

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 24, 2018

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 24, 2018, to order at 5:30 p.m.

B. **ROLL CALL:**

BOARD MEMBERS PRESENT

David Pemberton, President
Jean Armour
Jan Beckett
Pat Bolton
Joanne Elliott
Corinne Gray
Susan Hartley
Joni Krickbaum
Doreen Raad
Sarah Rivard
Kent Willis

BOARD MEMBERS ABSENT

Frankie Cole
Dan Fishbein
Margaret Huffman
Jodi Schoemer

SENIOR STAFF PRESENT

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

* Working at registration

A quorum was declared present.

C. **MINUTES:** Mrs. Elliott moved to approve the minutes of the September 26, 2018, meeting, seconded by Ms. Beckett and carried unanimously.

D. **FINANCIAL STATEMENTS (18-110)** Rob DeHerrera, Deputy Director/Chief Financial Officer, reviewed the financial statements, including revenue, expenses and variances. Since the financial statements are cumulative, and most of the variances are the same, the Board reviewed August.

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

II -- COMMUNICATIONS (18-095)

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. Gray moved that the following items be approved under the consent agenda.

- VI Human Resources Report (18-113)
- VII Development Report (18-114)
- VIII-A Enrollment (18-115)
- VIII-B Waiting List (18-116)
- IX-D Governance Committee Recommendations (18-121)
- IX-G Service Provider/Host Home Contracts (18-122)
- IX-H Executive Committee and Finance/HR Committee Recommendations (18-123)
 - Approve the Early Intervention (EI) contract for FY 2019.
 - Approve a request for two service coordinator and one senior service coordinator FTEs.
 - Approve continuing to engage Logan, Thomas, Johnson, LLC, for three years and that the topic be revisited in two years.

Motion seconded by Ms. Beckett and carried unanimously.

V – COMMENDATIONS AND AWARDS (18-112)

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

COMMENDATIONS – There were three Customer Service awards and one Teamwork award given last month.

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

VIII – INFORMATION ON PEOPLE RECEIVING SERVICES

C. HUMAN RIGHTS COMMITTEE (HRC) (18-115) – Ms. Armour, presented the HRC report, including an overview of investigations for the past month.

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

IX – BUSINESS

A. LEGISLATIVE UPDATE (18-102)

- The Governor is required by law to release a proposed budget for FY 2019-2020 to the legislature by November 1st, 2018.

B. EXECUTIVE DIRECTOR'S REPORT (18-119)

- The DDRC Players have begun work on their next play, which will be on November 9, at 7 p.m., at Green Mountain High School.
- The DDRC Navigation Fair and Community Forum is scheduled for November 14 at the DDRC building from 4:30 p.m. to 7 p.m.
- Due to the holidays, the next Board meeting will be held December 5th at the DDRC building.
- The Holiday Bazaar is December 6th at the DDRC building from 10 a.m. to 3 p.m.
- The Years of Service Luncheon is February 7th at the Golden Hotel from 11:30 a.m. to 1:30 p.m.

C. CONFLICT FREE CASE MANAGEMENT (CFCM) UPDATE (18-120) – None

X – SPECIAL ITEM

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

XI – PUBLIC COMMENT

Ms. Beckett reported that Speaking for Ourselves held its quarterly meeting October 20, 2018, in Colorado Springs.

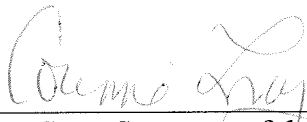
XII – ITEMS OF GENERAL DISCUSSION

A. UNFINISHED BUSINESS – None


B. NEW BUSINESS – None

XIII – ADJOURNMENT

Meeting adjourned at 5:50 p.m. The next regular meeting of the Board will be held on Wednesday, December 5, 2018, at 5:30 p.m. at the DDRC building, 11177 W. 8th 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 SEPTEMBER 30, 2018

