

MINUTES

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



Baldoria on the Water, 146 Van Gordon Street, Lakewood, CO, 80228
October 25, 2017

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 October 25, 2017, to order at 5:30 p.m.

B. ROLL CALL:

BOARD MEMBERS PRESENT

David Pemberton, President
Jean Armour
Jan Beckett
Pat Bolton
Frankie Cole
Joanne Elliott
Dan Fishbein
Corinne Gray
Susan Hartley
Margaret Huffman
Tonya Kelly
Joni Krickbaum
Carolyn Kwerneland
Doreen Raad
Sarah Rivard
Jodi Schoemer

BOARD MEMBERS

ABSENT
Kent Willis

SENIOR STAFF PRESENT

Beverly Winters, Executive Director
Kristie Braaten
Jane Byron*
Gena Colbert
Rob DeHerrera
Tammy Drumright
Keith Frambro*
Deb Gordon*
Dianne Hitchingham
Terri Hulstrom
Pat Jefferson
Susan Johnson
Liz Pahr
Diana Patty
Annette Rogers
Jeanne Terrell*
Nick Wallin*

* worked at Annual Meeting

A quorum was declared present.

C. MINUTES: Mrs. Elliott moved to approve the minutes of the September 27, 2017, meeting, seconded by Ms. Beckett and carried unanimously.

D. FINANCIAL STATEMENTS (17-119) The July and August financials were provided to the Board. Mrs. Cole, Treasurer, reviewed the August 2017 financial statements as they were cumulative, including revenue, expenses and variances.

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

II – COMMUNICATIONS (17-120)

- Reappointment letter for Mr. Pemberton from Jefferson County – Mr. Pemberton has been reappointed to the Board for a three-year term.

Mrs. Krickbaum moved to ratify the reappointment of Mr. Pemberton. Seconded by Mrs. Kwerneland and carried unanimously.

III – PUBLIC COMMENT

Ms. Beckett reported that Speaking for Ourselves held its election and that a new Board will start in January. She will move from the position of President to the position of Historian.

IV – ACTION ON ROUTINE ITEMS

CONSENT AGENDA: Mr. Pemberton asked if there were items Board members wanted held off the consent agenda. Mrs. Elliott asked that the Status of Waiting List item be held off. Mrs. Gray moved that the following items be approved under the consent agenda.

- VI Human Resources Report (17-122)
- VII Development Report (17-123)
- VIII-A Enrollment (17-124)
- IX-E Nominating Committee Recommendations (17-131)
 - Reappointments:
 - Jan Beckett – Representing Persons Receiving Services
 - Jodi Schoemer – Representing Community
 - Appointment:
 - Susan Hartley – Representing Community
- IX-F Service Provider/Host Home Contracts (17-132)
- IX-G Executive Committee & Finance Committee Recommendations (17-133)
 - Finance Committee Recommendations:
 - That the Board approve the EI Contract Amendment #4 as written.
 - That the Board approve the sale of Cedar property, that the proceeds be designated for direct services and that Rob DeHerrera be designated to have the authority to sign on behalf of DDRC documents necessary to complete the sale.

Motion seconded by Mrs. Bolton and carried unanimously.

V – COMMENDATIONS AND AWARDS (17-121)

CAREER LADDER – There was one career level advancement last month.

COMMENDATIONS – Two Customer Service Awards, one Dynamo Award, one 20/20 Vision Award and one D.U.C.K Award were given last month.

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

VIII – INFORMATION ON PEOPLE RECEIVING SERVICES

- B. STATUS OF WAITING LIST (17-125) – Mrs. Elliott asked for clarification on some of the figures included in the report, specifically the increase from August to September in age-eligible individuals in both SLS and Comprehensive as well as the decrease in not age-eligible individuals in the same two areas. The SLS numbers had to do with issues related to the way the data was pulled as reported in committee. That issue is being resolved. With regard to the Comprehensive figures, staff will look into it and come back with more information.
- C. HUMAN RIGHTS COMMITTEE (HRC) (17-126) – Ms. Armour gave an overview of the report for October. The high number of incidents coming from one service provider is due to the fact it is a larger service agency and the number of high-needs individuals they serve.

