

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 26, 2022

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 26, 2022, to order at 5:30 p.m.

B. **ROLL CALL:**

BOARD MEMBERS PRESENT

David Pemberton, President
Jean Armour
Joanne Elliott
Chuck English
Mary Margaret Fouse-Bishop
Susan Hartley
Megan MacHatton
Heidi Markley
Amy Miller
Doreen Raad
Matt Rotter
Jodi Schoemer
Mary Ann Tillman

BOARD MEMBERS ABSENT

Jan Beckett
Pat Bolton
Tim Schimberg

SENIOR STAFF PRESENT

Rob DeHerrera, Executive Dir.
Kristie Braaten
Jane Byron*
Gena Colbert
Jamie Haney
Kelly Hulstrom*
Terri Hulstrom*
Susan Johnson*
Ashley Lee
Michele Majeune*
Dorothy Nwoke*
Liz Pahr
Jeanne Terrell*
Annette Rogers
* Worked the Annual Meeting

A quorum was present.

C. **MINUTES:** Mrs. Tillman moved to approve the minutes of the September 28, 2022, meeting as written. Seconded by Mr. Rotter and carried unanimously.

D. **FINANCIAL STATEMENTS:** Mrs. Hartley, Treasurer, presented the July and August financial statements. Because they are cumulative, August was reviewed including revenue, expenses, and variances.

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

II – COMMUNICATIONS

Agency appointments presented for ratification:

- Letter from Jefferson Center appointing Amy Miller to the DDRC Board of Directors for a one-year term.

- Letter from Jefferson County Public Health appointing Mary Margaret Fouse-Bishop to the DDRC Board of Directors for a one-year term.

Mrs. MacHatton moved to ratify the appointments from the two agencies. Seconded by Mrs. Hartley and carried unanimously.

III – PUBLIC COMMENT

None

IV – ACTION ON ROUTINE ITEMS

CONSENT AGENDA: Ms. Armour 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 Policy Review
- IX-E Executive Committee and Finance/HR Committee Recommendations
 - Approval of the EI Evaluations Contract Amendment #1 as presented.
 - Tabling the Family Support Council funding request.
 - That DDRC pick up the full cost for the Colorado Paid Family Leave Act for this fiscal year.
 - That the Board support Ballot Issue 1A.

Motion seconded by Mrs. Hartley and carried by a majority. (One abstention)

V – COMMENDATIONS

There were no commendations this month.

IX – BUSINESS

A. EXECUTIVE DIRECTOR'S REPORT

- The Secretary of Health and Human Services announced the extension of the COVID-19 Public Health Emergency (PHE) for an additional 90 days until mid-January 2023. The administration has maintained a commitment to provide a 60-day notice prior to the end of the PHE.
- Colorado Gives Day is December 6th and donations can be scheduled starting November 1st.
- Beau Jo's in Arvada is hosting a fundraiser on November 17th where 20% of all purchases will support DDRC.

B. CASE MANAGEMENT REDESIGN (CMRD) UPDATE

- The Department of Health Care Policy and Financing (HCPF) has made the decision to pause the work being conducted by Health Management Associates (HMA), the main contractor for CMRD, effective October 15th. It will resume after the Request for Proposal solicitation deadline, which is expected to conclude on approximately March 1, 2023. This decision is applicable to all CCBs and Single-Entry Points (SEPs) and includes one-on-one coaching, technical assistance and individual communications. HMA will continue to do some statewide webinars for all stakeholders.
- There is a case management rate meeting on November 10th at which we hope to learn the proposed rates.
- HCPF started the Case Management rules meetings this week and continuing for several months. This will be a comprehensive rule review including those that impact Case Management services.

C. GOVERNANCE COMMITTEE RECOMMENDATIONS – Mrs. Elliott, Chair of the Governance Committee, presented the recommended appointment: Tim Schimberg for a three-year term.

Mrs. Elliott moved to approve the recommended appointment. Seconded by Mrs. Markley and carried unanimously.

X – SPECIAL ITEM

No Special Item.

