MINUTES

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

DDRC Building, 11177 W. 8th Ave., Lakewood, CO 80215
September 26, 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 September 26, 2018, to order at 5:30 p.m.

B. ROLL CALL:

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	SENIOR STAFF PRESENT
David Pemberton, President	Pat Bolton	Beverly Winters, Executive Director
Jean Armour	Frankie Cole	Jane Byron
Jan Beckett	Susan Hartley	Gena Colbert
Joanne Elliott	Sarah Rivard	Roanna Davis
Dan Fishbein	Kent Willis	Tammy Drumright
Corinne Gray		Keith Frambro
Margaret Huffman		Deb Gordon
Joni Krickbaum		Terri Hulstrom
Doreen Raad		Pat Jefferson
Jodi Schoemer		Susan Johnson
		Michele Majeune
		Liz Pahr
		Diana Patty
		Annette Rogers
		Jeanne Terrell

A quorum was declared present.

C. MINUTES: Ms. Armour moved to approve the minutes of the August 22, 2018, meeting, seconded by Ms. Beckett and carried unanimously.

D. FINANCIAL STATEMENTS (18-094) Gena Colbert, Director of Finance, reviewed the financial statements as of June 30, 2018, including revenue, expenses and variances. These are the unaudited year-end financial statements. Self-Determination has seen increased utilization this year. It was also noted that there was a negative variance in overall expenses for the month of June, which was due to one-time expenditures that were approved by the Board mid-year such as the Jeffco CFS Unmet Needs fund. These were offset by one-time gains, including the sale of the Cedar property.

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

II – COMMUNICATIONS (18-095)

The Board received a standard communication from Logan, Thomas and Johnson, LLC, regarding the upcoming 6/30/18 financial statement audit. A few years ago, a new Statement on Auditing Standards was released that required the auditors to communicate directly with those charged with governance. The letter identifies the auditor's responsibility, planned scope and timing of the audit. It also references a separate engagement letter that provides additional information about the audit and terms of the engagement.

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 (18-097)
VII	Development Report (18-098)
VIII-A	Enrollment (18-099)
VIII-B	Waiting List (18-100)
IX-F	Nov/Dec Board Meeting Date Selection (18-107)
IX-G	Service Provider/Host Home Contracts (18-108)
IX-H	Executive Committee and Finance/HR Committee Recommendations (18-109)

- Approval of a budget increase of $47,000 to cover additional health care benefit costs for the second half of the fiscal year.
- Approval of a FTE request for a Facilities Manager with a starting salary of $66,000 with the potential of having a higher range depending on the qualifications of the manager.

Motion seconded by Dr. Huffman and carried unanimously.

V – COMMENDATIONS AND AWARDS (18-096)

CAREER LADDER – There were no ladder advancements last month.

COMMENDATIONS – There were two Teamwork, one 20/20 Vision and three Customer Service awards given last month.

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

VIII – INFORMATION ON PEOPLE RECEIVING SERVICES

C. HUMAN RIGHTS COMMITTEE (HRC) (18-101) – Ms. Armour, presented the HRC report, including an overview of investigations for the past month. There was discussion about a possible bill to change the statute regarding the HRC's role in medication reviews. Mr. Pemberton asked that the Board be informed of any draft legislation.

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

IX – BUSINESS

A. LEGISLATIVE UPDATE (18-102)

- At the federal level, the Money Follows the Person (MFP) program, which was set up to incentivize states to transition individuals from institutional settings to Home and Community Based settings, is set to expire in 2020. The Empower Care Act is being vetted through the federal legislation process to renew the MFP program. In Colorado there are 248 individuals in the three regional centers in the state.
- The Colorado revenue quarterly forecast was released on September 20, 2018. It was positive and could set the tone for state budget discussions this year. DDRC will continue to work with stakeholders to keep the momentum of HB 18-1407 reducing the waiting list for comprehensive services.