Mrs. Krickbaum moved to approve the HRC report as submitted, seconded by Ms. Beckett and carried unanimously.

IX – BUSINESS

- A. LEGISLATIVE UPDATE (17-127)
- DDRC is working with Alliance on the Governor’s budget, which is due out in early November. Joint Budget Committee briefings and hearing regarding the I/DD portion of the budgeting process will take place in the next couple of months.
- B. EXECUTIVE DIRECTOR’S REPORT (17-128)
- Upcoming events include:
 - Community Provider Fair and Forum, November 1, 4:30 p.m. to 6:30 p.m., Green Mountain High School
 - Donor Thank You Breakfast (NEW EVENT), November 14, DDRC office
 - DDRC Players presenting “The Princess and the Goblins,” November 17, Green Mountain High School.
 - The Adult Vocational Services staff will be participating in a professional development day at the central office on October 26, 2017, rather than their traditional in-service. The day will be a conference format with a keynote presented by Susan Hartley, breakout sessions and a panel.
- C. CONFLICT FREE CASE MANAGEMENT (CFCM) UPDATE (17-129) – No update
- D. WAIVER CONSOLIDATION UPDATE (17-130) – No update

X – SPECIAL ITEM

There was no Special Item due to the Annual Corporation Meeting and Awards Dinner.

XI – PUBLIC COMMENT

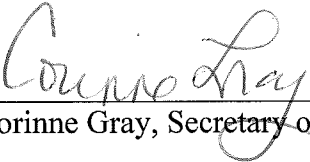
Mr. Pemberton recognized Mrs. Kwerneland, who is stepping down from her position on the Board, and thanked her for her dedication and contributions to DDRC.

XII -- ITEMS OF GENERAL DISCUSSION

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

XIII – ADJOURNMENT

Meeting adjourned at 6:00 p.m. The next regular meeting of the board will be held on Wednesday, December 6, 2017, at 5:30 p.m. at the DDRC building.



Corinne Gray, Secretary of the Board



Annette Rogers, Executive Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

MONTH ENDED SEPTEMBER 30, 2017

	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH ACTUAL	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
REVENUES	\$37,744,435	\$3,145,370	\$ 2,963,194	\$9,436,109	\$ 9,157,910	(\$278,199)	-2.9%
EXPENDITURES							
PERSONNEL	\$22,622,146	\$1,885,179	\$ 1,852,493	\$5,655,537	\$ 5,453,256	\$202,281	3.6%
OPERATING	\$10,383,778	\$865,315	\$ 787,971	\$2,595,945	\$ 2,353,320	\$242,625	9.3%
HOST HOMES	\$1,409,326	\$117,444	\$ 115,835	\$352,332	\$ 347,907	\$4,425	1.3%
PURCHASE OF SERVICES	\$3,137,345	\$261,445	\$ 251,673	\$784,336	\$ 782,753	\$1,583	0.2%
TOTAL EXPENDITURES	\$37,552,595	\$3,129,383	\$ 3,007,972	\$9,388,149	\$ 8,937,236	\$450,913	4.8%
REVENUES OVER EXPENSES NET INCOME/(LOSS)	\$191,840	\$15,987	\$ (44,778)	\$47,960	\$ 220,674	\$172,714	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