XI – PUBLIC COMMENT

None


XII – ITEMS OF GENERAL DISCUSSION

A. UNFINISHED BUSINESS – None


B. NEW BUSINESS – None

XIII – ADJOURNMENT

Meeting adjourned at 5:55 p.m. The next regular meeting of the Board will be held on Wednesday, December 7, 2022, at 5:30 pm, at DDRC, 11177 W. 8th Avenue, Lakewood, CO 80215.



Jean Armour, Secretary



Annette Rogers, Executive Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

September 30, 2022

	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH ACTUAL	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
REVENUES	\$ 39,389,534	\$ 3,282,461	\$ 2,898,569	\$ 9,847,384	\$ 9,426,304	\$ (421,082)	-4.3%
EXPENDITURES							
PERSONNEL	\$ 27,432,775	\$ 2,286,065	\$ 2,094,391	\$ 6,858,194	\$ 6,412,717	\$ 445,477	6.5%
OPERATING	\$ 9,292,608	\$ 774,384	\$ 845,376	\$ 2,323,152	\$ 2,483,900	\$ (160,748)	-6.9%
HOST HOMES	\$ 1,353,911	\$ 112,826	\$ 128,252	\$ 338,478	\$ 369,364	\$ (30,886)	-9.1%
PURCHASE OF SERVICES	\$ 315,708	\$ 26,309	\$ 20,785	\$ 78,927	\$ 70,441	\$ 8,486	10.8%
TOTAL EXPENDITURES	\$ 38,395,002	\$ 3,199,584	\$ 3,088,804	\$ 9,598,751	\$ 9,336,422	\$ 262,329	2.7%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 994,532	\$ 82,878	\$ (190,235)	\$ 248,633	\$ 89,885	\$ (158,753)	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

September 30, 2022

SOURCE	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	MONTH #	Y-T-D VARIANCE FAV (UNFAV) DOLLARS	%
						3		
STATE PROGRAM	\$ 8,180,786	\$ 681,732	\$ 622,403	\$ 2,045,197	\$ 1,863,311		\$ (181,886)	-8.9%
FAMILY SUPPORT SERVICES	\$ 850,000	\$ 70,833	\$ 53,446	\$ 212,500	\$ 82,695		\$ (129,807)	-61.1%
MEDICAID REVENUE	\$ 15,469,762	\$ 1,289,147	\$ 1,306,304	\$ 3,867,441	\$ 3,937,881		\$ 70,441	1.8%
SUPPORTED LIVING SERVICES	\$ 994,137	\$ 82,845	\$ 85,773	\$ 248,534	\$ 272,876		\$ 24,342	9.8%
CHILDREN'S EXTENSIVE SUPPORT	\$ 236,842	\$ 19,737	\$ 17,293	\$ 59,211	\$ 115,672		\$ 56,462	95.4%
JEFFERSON COUNTY	\$ 11,400,700	\$ 950,058	\$ 950,058	\$ 2,850,175	\$ 2,850,175		\$ -	0.0%
ROOM AND BOARD	\$ 1,027,771	\$ 85,648	\$ 78,490	\$ 256,943	\$ 236,014		\$ (20,929)	-8.1%
HUD SUBSIDIES	\$ 309,000	\$ 25,750	\$ 34,080	\$ 77,250	\$ 67,622		\$ (9,628)	-12.5%
INTEREST	\$ 2,500	\$ 208	\$ 1,211	\$ 625	\$ 2,525		\$ 1,900	304.0%
RENTAL REVENUE	\$ 361,422	\$ 30,119	\$ 29,793	\$ 90,356	\$ 82,693		\$ (7,663)	-8.5%
DONATIONS/GRANTS	\$ 350,000	\$ 29,167	\$ 2,885	\$ 87,500	\$ 52,592		\$ (34,908)	-39.9%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ (305,389)	\$ -	\$ (210,066)		\$ (210,066)	100.0%
PRIVATE PAY	\$ 33,468	\$ 2,789	\$ 2,141	\$ 8,367	\$ 11,329		\$ 2,962	35.4%
MISCELLANEOUS	\$ 19,800	\$ 1,650	\$ 207	\$ 4,950	\$ 1,040		\$ (3,910)	-79.0%
EXTERNAL TOTAL REVENUE	\$ 39,236,188	\$ 3,269,682	\$ 2,878,695	\$ 9,809,047	\$ 9,366,359		\$ (442,690)	-4.5%
INTERNAL REVENUES	\$ 153,346	\$ 12,779	\$ 19,874	\$ 38,337	\$ 59,945		\$ 21,609	56.4%
	<u>\$ 39,389,534</u>	<u>\$ 3,282,461</u>	<u>\$ 2,898,569</u>	<u>\$ 9,847,384</u>	<u>\$ 9,426,304</u>		<u>\$ (421,082)</u>	<u>-4.3%</u>
1% OF Y-T-D REVENUE					\$ 93,664			
1/2 % OF Y-T-D REVENUE					\$ 46,832			
FLUCTUATION THRESHOLD					\$ 10,000	& 10%		