B. EXECUTIVE DIRECTOR'S REPORT (18-103)

- There continues to be discussion about the Early Intervention (EI) contract. Community Centered Boards (CCBs) across the state are working with the Office of Early Childhood, Colorado Department of Human Services on contract language that assures payment for services rendered. Staff hopes to have the contract ready for approval at the October Board meeting.
- Direct Support Professionals week was celebrated the week of September 10th with many appreciation activities and gifts for our DSPs. Feedback from staff was very positive.
- The Legislative BBQ was a success with over 220 people in attendance. 33 legislators and candidates came to the event as well. Thank you to the Board members who were able to attend.
- Resource Coordination is busy with the HB 18-1407 comprehensive enrollments. The members of Joint Budget Committee who championed the legislation will be receiving the Legislator of the Year award at the Annual Meeting.
- We are now providing an electronic newsletter that will allow for timely communication of events or other information. We have email addresses for 75% of the individuals/ families we serve.
- The next Board meeting will be on October 24, at 5:30 p.m. at Baldoria on the Water.
- 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 Navigation Fair and Community Forum is scheduled for November 14 at the DDRC building from 4:30 p.m. to 7 p.m.
- Enterprise Rental Car recently donated $10,000 to the Therapeutic Recreation Department.

C. CONFLICT FREE CASE MANAGEMENT (CFCM) UPDATE (18-104) – The state is holding meetings with CCBs and other Single-Entry Points (SEPs) on case management redesign. Exemptions have been granted for all ten rural CCBs. There continues to be discussions about the parameters of these exemptions.

D. BYLAWS REVISIONS (18-105) – The Governance Committee, in collaboration with staff and legal counsel, has completed a comprehensive revision of the bylaws. Both the Governance Committee and the Executive Committee have voted unanimously to recommend approval by the Board. There was discussion about some grammatical edits.

Ms. Schoemer moved to approve the bylaws as amended with the provision that the grammatical edits be made unless there are legal reasons not to do so. Seconded by Ms. Armour and carried unanimously.

E. GOVERNANCE COMMITTEE REPORT ON NOMINATIONS (18-106) – The Governance Committee has developed a slate of candidates to stand for appointment/re-appointment that it is recommending to the Board. Pat Bolton and Sarah Rivard have agreed to be re-appointed to additional three-year terms. Susan Hartley has agreed to be appointed to the unexpired term of one of the open elected positions. Matt Rotter would be appointed to the unexpired term of the open community position and Mary Ann Tillman would be a community appointee for a three-year term. The Board will act on the recommendations in October. There will still be one open elected position that will need to be filled by a family member of an individual receiving services.

X – SPECIAL ITEM

Susan Johnson, Director of Children and Family Services, and Mrs. Krickbaum, Board member and Chair of the Family Support Council, gave an overview of the Family Support Services Program and the Jeffco Children and Family Services Unmet Needs Fund. Steven Nile Ferry, an individual who has received funding, and his sister-in-law, Megan Ferry, shared what a difference the program has made in their lives.

XI – PUBLIC COMMENT

Ms. Beckett reported that the next Speaking for Ourselves meeting will be October 20, 2018, in Colorado Springs.

XII – ITEMS OF GENERAL DISCUSSION

Mr. Pemberton noted that the slate of officers will be presented to the Board for approval in December. He invited any Board member interested in serving as an officer to contact him.

A. UNFINISHED BUSINESS – None

B. NEW BUSINESS – None

XIII – ADJOURNMENT

Meeting adjourned at 7:30 p.m. The next regular meeting of the Board will be held on Wednesday, October 24, 2018, at 5:30 p.m. at Baldoria on the Water, 146 Van Gordon Street, Lakewood, 80228.

Corinne Gray, Secretary of the Board

Annette Rogers, Executive Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

MONTH ENDED JULY 31, 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	$ 3,134,477	$3,207,733	$ 3,134,477	($73,256)	-2.3%
EXPENDITURES							
PERSONNEL	$23,481,939	$1,956,828	$ 1,868,283	$1,956,828	$ 1,868,283	$88,545	4.5%
OPERATING	$10,086,427	$840,536	$ 819,204	$840,536	$ 819,204	$21,332	2.5%
HOST HOMES	$1,524,081	$127,007	$ 121,593	$127,007	$ 121,593	$5,414	4.3%
PURCHASE OF SERVICES	$3,182,025	$265,169	$ 244,854	$265,169	$ 244,854	$20,315	7.7%
TOTAL EXPENDITURES	$38,274,472	$3,189,539	$ 3,053,934	$3,189,539	$ 3,053,934	$135,605	4.3%
REVENUES OVER EXPENSES NET INCOME/(LOSS)	$218,319	$18,193	$ 80,543	$18,193	$ 80,543	$62,350	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