MONTH ENDED SEPTEMBER 30, 2017

MONTH 3

SOURCE	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
STATE PROGRAM	\$5,380,776	\$448,398	\$ 438,562	\$1,345,194	\$ 1,303,682	(\$41,512)	-3.1%
FAMILY SUPPORT SERVICES	\$664,718	\$55,393	\$ 33,244	\$166,180	\$ 52,470	(\$113,710)	-68.4%
MEDICAID COMPREHENSIVE SERVICES	\$17,048,859	\$1,420,738	\$ 1,311,438	\$4,262,215	\$ 4,176,336	(\$85,879)	-2.0%
SUPPORTED LIVING SERVICES	\$3,263,027	\$271,919	\$ 258,018	\$815,757	\$ 819,207	\$3,450	0.4%
CHILDREN'S EXTENSIVE SUPPORT	\$673,676	\$56,140	\$ 43,547	\$168,419	\$ 148,385	(\$20,034)	-11.9%
JEFFERSON COUNTY	\$7,971,017	\$664,251	\$ 664,251	\$1,992,754	\$ 1,992,754	(\$0)	0.0%
ROOM AND BOARD	\$1,242,139	\$103,512	\$ 96,533	\$310,535	\$ 300,002	(\$10,533)	-3.4%
WORK CONTRACTS	\$292,000	\$24,333	\$ 21,716	\$73,000	\$ 70,504	(\$2,496)	-3.4%
HUD SUBSIDIES	\$190,748	\$15,896	\$ 17,329	\$47,687	\$ 45,516	(\$2,171)	-4.6%
INTEREST	\$1,500	\$125	\$ 514	\$375	\$ 608	\$233	62.1%
RENTAL REVENUE	\$402,688	\$33,557	\$ 29,941	\$100,672	\$ 92,566	(\$8,106)	-8.1%
DONATIONS/GRANTS	\$20,000	\$1,667	\$ 1,602	\$5,000	\$ 10,614	\$5,614	112.3%
MISCELLANEOUS	\$73,578	\$6,132	\$ 5,445	\$18,395	\$ 16,742	(\$1,653)	-9.0%
ELDERLY, BLIND AND DISABLED	\$205,647	\$17,137	\$ 17,262	\$51,412	\$ 53,083	\$1,671	3.3%
EXTERNAL TOTAL REVENUE	\$37,430,373	\$3,119,198	\$ 2,939,402	\$9,357,593	\$ 9,082,469	(\$275,124)	-2.9%
INTERNAL REVENUES	\$314,062	\$26,172	\$ 23,792	\$78,516	\$ 75,441	(\$3,075)	-3.9%
	\$37,744,435	\$3,145,370	\$ 2,963,194	\$9,436,109	\$ 9,157,910	(\$278,199)	-2.9%
1% OF Y-T-D REVENUE				\$	90,825		
1/2 % OF Y-T-D REVENUE				\$	45,412		
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 SEPTEMBER 30, 2017

FAMILY SUPPORT SERVICES	REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN DIRECT EXPENSE.
CHILDREN'S EXTENSIVE SUPPORT	DDRC IS SLIGHTLY UNDER IN CHILDREN'S EXTENSIVE SUPPORT AS SEPTEMBER IS A RELATIVELY SHORT PROGRAM MONTH.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

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MONTH ENDED SEPTEMBER 30, 2017