	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	\$ 3,070,088	\$9,623,198	\$ 9,447,013	(\$176,185)	-1.8%
EXPENDITURES							
PERSONNEL	\$23,481,939	\$1,956,828	\$ 1,915,474	\$5,870,485	\$ 5,649,977	\$220,508	3.8%
OPERATING	\$10,086,427	\$840,536	\$ 772,275	\$2,521,607	\$ 2,531,479	(\$9,872)	-0.4%
HOST HOMES	\$1,524,081	\$127,007	\$ 108,981	\$381,020	\$ 334,713	\$46,307	12.2%
PURCHASE OF SERVICES	\$3,182,025	\$265,169	\$ 227,144	\$795,506	\$ 714,135	\$81,371	10.2%
TOTAL EXPENDITURES	\$38,274,472	\$3,189,539	\$ 3,023,874	\$9,568,618	\$ 9,230,304	\$338,314	3.5%
REVENUES OVER EXPENSES							
NET INCOME/(LOSS)	\$218,319	\$18,193	\$ 46,214	\$54,580	\$ 216,709	\$162,129	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

MONTH ENDED SEPTEMBER 30, 2018

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	\$5,229,759	\$435,813	\$ 437,094	\$1,307,440	\$ 1,388,160	\$80,720	6.2%
FAMILY SUPPORT SERVICES	\$668,086	\$55,674	\$ 28,143	\$167,022	\$ 82,944	(\$84,078)	-50.3%
MEDICAID REVENUE	\$17,030,740	\$1,419,228	\$ 1,315,312	\$4,257,685	\$ 4,106,130	(\$151,555)	-3.6%
SUPPORTED LIVING SERVICES	\$3,229,218	\$269,102	\$ 241,582	\$807,305	\$ 745,330	(\$61,975)	-7.7%
CHILDREN'S EXTENSIVE SUPPORT	\$585,980	\$48,832	\$ 64,736	\$146,495	\$ 181,664	\$35,169	24.0%
JEFFERSON COUNTY	\$9,231,578	\$769,298	\$ 769,298	\$2,307,895	\$ 2,307,894	(\$1)	0.0%
ROOM AND BOARD	\$1,187,215	\$98,935	\$ 101,405	\$296,804	\$ 294,176	(\$2,628)	-0.9%
WORK CONTRACTS	\$210,007	\$17,501	\$ 13,580	\$52,502	\$ 42,987	(\$9,515)	-18.1%
HUD SUBSIDIES	\$197,089	\$16,424	\$ 17,592	\$49,272	\$ 53,077	\$3,805	7.7%
INTEREST	\$2,166	\$181	\$ 2,078	\$542	\$ 3,394	\$2,853	526.8%
RENTAL REVENUE	\$399,597	\$33,300	\$ 33,373	\$99,899	\$ 99,791	(\$108)	-0.1%
DONATIONS/GRANTS	\$20,000	\$1,667	\$ 4,061	\$5,000	\$ 7,299	\$2,299	46.0%
MISCELLANEOUS	\$75,452	\$6,288	\$ 4,822	\$18,863	\$ 22,742	\$3,879	20.6%
ELDERLY, BLIND AND DISABLED	\$220,450	\$18,371	\$ 23,209	\$55,113	\$ 61,469	\$6,357	11.5%
EXTERNAL TOTAL REVENUE	\$38,287,337	\$3,190,611	\$ 3,056,285	\$9,571,834	\$ 9,397,057	(\$174,777)	-1.8%
INTERNAL REVENUES	\$205,454	\$17,121	\$ 13,803	\$51,364	\$ 49,956	(\$1,408)	-2.7%
	\$38,492,791	\$3,207,733	\$ 3,070,088	\$9,623,198	\$ 9,447,013	(\$176,185)	-1.8%
1% OF Y-T-D REVENUE					\$ 93,971		
1/2 % OF Y-T-D REVENUE					\$ 46,985		
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, 2018

FAMILY SUPPORT SERVICES	REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN DIRECT EXPENSE.
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.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