MONTH ENDED JULY 31, 2018

MONTH 1

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	$ 461,276	$435,813	$ 461,276	$25,463	5.8%
FAMILY SUPPORT SERVICES	$668,086	$55,674	$ -	$55,674	$ -	($55,674)	-100.0%
MEDICAID REVENUE	$17,030,740	$1,419,228	$ 1,366,698	$1,419,228	$ 1,366,698	($52,530)	-3.7%
SUPPORTED LIVING SERVICES	$3,229,218	$269,102	$ 250,429	$269,102	$ 250,429	($18,673)	-6.9%
CHILDREN'S EXTENSIVE SUPPORT	$585,980	$48,832	$ 76,023	$48,832	$ 76,023	$27,191	55.7%
JEFFERSON COUNTY	$9,231,578	$769,298	$ 769,298	$769,298	$ 769,298	($0)	0.0%
ROOM AND BOARD	$1,187,215	$98,935	$ 98,672	$98,935	$ 98,672	($263)	-0.3%
WORK CONTRACTS	$210,007	$17,501	$ 12,826	$17,501	$ 12,826	($4,675)	-26.7%
HUD SUBSIDIES	$197,089	$16,424	$ 17,787	$16,424	$ 17,787	$1,363	8.3%
INTEREST	$2,166	$181	$ 654	$181	$ 654	$474	262.3%
RENTAL REVENUE	$399,597	$33,300	$ 33,458	$33,300	$ 33,458	$158	0.5%
DONATIONS/GRANTS	$20,000	$1,667	$ 1,790	$1,667	$ 1,790	$123	7.4%
MISCELLANEOUS	$75,452	$6,288	$ 8,351	$6,288	$ 8,351	$2,063	32.8%
ELDERLY, BLIND AND DISABLED	$220,450	$18,371	$ 19,257	$18,371	$ 19,257	$886	4.8%
EXTERNAL TOTAL REVENUE	$38,287,337	$3,190,611	$ 3,116,519	$3,190,611	$ 3,116,519	($74,092)	-2.3%
INTERNAL REVENUES	$205,454	$17,121	$ 17,958	$17,121	$ 17,958	$837	4.9%
	$38,492,791	$3,207,733	$ 3,134,477	$3,207,733	$ 3,134,477	($73,256)	-2.3%

1% OF Y-T-D REVENUE	$ 31,165
1/2 % OF Y-T-D REVENUE	$ 15,583
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 JULY 31, 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