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	\$1,548,870	\$129,073	\$ 116,681	\$387,218	\$ 346,754	\$40,464	10.4%
OPERATING / PURCHASE OF SERVICE	\$1,434,077	\$119,506	\$ 122,135	\$358,519	\$ 377,503	(\$18,984)	-5.3%
TOTALS	\$2,982,947	\$248,579	\$ 238,816	\$745,737	\$ 724,257	\$21,480	2.9%
ADULT DAY PROGRAM							
PERSONNEL	\$4,568,552	\$380,713	\$ 371,131	\$1,142,138	\$ 1,064,210	\$77,928	6.8%
OPERATING	\$1,163,701	\$96,975	\$ 91,901	\$290,925	\$ 321,267	(\$30,342)	-10.4%
PURCHASE OF SERVICES	\$664,423	\$55,369	\$ 52,794	\$166,106	\$ 163,618	\$2,488	1.5%
TOTALS	\$6,396,676	\$533,056	\$ 515,826	\$1,599,169	\$ 1,549,095	\$50,074	3.1%
ADMINISTRATION							
PERSONNEL	\$3,217,570	\$268,131	\$ 268,563	\$804,393	\$ 816,601	(\$12,209)	-1.5%
OPERATING	\$1,010,017	\$84,168	\$ 75,501	\$252,504	\$ 235,736	\$16,768	6.6%
TOTALS	\$4,227,587	\$352,299	\$ 344,064	\$1,056,897	\$ 1,052,337	\$4,560	0.4%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$434,916	\$36,243	\$ 37,098	\$108,729	\$ 110,310	(\$1,581)	-1.5%
OPERATING	\$92,288	\$7,691	\$ 7,240	\$23,072	\$ 20,488	\$2,584	11.2%
TOTALS	\$527,204	\$43,934	\$ 44,338	\$131,801	\$ 130,798	\$1,003	0.8%
TRANSPORTATION							
PERSONNEL	\$422,058	\$35,172	\$ 36,229	\$105,515	\$ 107,419	(\$1,905)	-1.8%
OPERATING / PURCHASE OF SERVICE	\$485,064	\$40,422	\$ 36,528	\$121,266	\$ 105,798	\$15,468	12.8%
TOTALS	\$907,122	\$75,594	\$ 72,757	\$226,781	\$ 213,217	\$13,564	6.0%
RESOURCE COORDINATION							
PERSONNEL	\$2,897,079	\$241,423	\$ 242,438	\$724,270	\$ 692,387	\$31,883	4.4%
OPERATING	\$227,776	\$18,981	\$ 19,501	\$56,944	\$ 50,437	\$6,507	11.4%
TOTALS	\$3,124,855	\$260,405	\$ 261,939	\$781,214	\$ 742,824	\$38,390	4.9%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$1,373,468	\$114,456	\$ 114,210	\$343,367	\$ 332,027	\$11,340	3.3%
OPERATING	\$183,555	\$15,296	\$ 14,851	\$45,889	\$ 46,914	(\$1,025)	-2.2%
DIRECT FAMILY	\$664,718	\$55,393	\$ 33,244	\$166,180	\$ 52,470	\$113,710	68.4%
JEFFCO CFS FUND	\$0	\$0	\$ -	\$0	\$ -	\$0	100.0%
TOTALS	\$2,221,741	\$185,145	\$162,305	\$555,435	\$431,411	\$124,024	22.3%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

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MONTH ENDED SEPTEMBER 30, 2017

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	\$6,335,374	\$527,948	\$ 514,900	\$1,583,844	\$ 1,537,582	\$46,262	2.9%
OPERATING	\$2,114,942	\$176,245	\$ 158,439	\$528,736	\$ 464,258	\$64,478	12.2%
HOST HOMES	\$1,409,326	\$117,444	\$ 115,835	\$352,332	\$ 347,907	\$4,425	1.3%
PURCHASE OF SERVICES	\$2,472,922	\$206,077	\$ 198,879	\$618,231	\$ 619,135	(\$905)	-0.1%
TOTALS	\$12,332,564	\$1,027,714	\$ 988,053	\$3,083,141	\$ 2,968,882	\$114,259	3.7%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$1,439,351	\$119,946	\$ 124,878	\$359,838	\$ 367,014	(\$7,176)	-2.0%
OPERATING / PURCHASE OF SERVICE	\$2,531,960	\$210,997	\$ 203,078	\$632,990	\$ 592,126	\$40,864	6.5%
TOTALS	\$3,971,311	\$330,943	\$ 327,956	\$992,828	\$ 959,140	\$33,688	3.4%
GRANTS							
PERSONNEL	\$56,103	\$4,675	\$ 4,895	\$14,026	\$ 14,632	(\$606)	-4.3%
OPERATING	\$1,518	\$127	\$ 623	\$380	\$ 1,726	(\$1,347)	-354.8%
TOTALS	\$57,621	\$4,802	\$ 5,518	\$14,405	\$ 16,358	(\$1,953)	-13.6%
BEHAVIORAL HEALTH							
PERSONNEL	\$328,805	\$27,400	\$ 21,470	\$82,201	\$ 64,320	\$17,881	21.8%
OPERATING	\$174,162	\$14,514	\$ 14,203	\$43,541	\$ 42,099	\$1,442	3.3%
TOTALS	\$502,967	\$41,914	\$ 35,673	\$125,742	\$ 106,419	\$19,323	15.4%
SELF DETERMINATION							
OPERATING	\$300,000	\$25,000	\$ 10,727	\$75,000	\$ 42,498	\$32,502	43.3%
SUMMARY							
PERSONNEL	\$ 22,622,146	\$ 1,885,179	\$ 1,852,493	\$ 5,655,537	\$ 5,453,256	\$ 202,281	3.6%
OPERATING	\$10,383,778	\$865,315	\$787,971	\$2,595,945	\$2,353,320	\$242,625	9.3%
HOST HOMES	\$1,409,326	\$117,444	\$115,835	\$352,332	\$347,907	\$4,425	1.3%
PURCHASE OF SERVICES	\$3,137,345	\$261,445	\$251,673	\$784,336	\$782,753	\$1,583	0.2%
TOTALS	\$37,552,595	\$3,129,383	\$ 3,007,972	\$9,388,149	\$ 8,937,236	\$450,913	4.8%
1% OF Y-T-D EXPENSE					\$ 89,372		
1/2 % OF Y-T-D EXPENSE					\$ 44,686		
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 SEPTEMBER 30, 2017

