

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, 2023

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 October 25, 2023, to order at 5:30 p.m.

B. **ROLL CALL:**

BOARD MEMBERS PRESENT

Susan Hartley, President
Jean Armour
Pat Bolton
Joanne Elliott
Chuck English
Mary Margaret Fouse-Bishop
Megan MacHatton
Heidi Markley
Amy Miller
David Pemberton
Matt Rotter
Tim Schimberg
Jodi Schoemer
Jennifer Thompson
Mary Ann Tillman

BOARD MEMBERS ABSENT

Doreen Raad
Grant Sanders

SENIOR STAFF PRESENT

Rob DeHerrera, Executive Dir.
Kristie Braaten
Jane Byron*
Jamie Haney
Kevin Harding
Kelly Hulstrom*
Terri Hulstrom*
Steve Jimenez
Susan Johnson
Micki Klawes
Ashley Lee
Michele Majeune*
Liz Pahr
Annette Rogers
Jeanne Terrell*

* Worked the Annual Meeting

A quorum was present.

C. **MINUTES:** Mr. Rotter moved to approve the minutes of the September 27, 2023, meeting as written. Seconded by Mrs. Elliott and carried unanimously.

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

Ms. Miller moved to approve the financial statements as submitted. Seconded by Mrs. Bolton and carried unanimously.

II -- COMMUNICATIONS

Agency appointments presented for ratification:

- o Letter from Jefferson Center appointing Ms. Miller to the DDRRC Board of Directors for a one-year term.

- Letter from Jefferson County Public Health appointing Ms. Fouse-Bishop to the DDRC Board of Directors for a one-year term.
- Letter from the Division of Vocational Rehabilitation appointing Mrs. Raad to the DDRC Board of Directors for a three-year term.
- Letter from the Jefferson County Board of County Commissioners appointing Mr. Pemberton to the DDRC Board of Directors for a three-year term.

Ms. Schoemer moved to ratify the appointments from the four agencies. Seconded by Mr. Rotter and carried unanimously.

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-D Governance Committee Recommendations
- IX-F Finance/HR and Executive Committee Recommendations
 - Approval of joining the vacation request and the Excel easement on land owned by DDRC.
 - Approval of the EI Contract Amendment #5.
 - Five policies were presented as a study item.

Motion seconded by Mrs. MacHatton and carried unanimously.

V – COMMENDATIONS

There were four 20/20 Vision Awards, one D.U.C.K. Award and one Teamwork Award given this month.

Ms. Miller moved to approve the Commendations report as submitted. Seconded by Ms. Schoemer and carried unanimously.

IX – BUSINESS

A. EXECUTIVE DIRECTOR’S REPORT

- Colorado Gives Day is December 5th. Donations scheduled starting November 1st will qualify for the match.

- Beau Jo's Benefit Event will take place November 16th at the Arvada location with 20% of pre-tax sales from anyone designating DDRC at the time of purchase will benefit the agency.
- We have two group homes which have current COVID outbreaks and staff are following all protocols set forth during the pandemic.

B. CASE MANAGEMENT REDESIGN (CMRD) UPDATE

- The Department of Health Care Policy and Financing (HCPF) sent a communication to all members statewide at the end of September notifying them of their assigned CMA. The communication included an exception option for members who want case management from an agency other than their assigned CMA. We have 40 individuals who reside outside of Jefferson and Clear Creek Counties who want to pursue the exception. Jefferson County Human Services (JCHS) is still exploring whether they will have the capacity to serve individuals from outside our catchment area.
- A joint communication from DDRC and JCHS has been approved by HCPF and was sent to our members last week.
- JCHS and DDRC continue to drill down on operations, communications, facilities and human resources. The HR subcommittee is close to having a finalized hiring process and timeline to communicate to DDRC staff in early November on employment with JCHS.

X – SPECIAL ITEM

There was no Special Item due to the Annual Corporations Meeting and Awards Presentation.

XI – PUBLIC COMMENT

None.