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MONTH ENDED SEPTEMBER 30, 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	%
EARLY INTERVENTION							
PERSONNEL	\$1,767,846	\$147,321	\$ 144,161	\$441,962	\$ 421,108	\$20,854	4.7%
OPERATING / PURCHASE OF SERVICE	\$1,443,388	\$120,282	\$ 131,848	\$360,847	\$ 482,520	(\$121,673)	-33.7%
TOTALS	\$3,211,234	\$267,603	\$ 276,009	\$802,809	\$ 903,628	(\$100,820)	-12.6%
ADULT DAY PROGRAM							
PERSONNEL	\$4,632,725	\$386,060	\$ 371,639	\$1,158,181	\$ 1,071,488	\$86,693	7.5%
OPERATING	\$1,152,138	\$96,012	\$ 94,939	\$288,035	\$ 306,440	(\$18,406)	-6.4%
PURCHASE OF SERVICES	\$612,046	\$51,004	\$ 47,394	\$153,012	\$ 144,843	\$8,169	5.3%
TOTALS	\$6,396,909	\$533,076	\$ 513,972	\$1,599,227	\$ 1,522,771	\$76,456	4.8%
ADMINISTRATION							
PERSONNEL	\$3,351,795	\$279,316	\$ 269,086	\$837,949	\$ 847,149	(\$9,200)	-1.1%
OPERATING	\$950,853	\$79,238	\$ 68,352	\$237,713	\$ 248,597	(\$10,884)	-4.6%
TOTALS	\$4,302,648	\$358,554	\$ 337,438	\$1,075,662	\$ 1,095,746	(\$20,084)	-1.9%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$454,710	\$37,893	\$ 33,134	\$113,678	\$ 99,371	\$14,307	12.6%
OPERATING	\$89,540	\$7,462	\$ 6,395	\$22,385	\$ 18,642	\$3,743	16.7%
TOTALS	\$544,250	\$45,354	\$ 39,529	\$136,063	\$ 118,013	\$18,050	13.3%
TRANSPORTATION							
PERSONNEL	\$417,626	\$34,802	\$ 35,128	\$104,407	\$ 104,138	\$269	0.3%
OPERATING / PURCHASE OF SERVICE	\$460,974	\$38,415	\$ 32,237	\$115,244	\$ 100,597	\$14,647	12.7%
TOTALS	\$878,600	\$73,217	\$ 67,365	\$219,650	\$ 204,735	\$14,915	6.8%
RESOURCE COORDINATION							
PERSONNEL	\$3,110,553	\$259,213	\$ 254,994	\$777,638	\$ 734,409	\$43,229	5.6%
OPERATING	\$248,541	\$20,712	\$ 21,057	\$62,135	\$ 64,971	(\$2,836)	-4.6%
TOTALS	\$3,359,094	\$279,925	\$ 276,051	\$839,774	\$ 799,380	\$40,394	4.8%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$1,455,292	\$121,274	\$ 130,862	\$363,823	\$ 377,961	(\$14,138)	-3.9%
OPERATING	\$195,245	\$16,270	\$ 17,737	\$48,811	\$ 48,360	\$451	0.9%
DIRECT FAMILY	\$668,086	\$55,674	\$ 28,143	\$167,022	\$ 82,944	\$84,078	50.3%
JEFFCO CFS FUND	\$0	\$0	\$ -	\$0	\$ -	\$0	0.0%
TOTALS	\$2,318,623	\$193,219	\$176,742	\$579,656	\$509,265	\$70,391	12.1%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

