 46,169	\$435,673	\$ 441,288	(\$5,615)	-1.3%
SELF DETERMINATION							
OPERATING	\$300,000	\$25,000	\$ 7,552	\$250,000	\$ 186,677	\$63,323	25.3%
SUMMARY							
PERSONNEL	\$ 23,481,939	\$ 1,956,828	\$ 2,051,502	\$ 19,568,283	\$ 19,173,810	\$ 394,473	2.0%
OPERATING	\$10,086,427	\$840,536	\$1,030,258	\$8,405,356	\$8,949,393	(\$544,037)	-6.5%
HOST HOMES	\$1,524,081	\$127,007	\$112,991	\$1,270,068	\$1,088,714	\$181,354	14.3%
PURCHASE OF SERVICES	\$3,182,025	\$265,169	\$275,938	\$2,651,688	\$2,432,417	\$219,271	8.3%
TOTALS	\$38,274,472	\$3,189,539	\$ 3,470,689	\$31,895,393	\$ 31,644,334	\$251,059	0.8%
1% OF Y-T-D EXPENSE					\$ 316,443		
1/2 % OF Y-T-D EXPENSE					\$ 158,222		
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 APRIL 30, 2019

<b>EARLY INTERVENTION</b>		
	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.
<b>ADULT DAY PROGRAM</b>		
	OPERATING	ADULT VOCATIONAL SERVICES IS OVER BUDGET IN A VARIETY OF OPERATING EXPENSES INCLUDING VEHICLE REPAIRS AND MAINTENANCE, TELEPHONE EXPENSE AND TEMPORARY LABOR.
<b>CHILDREN AND FAMILY SERVICES</b>		
	OPERATING	DDRC CONTRACTS WITH SUMMIT COUNTY NURSING FOR EARLY INTERVENTION SERVICE COORDINATION IN SUMMIT COUNTY. IN THE CURRENT FISCAL YEAR THEIR CONTRACT WAS INCREASED TO ACCOMMODATE INCREASED GROWTH IN EI IN SUMMIT COUNTY VERSUS WHAT WAS USED TO BUILD THE BUDGET.
	DIRECT FAMILY	REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN FAMILY SUPPORT SERVICES REVENUE.
	JEFFCO CFS FUND	OVER BUDGET IN THE JEFFCO CFS FUND AS THE BOARD APPROVED \$500,000 OF NEW SPENDING IN THE CURRENT FISCAL YEAR.
<b>RESIDENTIAL - ALL</b>		
	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.
<b>SELF DETERMINATION</b>		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 April 30, 2019	Audited June 30, 2018
Current Assets		
Cash		
Cash and cash equivalents	\$15,257,325	\$15,501,755
<b>Including capital reserve of \$4,725,850</b>		
Certificates of deposit	1,074,490	1,071,063
Receivables		
Fees and grants from governmental agencies	4,456,753	3,845,467
Workshop contracts	7,898	11,049
Other	267,731	614,350
Prepaid expenses and other	663,757	543,690
	21,727,954	21,587,374
Total Current Assets		
Land, building and equipment	24,305,931	24,283,026
Less: Accumulated Depreciation	15,820,935	15,511,213
	8,484,996	8,771,813
Net Fixed Assets		
Restricted certificates of deposit	161,743	159,745
Total Assets	\$30,374,693	\$30,518,932
<b>Days of operations in operating cash balance</b>	<b>114</b>	<b>120</b>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	\$1,532,017	\$1,874,344
Notes payable	175,360	175,360
Accrued expenses	1,671,816	2,068,347
Deferred Revenue	301,599	29,322
	3,680,792	4,147,373
Total liabilities		
Net assets		
Net assets	26,693,901	26,371,559
	26,693,901	26,371,559
Total net assets		
Total liabilities and net assets	\$30,374,693	\$30,518,932

Developmental Disabilities Resource Center  
Unaudited Statement of Cash Flows

	Unaudited April 30, 2019	Audited June 30, 2018
Cash flows from operating activities:		
Change in net assets	\$322,342	\$430,123
Adjustment for non cash items:		
In-Kind Donation	-	-
Depreciation	638,669	837,776
(Gain)/loss on asset disposition	(38,141)	(405,830)
Change in assets and liabilities:		
Accounts receivable	(261,516)	161,298
Other assets	(120,067)	(49,422)
Accounts payable and accrued expense	(738,858)	128,065
Deferred Revenue	272,277	(201,476)
Cash provided by operations	<u>74,706</u>	<u>900,534</u>
 Cash flows from investing activities:		
Change in investments	(5,425)	(2,682)
Proceeds from redemption of investments	-	-
Proceeds from sale of fixed assets	38,141	1,025,897
Purchase of fixed assets	(351,852)	(689,035)
Cash provided by investing activity	<u>(319,136)</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	(244,430)	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>\$15,257,325</u></u>	<u><u>\$15,501,755</u></u>