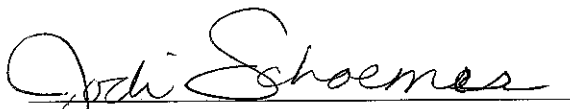
XII – ITEMS OF GENERAL DISCUSSION

A. UNFINISHED BUSINESS – None

B. NEW BUSINESS – None

XIII – ADJOURNMENT

Meeting adjourned at 5:50 p.m. The next regular meeting of the Board is on Wednesday, December 6, 2023, at 5:30 pm, at DDRC, 11177 W. 8th Ave., Lakewood, CO, 80215.



Jodi Schoemer, Secretary



Annette Rogers, Executive Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES
September 30, 2023

	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	\$ 3,268,897	\$ 10,369,323	\$ 10,144,081	\$ (224,391)	-2.2%
EXPENDITURES							
PERSONNEL	\$ 28,412,203	\$ 2,367,684	\$ 2,295,659	\$ 7,103,051	\$ 6,982,029	\$ 121,022	1.7%
OPERATING	\$ 10,793,490	\$ 899,458	\$ 889,164	\$ 2,698,373	\$ 2,744,290	\$ (45,918)	-1.7%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 133,065	\$ 425,290	\$ 406,891	\$ 18,399	4.3%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 16,116	\$ 36,443	\$ 54,933	\$ (18,490)	-50.7%
TOTAL EXPENDITURES	\$ 41,052,624	\$ 3,421,052	\$ 3,334,004	\$ 10,263,156	\$ 10,188,143	\$ 75,013	0.7%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 424,667	\$ 35,389	\$ (65,107)	\$ 106,167	\$ (44,062)	\$ (149,378)	
UNREALIZED GAIN/(LOSS) ON LT INVESTMENTS	\$ -	\$ -	\$ (137,997)	\$ -	\$ (123,596)	\$ (123,596)	
REVENUES OVER EXPENSES NET OF LT INVESTMENTS SURPLUS/(DEFICIT)	\$ 424,667	\$ 35,389	\$ 72,890	\$ 106,167	\$ 79,534	\$ (25,782)	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES
September 30, 2023

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	\$ 8,619,542	\$ 718,295	\$ 742,357	\$ 2,154,886	\$ 2,194,987	\$ 40,102	1.9%
FAMILY SUPPORT SERVICES	\$ 735,140	\$ 61,262	\$ 57,858	\$ 183,785	\$ 125,566	\$ (58,221)	-31.7%
MEDICAID REVENUE	\$ 17,436,858	\$ 1,453,072	\$ 1,386,905	\$ 4,359,215	\$ 4,222,950	\$ (136,265)	-3.1%
SUPPORTED LIVING SERVICES	\$ 1,098,464	\$ 91,539	\$ 63,916	\$ 274,616	\$ 217,494	\$ (57,122)	-20.8%
CHILDREN'S EXTENSIVE SUPPORT	\$ 169,738	\$ 14,145	\$ 13,928	\$ 42,435	\$ 46,986	\$ 4,552	10.7%
JEFFERSON COUNTY	\$ 11,068,400	\$ 922,367	\$ 922,367	\$ 2,767,100	\$ 2,767,100	\$ -	0.0%
ROOM AND BOARD	\$ 973,950	\$ 81,163	\$ 75,082	\$ 243,488	\$ 224,548	\$ (18,940)	-6.8%
HUD SUBSIDIES	\$ 238,675	\$ 19,890	\$ 12,533	\$ 59,669	\$ 61,115	\$ 1,446	1.4%
INTEREST	\$ 40,000	\$ 3,333	\$ 30,898	\$ 10,000	\$ 89,568	\$ 79,568	795.7%
RENTAL REVENUE	\$ 348,740	\$ 29,062	\$ 30,693	\$ 87,185	\$ 92,013	\$ 4,828	5.5%
DONATIONS/GRANTS	\$ 420,000	\$ 35,000	\$ 44,282	\$ 105,000	\$ 136,850	\$ 31,850	30.3%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ (137,997)	\$ -	\$ (123,596)	\$ (123,596)	100.0%
PRIVATE PAY	\$ 37,068	\$ 3,089	\$ 3,103	\$ 9,267	\$ 11,890	\$ 2,623	28.3%
MISCELLANEOUS	\$ 60,050	\$ 5,004	\$ 66	\$ 15,013	\$ 4,161	\$ (10,852)	-72.3%
EXTERNAL TOTAL REVENUE	\$ 41,246,625	\$ 3,437,219	\$ 3,245,991	\$ 10,311,656	\$ 10,071,632	\$ (240,026)	-2.3%
INTERNAL REVENUES	\$ 230,666	\$ 19,222	\$ 22,906	\$ 57,667	\$ 73,302	\$ 15,636	29.1%
	\$ 41,477,291	\$ 3,456,441	\$ 3,268,897	\$ 10,369,323	\$ 10,144,081	\$ (224,391)	-2.2%
1% OF Y-T-D REVENUE					\$ 100,716		
1/2 % OF Y-T-D REVENUE					\$ 50,358		
FLUCTUATION THRESHOLD					\$ 25,000	& 10%	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