MONTH ENDED JULY 31, 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	$ 133,325	$147,321	$ 133,325	$13,996	9.5%
OPERATING / PURCHASE OF SERVICE	$1,443,388	$120,282	$ 169,618	$120,282	$ 169,618	($49,336)	-41.0%
TOTALS	$3,211,234	$267,603	$ 302,943	$267,603	$ 302,943	($35,340)	-13.2%
ADULT DAY PROGRAM							
PERSONNEL	$4,632,725	$386,060	$ 345,794	$386,060	$ 345,794	$40,266	10.4%
OPERATING	$1,152,138	$96,012	$ 109,339	$96,012	$ 109,339	($13,328)	-13.9%
PURCHASE OF SERVICES	$612,046	$51,004	$ 45,568	$51,004	$ 45,568	$5,436	10.7%
TOTALS	$6,396,909	$533,076	$ 500,701	$533,076	$ 500,701	$32,375	6.1%
ADMINISTRATION							
PERSONNEL	$3,351,795	$279,316	$ 295,418	$279,316	$ 295,418	($16,102)	-5.8%
OPERATING	$950,853	$79,238	$ 79,882	$79,238	$ 79,882	($644)	-0.8%
TOTALS	$4,302,648	$358,554	$ 375,300	$358,554	$ 375,300	($16,746)	-4.7%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	$454,710	$37,893	$ 34,889	$37,893	$ 34,889	$3,004	7.9%
OPERATING	$89,540	$7,462	$ 4,321	$7,462	$ 4,321	$3,141	42.1%
TOTALS	$544,250	$45,354	$ 39,210	$45,354	$ 39,210	$6,144	13.5%
TRANSPORTATION							
PERSONNEL	$417,626	$34,802	$ 33,702	$34,802	$ 33,702	$1,100	3.2%
OPERATING / PURCHASE OF SERVICE	$460,974	$38,415	$ 33,262	$38,415	$ 33,262	$5,153	13.4%
TOTALS	$878,600	$73,217	$ 66,964	$73,217	$ 66,964	$6,253	8.5%
RESOURCE COORDINATION							
PERSONNEL	$3,110,553	$259,213	$ 250,148	$259,213	$ 250,148	$9,065	3.5%
OPERATING	$248,541	$20,712	$ 23,531	$20,712	$ 23,531	($2,819)	-13.6%
TOTALS	$3,359,094	$279,925	$ 273,679	$279,925	$ 273,679	$6,246	2.2%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	$1,455,292	$121,274	$ 123,868	$121,274	$ 123,868	($2,594)	-2.1%
OPERATING	$195,245	$16,270	$ 15,300	$16,270	$ 15,300	$970	6.0%
DIRECT FAMILY	$668,086	$55,674	$ -	$55,674	$ -	$55,674	100.0%
JEFFCO CFS FUND	$0	$0	$ -	$0	$ -	$0	0.0%
TOTALS	$2,318,623	$193,219	$139,168	$193,219	$139,168	$54,051	28.0%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

MONTH ENDED JULY 31, 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	$ 510,515	$531,032	$ 510,515	$20,517	3.9%
OPERATING	$2,000,565	$166,714	$ 147,030	$166,714	$ 147,030	$19,684	11.8%
HOST HOMES	$1,524,081	$127,007	$ 121,593	$127,007	$ 121,593	$5,414	4.3%
PURCHASE OF SERVICES	$2,569,979	$214,165	$ 199,286	$214,165	$ 199,286	$14,879	6.9%
TOTALS	$12,467,014	$1,038,918	$ 978,424	$1,038,918	$ 978,424	$60,494	5.8%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	$1,509,456	$125,788	$ 106,612	$125,788	$ 106,612	$19,176	15.2%
OPERATING / PURCHASE OF SERVICE	$2,397,935	$199,828	$ 208,360	$199,828	$ 208,360	($8,532)	-4.3%
TOTALS	$3,907,391	$325,616	$ 314,972	$325,616	$ 314,972	$10,644	3.3%
GRANTS							
PERSONNEL	$60,501	$5,042	$ 5,033	$5,042	$ 5,033	$9	0.2%
OPERATING	$5,400	$450	$ 195	$450	$ 195	$255	56.7%
TOTALS	$65,901	$5,492	$ 5,228	$5,492	$ 5,228	$264	4.8%
BEHAVIORAL HEALTH							
PERSONNEL	$349,046	$29,087	$ 28,979	$29,087	$ 28,979	$108	0.4%
OPERATING	$173,762	$14,480	$ 14,541	$14,480	$ 14,541	($61)	-0.4%
TOTALS	$522,808	$43,567	$ 43,520	$43,567	$ 43,520	$47	0.1%
SELF DETERMINATION							
OPERATING	$300,000	$25,000	$ 13,825	$25,000	$ 13,825	$11,175	44.7%
SUMMARY							
PERSONNEL	$ 23,481,939	$ 1,956,828	$ 1,868,283	$ 1,956,828	$ 1,868,283	$ 88,545	4.5%
OPERATING	$10,086,427	$840,536	$819,204	$840,536	$819,204	$21,332	2.5%
HOST HOMES	$1,524,081	$127,007	$121,593	$127,007	$121,593	$5,414	4.3%
PURCHASE OF SERVICES	$3,182,025	$265,169	$244,854	$265,169	$244,854	$20,315	7.7%
TOTALS	$38,274,472	$3,189,539	$ 3,053,934	$3,189,539	$ 3,053,934	$135,605	4.3%
1% OF Y-T-D EXPENSE					$ 30,539		
1/2 % OF Y-T-D EXPENSE					$ 15,270		
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 JULY 31, 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.
ADULT DAY PROGRAM	PERSONNEL	VACANCY SAVINGS.
	OPERATING	ADULT VOCATIONAL SERVICES IS OVER BUDGET IN A VARIETY OF OPERATING EXPENSES INCLUDING PROGRAM SUPPLIES AND REPAIRS AND MAINTENANCE.
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 I A VARIETY OF OPERATING EXPENSES INCLUDING PROGRAM SUPPLIES AND FOOD.
SUPPORTED LIVING SERVICES/CES	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 July 31, 2018	Unaudited June 30, 2018
Current Assets		
Cash		
Cash and cash equivalents	$15,843,321	$15,501,978
Including capital reserve of $4,440,911		
Certificates of deposit	1,071,062	1,071,062
Receivables		
Fees and grants from governmental agencies	3,062,458	3,851,853
Workshop contracts	5,574	11,049
Other	468,853	620,608
Prepaid expenses and other	592,177	498,095
Total Current Assets	21,043,445	21,554,645
Land, building and equipment	24,276,212	24,261,955
Less: Accumulated Depreciation	15,542,804	15,488,528
Net Fixed Assets	8,733,408	8,773,427
Restricted certificates of deposit	159,745	159,745
Total Assets	$29,936,598	$30,487,817
Days of operations in operating cash balance	**129**	**120**

LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	$1,538,145	$1,831,127
Notes payable	183,400	183,400
Accrued expenses	1,671,870	2,065,785
Deferred Revenue	84,457	29,322
Total liabilities	3,477,872	4,109,634
Net assets		
Net assets	26,458,726	26,378,183
Total net assets	26,458,726	26,378,183
Total liabilities and net assets	$29,936,598	$30,487,817

Developmental Disabilities Resource Center
Unaudited Statement of Cash Flows

	Unaudited July 31, 2018	Unaudited June 30, 2018
Cash flows from operating activities:		
Change in net assets	$80,543	$436,747
Adjustment for non cash items:		
In-Kind Donation	-	-
Depreciation	54,276	812,352
(Gain)/loss on asset disposition	0	(405,829)
Change in assets and liabilities:		
Accounts receivable	946,625	676,966
Other assets	(94,082)	(3,827)
Accounts payable and accrued expense	(686,897)	82,286
Deferred Revenue	55,135	(201,476)
Cash provided by operations	355,600	1,397,219
Cash flows from investing activities:		
Change in investments	-	(2,681)
Proceeds from redemption of investments	-	-
Proceeds from sale of fixed assets	-	500,329
Purchase of fixed assets	(14,257)	(667,970)
Cash provided by investing activity	(14,257)	(170,322)
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	-
	-	-
NET INCREASE (DECREASE) IN CASH	341,343	1,226,897
Cash balance, beginning of period	15,501,978	14,275,081
Cash balance, end of period	$15,843,321	$15,501,978

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

MONTH ENDED AUGUST 31, 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	$ 3,197,376	$6,415,465	$ 6,331,850	($83,615)	-1.3%
EXPENDITURES							
PERSONNEL	$23,481,939	$1,956,828	$ 1,866,231	$3,913,657	$ 3,734,509	$179,148	4.6%
OPERATING	$10,086,427	$840,536	$ 939,994	$1,681,071	$ 1,759,191	($78,120)	-4.6%
HOST HOMES	$1,524,081	$127,007	$ 104,139	$254,014	$ 225,732	$28,282	11.1%
PURCHASE OF SERVICES	$3,182,025	$265,169	$ 242,138	$530,338	$ 486,990	$43,348	8.2%
TOTAL EXPENDITURES	$38,274,472	$3,189,539	$ 3,152,502	$6,379,079	$ 6,206,422	$172,657	2.7%
REVENUES OVER EXPENSES NET INCOME/(LOSS)	$218,319	$18,193	$ 44,874	$36,387	$ 125,428	$89,042	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