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MONTH ENDED SEPTEMBER 30, 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	%
RESIDENTIAL - ALL							
PERSONNEL	\$6,372,389	\$531,032	\$ 527,080	\$1,593,097	\$ 1,549,486	\$43,611	2.7%
OPERATING	\$2,000,565	\$166,714	\$ 121,357	\$500,141	\$ 420,772	\$79,369	15.9%
HOST HOMES	\$1,524,081	\$127,007	\$ 108,981	\$381,020	\$ 334,713	\$46,307	12.2%
PURCHASE OF SERVICES	\$2,569,979	\$214,165	\$ 179,750	\$642,495	\$ 569,292	\$73,203	11.4%
TOTALS	\$12,467,014	\$1,038,918	\$ 937,168	\$3,116,754	\$ 2,874,263	\$242,491	7.8%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$1,509,456	\$125,788	\$ 115,524	\$377,364	\$ 343,218	\$34,146	9.0%
OPERATING / PURCHASE OF SERVICE	\$2,397,935	\$199,828	\$ 206,703	\$599,484	\$ 642,639	(\$43,155)	-7.2%
TOTALS	\$3,907,391	\$325,616	\$ 322,227	\$976,848	\$ 985,857	(\$9,009)	-0.9%
GRANTS							
PERSONNEL	\$60,501	\$5,042	\$ 5,001	\$15,125	\$ 15,017	\$108	0.7%
OPERATING	\$5,400	\$450	\$ 275	\$1,350	\$ 4,566	(\$3,216)	-238.2%
TOTALS	\$65,901	\$5,492	\$ 5,276	\$16,475	\$ 19,583	(\$3,108)	-18.9%
BEHAVIORAL HEALTH							
PERSONNEL	\$349,046	\$29,087	\$ 28,865	\$87,262	\$ 86,632	\$630	0.7%
OPERATING	\$173,762	\$14,480	\$ 14,050	\$43,441	\$ 42,941	\$500	1.1%
TOTALS	\$522,808	\$43,567	\$ 42,915	\$130,702	\$ 129,573	\$1,129	0.9%
SELF DETERMINATION							
OPERATING	\$300,000	\$25,000	\$ 29,182	\$75,000	\$ 67,490	\$7,510	10.0%
SUMMARY							
PERSONNEL	\$ 23,481,939	\$ 1,956,828	\$ 1,915,474	\$ 5,870,485	\$ 5,649,977	\$ 220,508	3.8%
OPERATING	\$10,086,427	\$840,536	\$772,275	\$2,521,607	\$2,531,479	(\$9,872)	-0.4%
HOST HOMES	\$1,524,081	\$127,007	\$108,981	\$381,020	\$334,713	\$46,307	12.2%
PURCHASE OF SERVICES	\$3,182,025	\$265,169	\$227,144	\$795,506	\$714,135	\$81,371	10.2%
TOTALS	\$38,274,472	\$3,189,539	\$ 3,023,874	\$9,568,618	\$ 9,230,304	\$338,314	3.5%
1% OF Y-T-D EXPENSE					\$ 92,303		
1/2 % OF Y-T-D EXPENSE					\$ 46,152		
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, 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.

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.

Developmental Disabilities Resource Center
Unaudited Statement of Financial Position

ASSETS	Unaudited September 30, 2018	Unaudited June 30, 2018
Current Assets		
Cash		
Cash and cash equivalents	\$15,106,477	\$15,501,978
Including capital reserve of \$4,528,738		
Certificates of deposit	1,071,984	1,071,062
Receivables		
Fees and grants from governmental agencies	3,839,585	3,851,853
Workshop contracts	3,820	11,049
Other	480,276	620,608
Prepaid expenses and other	620,698	498,095
	21,122,840	21,554,645
Total Current Assets		
Land, building and equipment	24,296,938	24,261,955
Less: Accumulated Depreciation	15,651,357	15,488,528
	8,645,581	8,773,427
Net Fixed Assets		
Restricted certificates of deposit	160,338	159,745
	\$29,928,759	\$30,487,817
Total Assets		
Days of operations in operating cash balance	118	120
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	\$1,223,450	\$1,831,127
Notes payable	183,400	183,400
Accrued expenses	1,671,870	2,065,785
Deferred Revenue	255,147	29,322
	3,333,867	4,109,634
Total liabilities		
Net assets		
Net assets	26,594,892	26,378,183
	26,594,892	26,378,183
Total net assets		
	\$29,928,759	\$30,487,817
Total liabilities and net assets		

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited September 30, 2018	Unaudited June 30, 2018
Cash flows from operating activities:		
Change in net assets	\$216,709	\$436,747
Adjustment for non cash items:		
In-Kind Donation	-	-
Depreciation	162,829	812,352
(Gain)/loss on asset disposition	0	(405,829)
Change in assets and liabilities:		
Accounts receivable	159,829	676,966
Other assets	(122,603)	(3,827)
Accounts payable and accrued expense	(1,001,592)	82,286
Deferred Revenue	225,825	(201,476)
Cash provided by operations	<u>(359,003)</u>	<u>1,397,219</u>
Cash flows from investing activities:		
Change in investments	(1,515)	(2,681)
Proceeds from redemption of investments	-	-
Proceeds from sale of fixed assets	-	500,329
Purchase of fixed assets	(34,983)	(667,970)
Cash provided by investing activity	<u>(36,498)</u>	<u>(170,322)</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	-
	<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH	(395,501)	1,226,897
Cash balance, beginning of period	<u>15,501,978</u>	<u>14,275,081</u>
Cash balance, end of period	<u><u>\$15,106,477</u></u>	<u><u>\$15,501,978</u></u>