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

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

September 30, 2022

- FAMILY SUPPORT SERVICES** UNDER BUDGET AS REVENUE IS RECOGNIZED AS EXPENSES ARE INCURRED. SEE CORRESPONDING VARIANCE IN DIRECT EXPENSE.
- CHILDREN EXTENSIVE SUPPORT** OVER BUDGET DUE TO 2 VEHICLE MODIFICATIONS FOR APPROXIMATELY \$45K. SEE CORRESPONDING VARIANCE IN EXPENSE.
- DONATIONS/GRANTS** UNDER BUDGET AS A SIGNIFICANT AMOUNT OF THE DEVELOPMENT BUDGET IS PROJECTED IN DECEMBER FOR THE COLORADO GIVES DAY AND THE ANNUAL APPEAL.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

September 30, 2022

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	\$ 3,323,183	\$ 276,932	\$ 225,239	\$ 830,796	\$ 666,864	\$ 163,932	19.7%
OPERATING / PURCHASE OF SERVICE	\$ 2,166,671	\$ 180,556	\$ 198,314	\$ 541,668	\$ 583,846	\$ (42,178)	-7.8%
TOTALS	\$ 5,489,854	\$ 457,488	\$ 423,553	\$ 1,372,464	\$ 1,250,710	\$ 121,754	8.9%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,710,437	\$ 309,203	\$ 245,894	\$ 927,609	\$ 772,937	\$ 154,672	16.7%
OPERATING	\$ 1,434,861	\$ 119,572	\$ 122,609	\$ 358,715	\$ 381,513	\$ (22,798)	-6.4%
TOTALS	\$ 5,145,298	\$ 428,775	\$ 368,503	\$ 1,286,325	\$ 1,154,450	\$ 131,875	10.3%
ADMINISTRATION							
PERSONNEL	\$ 3,639,705	\$ 303,309	\$ 272,266	\$ 909,926	\$ 935,921	\$ (25,995)	-1.9%
OPERATING	\$ 1,174,162	\$ 97,847	\$ 124,662	\$ 293,541	\$ 400,020	\$ (106,480)	-36.3%
TOTALS	\$ 4,813,867	\$ 401,156	\$ 396,928	\$ 1,203,467	\$ 1,335,941	\$ (132,474)	-11.0%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$ 500,559	\$ 41,713	\$ 32,476	\$ 125,140	\$ 95,640	\$ 29,500	23.6%
OPERATING	\$ 94,655	\$ 7,888	\$ 8,078	\$ 23,664	\$ 20,638	\$ 3,026	12.8%
TOTALS	\$ 595,214	\$ 49,601	\$ 40,554	\$ 148,804	\$ 116,278	\$ 32,526	21.9%
TERMINAL							
PERSONNEL	\$ 279,054	\$ 23,255	\$ 13,064	\$ 69,764	\$ 41,216	\$ 28,548	40.9%
OPERATING / PURCHASE OF SERVICE	\$ 127,543	\$ 10,629	\$ 6,466	\$ 31,886	\$ 23,069	\$ 8,817	27.7%
TOTALS	\$ 406,597	\$ 33,883	\$ 19,530	\$ 101,649	\$ 64,285	\$ 37,364	36.8%
RESOURCE COORDINATION							
PERSONNEL	\$ 3,630,698	\$ 302,558	\$ 290,870	\$ 907,675	\$ 883,528	\$ 24,147	2.7%
OPERATING	\$ 266,316	\$ 22,193	\$ 23,425	\$ 66,579	\$ 66,231	\$ 348	0.5%
TOTALS	\$ 3,897,014	\$ 324,751	\$ 314,295	\$ 974,254	\$ 949,759	\$ 24,495	2.5%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$ 2,102,868	\$ 175,239	\$ 180,830	\$ 525,717	\$ 523,096	\$ 2,621	-0.5%