MONTH ENDED AUGUST 31, 2018

MONTH 2

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	$ 451,498	$871,627	$ 912,774	$41,148	4.7%
FAMILY SUPPORT SERVICES	$668,086	$55,674	$ 54,801	$111,348	$ 54,801	($56,547)	-50.8%
MEDICAID REVENUE	$17,030,740	$1,419,228	$ 1,417,236	$2,838,457	$ 2,783,933	($54,524)	-1.9%
SUPPORTED LIVING SERVICES	$3,229,218	$269,102	$ 245,392	$538,203	$ 503,748	($34,455)	-6.4%
CHILDREN'S EXTENSIVE SUPPORT	$585,980	$48,832	$ 48,832	$97,663	$ 116,928	$19,265	19.7%
JEFFERSON COUNTY	$9,231,578	$769,298	$ 769,298	$1,538,596	$ 1,538,596	($0)	0.0%
ROOM AND BOARD	$1,187,215	$98,935	$ 94,200	$197,869	$ 192,872	($4,997)	-2.5%
WORK CONTRACTS	$210,007	$17,501	$ 16,581	$35,001	$ 29,407	($5,594)	-16.0%
HUD SUBSIDIES	$197,089	$16,424	$ 17,697	$32,848	$ 35,485	$2,637	8.0%
INTEREST	$2,166	$181	$ 662	$361	$ 1,316	$955	264.5%
RENTAL REVENUE	$399,597	$33,300	$ 32,961	$66,600	$ 66,418	($182)	-0.3%
DONATIONS/GRANTS	$20,000	$1,667	$ 1,449	$3,333	$ 3,239	($94)	-2.8%
MISCELLANEOUS	$75,452	$6,288	$ 9,570	$12,575	$ 17,920	$5,345	42.5%
ELDERLY, BLIND AND DISABLED	$220,450	$18,371	$ 19,004	$36,742	$ 38,260	$1,518	4.1%
EXTERNAL TOTAL REVENUE	$38,287,337	$3,190,611	$ 3,179,181	$6,381,223	$ 6,295,697	($85,526)	-1.3%
INTERNAL REVENUES	$205,454	$17,121	$ 18,195	$34,242	$ 36,153	$1,911	5.6%
	$38,492,791	$3,207,733	$ 3,197,376	$6,415,465	$ 6,331,850	($83,615)	-1.3%

1% OF Y-T-D REVENUE	$ 62,957
1/2 % OF Y-T-D REVENUE	$ 31,478
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 AUGUST 31, 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

MONTH ENDED AUGUST 31, 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	$ 143,619	$294,641	$ 276,944	$17,697	6.0%
OPERATING / PURCHASE OF SERVICE	$1,443,388	$120,282	$ 181,056	$240,565	$ 350,673	($110,108)	-45.8%
TOTALS	$3,211,234	$267,603	$ 324,675	$535,206	$ 627,617	($92,411)	-17.3%
ADULT DAY PROGRAM							
PERSONNEL	$4,632,725	$386,060	$ 354,057	$772,121	$ 699,851	$72,270	9.4%
OPERATING	$1,152,138	$96,012	$ 102,158	$192,023	$ 211,495	($19,472)	-10.1%
PURCHASE OF SERVICES	$612,046	$51,004	$ 51,882	$102,008	$ 97,449	$4,559	4.5%
TOTALS	$6,396,909	$533,076	$ 508,097	$1,066,152	$ 1,008,795	$57,357	5.4%
ADMINISTRATION							
PERSONNEL	$3,351,795	$279,316	$ 282,648	$558,633	$ 578,065	($19,433)	-3.5%
OPERATING	$950,853	$79,238	$ 100,361	$158,476	$ 180,243	($21,768)	-13.7%
TOTALS	$4,302,648	$358,554	$ 383,009	$717,108	$ 758,308	($41,200)	-5.7%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	$454,710	$37,893	$ 31,352	$75,785	$ 66,237	$9,548	12.6%
OPERATING	$89,540	$7,462	$ 7,926	$14,923	$ 12,246	$2,677	17.9%
TOTALS	$544,250	$45,354	$ 39,278	$90,708	$ 78,483	$12,225	13.5%
TRANSPORTATION							
PERSONNEL	$417,626	$34,802	$ 35,306	$69,604	$ 69,010	$594	0.9%
OPERATING / PURCHASE OF SERVICE	$460,974	$38,415	$ 35,094	$76,829	$ 68,359	$8,470	11.0%
TOTALS	$878,600	$73,217	$ 70,400	$146,433	$ 137,369	$9,064	6.2%
RESOURCE COORDINATION							
PERSONNEL	$3,110,553	$259,213	$ 229,266	$518,426	$ 479,415	$39,011	7.5%
OPERATING	$248,541	$20,712	$ 20,380	$41,424	$ 43,911	($2,488)	-6.0%
TOTALS	$3,359,094	$279,925	$ 249,646	$559,849	$ 523,326	$36,523	6.5%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	$1,455,292	$121,274	$ 123,235	$242,549	$ 247,100	($4,551)	-1.9%
OPERATING	$195,245	$16,270	$ 15,323	$32,541	$ 30,624	$1,917	5.9%
DIRECT FAMILY	$668,086	$55,674	$ 54,801	$111,348	$ 54,801	$56,547	50.8%
JEFFCO CFS FUND	$0	$0	$ -	$0	$ -	$0	0.0%
TOTALS	$2,318,623	$193,219	$193,359	$386,437	$332,525	$53,912	14.0%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