VARIANCE IN REVENUES OF MORE THAN \$25,000 AND 10%
September 30, 2023

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

SUPPORTED LIVING SERVICES UNDER BUDGET AS THE FY24 BUDGET IS BASED ON PRIOR YEAR UTILIZATION.

INTEREST OVER BUDGET DUE TO INTEREST RATES ON OPERATING CASH.

DONATIONS AND GRANTS UNDER BUDGET WHICH IS COMMON IN THE BEGINNING OF THE FISCAL YEAR AS A SIGNIFICANT AMOUNT OF THE ACTIVITY FOR DONATIONS OCCURS NEAR THE END OF THE CALENDAR YEAR WITH THE COLORADO GIVES DAY AND THE ANNUAL APPEAL.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES
September 30, 2023

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	\$ 3,653,645	\$ 304,470	\$ 313,755	\$ 913,411	\$ 922,942	\$ (9,531)	-1.0%
OPERATING / PURCHASE OF SERVICE	\$ 2,678,736	\$ 223,228	\$ 234,315	\$ 669,684	\$ 716,999	\$ (47,315)	-7.1%
TOTALS	\$ 6,332,381	\$ 527,698	\$ 548,070	\$ 1,583,095	\$ 1,639,941	\$ (56,846)	-3.6%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,347,416	\$ 278,951	\$ 263,798	\$ 836,854	\$ 793,306	\$ 43,548	5.2%
OPERATING	\$ 1,617,745	\$ 134,812	\$ 127,930	\$ 404,436	\$ 438,184	\$ (33,748)	-8.3%
TOTALS	\$ 4,965,161	\$ 413,763	\$ 391,728	\$ 1,241,290	\$ 1,231,490	\$ 9,800	0.8%
ADMINISTRATION							
PERSONNEL	\$ 3,423,425	\$ 285,285	\$ 278,877	\$ 855,856	\$ 840,823	\$ 15,033	1.8%
OPERATING	\$ 1,538,877	\$ 128,240	\$ 121,207	\$ 384,719	\$ 357,627	\$ 27,092	7.0%
TOTALS	\$ 4,962,302	\$ 413,525	\$ 400,084	\$ 1,240,576	\$ 1,198,450	\$ 42,126	3.4%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$ 529,022	\$ 44,085	\$ 45,747	\$ 132,256	\$ 135,984	\$ (3,729)	-2.8%
OPERATING	\$ 118,850	\$ 9,904	\$ 14,083	\$ 29,713	\$ 38,669	\$ (8,957)	-30.1%
TOTALS	\$ 647,872	\$ 53,989	\$ 59,830	\$ 161,968	\$ 174,653	\$ (12,685)	-7.8%
TERMINAL							
PERSONNEL	\$ 178,807	\$ 14,901	\$ 14,427	\$ 44,702	\$ 44,029	\$ 673	1.5%
OPERATING / PURCHASE OF SERVICE	\$ 103,923	\$ 8,660	\$ 5,815	\$ 25,981	\$ 20,678	\$ 5,303	20.4%