OPERATING	\$ 309,803	\$ 25,817	\$ 22,047	\$ 77,451	\$ 67,468	\$ 9,983	12.9%
DIRECT FAMILY	\$ 850,000	\$ 70,833	\$ 53,446	\$ 212,500	\$ 82,695	\$ 129,807	61.1%
JEFFCO CFS FUND	\$ 100,000	\$ 8,333	\$ 39,314	\$ 25,000	\$ 78,382	\$ (53,382)	-213.5%
TOTALS	\$ 3,362,671	\$ 280,223	\$ 295,637	\$ 840,668	\$ 751,641	\$ 89,029	10.6%
RESIDENTIAL - ALL							
PERSONNEL	\$ 7,984,718	\$ 665,393	\$ 674,355	\$ 1,996,180	\$ 2,018,086	\$ (21,907)	-1.1%
OPERATING	\$ 1,879,170	\$ 156,598	\$ 161,289	\$ 469,793	\$ 480,477	\$ (10,685)	-2.3%
HOST HOMES	\$ 1,353,911	\$ 112,826	\$ 128,252	\$ 338,478	\$ 369,364	\$ (30,886)	-9.1%
PURCHASE OF SERVICES	\$ 315,708	\$ 26,309	\$ 20,785	\$ 78,927	\$ 70,441	\$ 8,486	10.8%
TOTALS	\$ 11,533,507	\$ 961,126	\$ 984,681	\$ 2,883,377	\$ 2,938,368	\$ (54,991)	-1.9%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,581,435	\$ 131,786	\$ 114,767	\$ 395,359	\$ 357,030	\$ 38,329	9.7%
OPERATING / PURCHASE OF SERVICE	\$ 470,833	\$ 39,236	\$ 54,099	\$ 117,708	\$ 205,146	\$ (87,438)	-73.3%
TOTALS	\$ 2,052,268	\$ 171,022	\$ 168,866	\$ 513,067	\$ 562,176	\$ (49,109)	-9.6%
GRANTS							
PERSONNEL	\$ 72,355	\$ 6,030	\$ 13,527	\$ 18,089	\$ 25,408	\$ (7,319)	-40.5%
OPERATING	\$ 3,273	\$ 273	\$ 191	\$ 818	\$ 529	\$ 289	35.3%
TOTALS	\$ 75,628	\$ 6,302	\$ 13,718	\$ 18,907	\$ 25,937	\$ (7,030)	-37.2%

BEHAVIORAL HEALTH								
PERSONNEL	\$ 607,763	\$ 50,647	\$ 31,103	\$ 151,941	\$ 92,991	\$ 58,950	38.8%	
OPERATING	\$ 215,321	\$ 17,943	\$ 17,399	\$ 53,830	\$ 50,133	\$ 3,697	6.9%	
TOTALS	\$ 823,084	\$ 68,590	\$ 48,502	\$ 205,771	\$ 143,124	\$ 62,647	30.4%	
SELF DETERMINATION								
OPERATING	\$ 200,000	\$ 16,667	\$ 14,037	\$ 50,000	\$ 43,753	\$ 6,247	12.5%	
SUMMARY								
PERSONNEL	\$ 27,432,775	\$ 2,286,065	\$ 2,094,391	\$ 6,858,194	\$ 6,412,717	\$ 445,477	6.5%	
OPERATING	\$ 9,292,608	\$ 774,384	\$ 845,376	\$ 2,323,152	\$ 2,483,900	\$ (160,748)	-6.9%	
HOST HOMES	\$ 1,353,911	\$ 112,826	\$ 128,252	\$ 338,478	\$ 369,364	\$ (30,886)	-9.1%	
PURCHASE OF SERVICES	\$ 315,708	\$ 26,309	\$ 20,785	\$ 78,927	\$ 70,441	\$ 8,486	10.8%	
TOTALS	\$ 38,395,002	\$ 3,199,584	\$ 3,088,804	\$ 9,598,751	\$ 9,336,422	\$ 262,329	2.7%	
1% OF Y-T-D EXPENSE					\$ 93,364			
1/2 % OF Y-T-D EXPENSE					\$ 46,682			
FLUCTUATION THRESHOLD					\$ 10,000	& 10%		

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

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

September 30, 2022

EARLY INTERVENTION

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS RELATED TO THE EARLY INTERVENTION EVALUATION PROGRAM.