EARLY INTERVENTION	PERSONNEL	VACANCY SAVINGS.
ADULT DAY PROGRAM	OPERATING	ADULT VOCATIONAL SERVICES IS OVER BUDGET IN A VARIETY OF OPERATING EXPENSES INCLUDING PROGRAM SUPPLIES, FURNISHINGS AND REPAIRS AND MAINTENANCE.
TRANSPORTATION	OPERATING	DDRC IS UNDER BUDGET IN A VARIETY OF ITEMS INCLUDING REPAIRS AND MAINTENANCE AND PURCHASE OF SERVICE.
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 ITEMS INCLUDING REPAIRS AND MAINTENANCE AND FURNISHINGS.
BEHAVIORAL HEALTH	PERSONNEL	VACANCY SAVINGS.
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 September 30, 2017	Unaudited June 30, 2017
Current Assets		
Cash		
Cash and cash equivalents	\$13,980,589	\$14,245,254
Including capital reserve of \$4,269,372		
Certificates of deposit	1,069,205	1,068,858
Receivables		
Fees and grants from governmental agencies	4,522,438	4,158,935
Workshop contracts	14,299	23,075
Other	662,586	981,061
Prepaid expenses and other	541,384	449,953
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Total Current Assets	20,790,501	20,927,136
Land, building and equipment	24,082,038	24,052,457
Less: Accumulated Depreciation	15,230,627	15,014,772
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Net Fixed Assets	8,851,411	9,037,685
Restricted certificates of deposit	159,386	159,267
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Total Assets	<u>\$29,801,298</u>	<u>\$30,124,088</u>
Days of operations in operating cash balance	114	112
 LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	\$1,390,728	\$1,582,105
Notes payable	183,400	183,400
Accrued expenses	1,655,337	2,151,394
Deferred Revenue	374,768	230,798
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Total liabilities	3,604,233	4,147,697
Net assets		
Net assets	26,197,065	25,976,391
	-----	-----
Total net assets	26,197,065	25,976,391
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Total liabilities and net assets	<u>\$29,801,298</u>	<u>\$30,124,088</u>

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited September 30, 2017	Unaudited June 30, 2017
Cash flows from operating activities:		
Change in net assets	\$220,674	\$1,025,777
Adjustment for non cash items:		
In-Kind Donation	0	(518,153)
Depreciation	215,855	949,163
(Gain)/loss on asset disposition	0	(419,525)
Change in assets and liabilities:		
Accounts receivable	(36,252)	629,338
Other assets	(91,431)	(84,366)
Accounts payable and accrued expense	(687,434)	440,447
Deferred Revenue	143,970	230,798
Cash provided by operations	<u>(234,618)</u>	<u>2,253,479</u>
Cash flows from investing activities:		
Change in investments	(466)	(1,854)
Proceeds from redemption of investments	-	-
Proceeds from sale of fixed assets	-	933,050
Purchase of fixed assets	(29,581)	(555,624)
Cash provided by investing activity	<u>(30,047)</u>	<u>375,572</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	(7,415)
	<u>-</u>	<u>(7,415)</u>
 NET INCREASE (DECREASE) IN CASH	 (264,665)	 2,621,636
Cash balance, beginning of period	<u>14,245,254</u>	<u>11,623,618</u>
Cash balance, end of period	<u><u>\$13,980,589</u></u>	<u><u>\$14,245,254</u></u>