TOTALS	\$ 282,730	\$ 23,561	\$ 20,242	\$ 70,683	\$ 64,707	\$ 5,976	8.5%
RESOURCE COORDINATION							
PERSONNEL	\$ 3,984,939	\$ 332,078	\$ 309,405	\$ 996,235	\$ 1,010,581	\$ (14,346)	-1.4%
OPERATING	\$ 243,926	\$ 20,327	\$ 30,909	\$ 60,982	\$ 83,316	\$ (22,335)	-36.6%
TOTALS	\$ 4,228,865	\$ 352,405	\$ 340,314	\$ 1,057,216	\$ 1,093,897	\$ (36,681)	-3.5%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$ 2,411,722	\$ 200,977	\$ 212,062	\$ 602,931	\$ 651,632	\$ (48,702)	-9.1%
OPERATING	\$ 197,763	\$ 16,480	\$ 16,247	\$ 49,441	\$ 43,276	\$ 6,164	12.5%
DIRECT FAMILY	\$ 735,140	\$ 61,262	\$ 58,710	\$ 183,785	\$ 125,566	\$ 58,221	31.7%
JEFFCO CFS FUND	\$ 500,000	\$ 41,667	\$ 25,219	\$ 125,000	\$ 172,686	\$ (47,686)	-38.1%
TOTALS	\$ 3,844,625	\$ 320,385	\$ 312,239	\$ 961,156	\$ 993,160	\$ (32,002)	-3.3%
RESIDENTIAL - ALL							
PERSONNEL	\$ 8,411,110	\$ 700,926	\$ 687,893	\$ 2,102,778	\$ 2,072,359	\$ 30,419	1.4%
OPERATING	\$ 1,971,039	\$ 164,253	\$ 163,515	\$ 492,760	\$ 464,283	\$ 28,477	5.8%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 133,065	\$ 425,290	\$ 406,891	\$ 18,399	4.3%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 16,116	\$ 36,443	\$ 54,933	\$ (18,490)	-50.7%
TOTALS	\$ 12,229,080	\$ 1,019,090	\$ 1,000,589	\$ 3,057,270	\$ 2,998,466	\$ 58,804	1.9%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,811,435	\$ 150,953	\$ 118,149	\$ 452,859	\$ 359,523	\$ 93,336	20.6%
OPERATING / PURCHASE OF SERVICE	\$ 655,930	\$ 54,661	\$ 56,665	\$ 163,983	\$ 177,705	\$ (13,723)	-7.4%
TOTALS	\$ 2,467,365	\$ 205,614	\$ 174,814	\$ 616,841	\$ 537,228	\$ 79,613	12.9%
BEHAVIORAL HEALTH							
PERSONNEL	\$ 660,681	\$ 55,057	\$ 51,546	\$ 165,170	\$ 150,850	\$ 14,320	8.7%
OPERATING	\$ 231,561	\$ 19,297	\$ 18,166	\$ 57,890	\$ 52,861	\$ 5,029	8.7%
TOTALS	\$ 892,242	\$ 74,354	\$ 69,712	\$ 223,061	\$ 203,711	\$ 19,350	8.7%
SELF DETERMINATION							
OPERATING	\$ 200,000	\$ 16,667	\$ 16,382	\$ 50,000	\$ 52,440	\$ (2,440)	-4.9%