ADULT DAY PROGRAM

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

ADMINISTRATION

OPERATING OVER BUDGET IN A VARIETY OF ITEMS INCLUDING INFORMATION TECHNOLOGY EQUIPMENT, CONTRACTED SERVICES, AND MAINTENANCE.

THERAPUTIC LEARNING CONNECTIONS

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

TERMINAL

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

CHILDREN AND FAMILY SERVICES

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

JEFFCO CFS OVER BUDGET AS THE BUDGET IS DISTRIBUTED BY 1/12 THROUGHOUT THE YEAR.

SUPPORTED LIVING SERVICES/CES

OPERATING OVER BUDGET DUE TO 2 VEHICLE MODIFICATIONS FOR APPROXIMATELY \$45K. SEE CORRESPONDING VARIANCE IN REVENUE.

BEHAVIORAL HEALTH

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS RELATED TO PROGRAM EXPANSION.

Developmental Disabilities Resource Center
 Unaudited Statement of Financial Position

ASSETS	Unaudited September 30, 2022	Unaudited June 30, 2022
Current Assets		
Cash		
Cash and cash equivalents	\$14,621,875	\$13,599,221
Including capital reserve of \$5,919,111		
Certificates of deposit	391,419	391,175
Receivables		
Fees and grants from governmental agencies	4,582,940	6,148,782
Other	322,625	194,532
Prepaid expenses and other	1,486,959	1,340,458
Total Current Assets	<u>21,405,818</u>	<u>21,674,168</u>
Land, building and equipment	25,032,649	24,867,245
Less: Accumulated Depreciation	<u>18,230,658</u>	<u>18,059,844</u>
Net Fixed Assets	6,801,991	6,807,401
Restricted certificates of deposit	166,269	166,113
Investments	4,696,157	4,906,223
Restricted cash	455,189	455,189
Total Assets	<u>\$33,525,424</u>	<u>\$34,009,094</u>
Days of operations in operating cash balance	87	76
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	1,975,930	\$2,549,485
Notes payable	146,937	146,937
Accrued expenses	1,872,822	1,872,822
Deferred Revenue		0
Total liabilities	<u>3,995,689</u>	<u>4,569,244</u>
Net assets		
Net assets	<u>29,529,735</u>	<u>29,439,850</u>
Total net assets	29,529,735	29,439,850
Total liabilities and net assets	<u>\$33,525,424</u>	<u>\$34,009,094</u>

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited September 30, 2022	Unaudited June 30, 2022
Cash flows from operating activities:		
Change in net assets	\$89,885	\$348,215
Adjustment for non cash items:		
In-Kind Donation		-
Depreciation	170,814	760,099
(Gain)/loss on asset disposition		0
Unrealized (Gain)/Loss on Investment	210,066	773,484
Change in assets and liabilities:		
Accounts receivable	1,437,749	(745,090)
Other assets	(146,501)	(201,355)
Accounts payable and accrued expense	(571,157)	220,065
Deferred Revenue	-	(277,868)
Cash provided by operations	<u>1,190,856</u>	<u>877,550</u>
Cash flows from investing activities:		
Change in CDs	(400)	(750)
Proceeds from redemption of investments		-
Proceeds from sale of fixed assets	-	0
Purchase of investments	-	(1,500,000)
Purchase of fixed assets	(165,404)	(256,608)
Cash provided by investing activity	<u>(165,804)</u>	<u>(1,757,358)</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
 NET INCREASE (DECREASE) IN CASH	 1,025,052	 (879,808)
Cash balance, beginning of period	<u>14,272,598</u>	<u>15,152,406</u>
Cash balance, end of period	<u><u>\$15,297,650</u></u>	<u><u>\$14,272,598</u></u>