SUMMARY

PERSONNEL	\$ 28,412,203	\$ 2,367,684	\$ 2,295,659	\$ 7,103,051	\$ 6,982,029	\$	121,022	1.7%
OPERATING	\$ 10,793,490	\$ 899,458	\$ 889,164	\$ 2,698,373	\$ 2,744,290	\$	(45,918)	-1.7%
HOST HOMES	\$ 1,701,160	\$ 141,763	\$ 133,065	\$ 425,290	\$ 406,891	\$	18,399	4.3%
PURCHASE OF SERVICES	\$ 145,771	\$ 12,148	\$ 16,116	\$ 36,443	\$ 54,933	\$	(18,490)	-50.7%
TOTALS	\$ 41,052,624	\$ 3,421,052	\$ 3,334,004	\$ 10,263,156	\$ 10,188,143	\$	75,013	0.7%
1% OF Y-T-D EXPENSE					\$		101,881	
1/2 % OF Y-T-D EXPENSE					\$		50,941	
FLUCTUATION THRESHOLD					\$		25,000	& 10%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

VARIANCE IN EXPENSES OF MORE THAN \$25,000 AND 10%
September 30, 2023

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 EQUALLY DIVIDED BY 1/12. DISTRIBUTIONS ARE GREATER THAN 1/12 OF THE ANNUAL BUDGET.

SUPPORTED LIVING SERVICES/CES

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

Developmental Disabilities Resource Center
 Unaudited Statement of Financial Position

ASSETS	Unaudited September 30, 2023	Unaudited June 30, 2023
Current Assets		
Cash		
Cash and cash equivalents	\$15,177,679	\$15,899,716
Including capital reserve of \$6,961,772		
Certificates of deposit	393,317	392,035
Receivables		
Fees and grants from governmental agencies	4,759,790	3,938,949
Workshop contracts	-	-
Other	574,433	823,858
Prepaid expenses and other	1,107,208	949,620
Total Current Assets	<u>22,012,427</u>	<u>22,004,178</u>
Land, building and equipment	25,316,267	25,268,350
Less: Accumulated Depreciation	<u>18,863,272</u>	<u>18,712,200</u>
Net Fixed Assets	6,452,995	6,556,150
Restricted certificates of deposit	167,127	166,912
Investments	5,139,230	5,262,826
Restricted cash	424,434	424,434
Total Assets	<u>\$34,196,213</u>	<u>\$34,414,500</u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	1,534,934	\$1,709,164
Notes payable	135,820	135,820
Accrued expenses	2,018,032	2,018,032
Deferred Revenue	0	0
Total liabilities	<u>3,688,786</u>	<u>3,863,016</u>
Net assets		
Net assets	<u>30,507,427</u>	<u>30,551,484</u>
Total net assets	<u>30,507,427</u>	<u>30,551,484</u>
Total liabilities and net assets	<u>\$34,196,213</u>	<u>\$34,414,500</u>

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited September 30, 2023	Unaudited June 30, 2023
Cash flows from operating activities:		
Change in net assets	(\$44,062)	\$957,269
Adjustment for non cash items:		
In-Kind Donation		-
Depreciation	151,072	624,948
(Gain)/loss on asset disposition		0
Unrealized (Gain)/Loss on Investment	123,596	(356,603)
Change in assets and liabilities:		
Accounts receivable	(571,416)	1,895,930
Other assets	(157,588)	13,885
Accounts payable and accrued expense	(174,230)	(501,239)
Deferred Revenue	-	-
Cash provided by operations	<u>(672,628)</u>	<u>2,634,190</u>
Cash flows from investing activities:		
Change in CDs	(1,497)	(1,660)
Proceeds from redemption of investments		-
Proceeds from sale of fixed assets	-	0
Purchase of investments	-	0
Purchase of fixed assets	(47,917)	(350,721)
Cash provided by investing activity	<u>(49,414)</u>	<u>(352,381)</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	-
	<u>-</u>	<u>-</u>
 NET INCREASE (DECREASE) IN CASH	 (722,042)	 2,281,809
Cash balance, beginning of period	<u>16,748,350</u>	<u>14,466,541</u>
Cash balance, end of period	<u>\$16,026,308</u>	<u>\$16,748,350</u>