MONTH ENDED AUGUST 31, 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	$ 511,894	$1,062,065	$ 1,022,408	$39,657	3.7%
OPERATING	$2,000,565	$166,714	$ 152,381	$333,428	$ 299,412	$34,016	10.2%
HOST HOMES	$1,524,081	$127,007	$ 104,139	$254,014	$ 225,732	$28,282	11.1%
PURCHASE OF SERVICES	$2,569,979	$214,165	$ 190,256	$428,330	$ 389,541	$38,789	9.1%
TOTALS	$12,467,014	$1,038,918	$ 958,670	$2,077,836	$ 1,937,093	$140,743	6.8%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	$1,509,456	$125,788	$ 121,082	$251,576	$ 227,695	$23,881	9.5%
OPERATING / PURCHASE OF SERVICE	$2,397,935	$199,828	$ 227,582	$399,656	$ 435,938	($36,282)	-9.1%
TOTALS	$3,907,391	$325,616	$ 348,664	$651,232	$ 663,633	($12,401)	-1.9%
GRANTS							
PERSONNEL	$60,501	$5,042	$ 4,985	$10,084	$ 10,016	$68	0.7%
OPERATING	$5,400	$450	$ 4,098	$900	$ 4,291	($3,391)	-376.8%
TOTALS	$65,901	$5,492	$ 9,083	$10,984	$ 14,307	($3,324)	-30.3%
BEHAVIORAL HEALTH							
PERSONNEL	$349,046	$29,087	$ 28,787	$58,174	$ 57,768	$406	0.7%
OPERATING	$173,762	$14,480	$ 14,348	$28,960	$ 28,890	$70	0.2%
TOTALS	$522,808	$43,567	$ 43,135	$87,135	$ 86,658	$477	0.5%
SELF DETERMINATION							
OPERATING	$300,000	$25,000	$ 24,486	$50,000	$ 38,308	$11,692	23.4%
SUMMARY							
PERSONNEL	$ 23,481,939	$ 1,956,828	$ 1,866,231	$ 3,913,657	$ 3,734,509	$ 179,148	4.6%
OPERATING	$10,086,427	$840,536	$939,994	$1,681,071	$1,759,191	($78,120)	-4.6%
HOST HOMES	$1,524,081	$127,007	$104,139	$254,014	$225,732	$28,282	11.1%
PURCHASE OF SERVICES	$3,182,025	$265,169	$242,138	$530,338	$486,990	$43,348	8.2%
TOTALS	$38,274,472	$3,189,539	$ 3,152,502	$6,379,079	$ 6,206,422	$172,657	2.7%

1% OF Y-T-D EXPENSE	$ 62,064
1/2 % OF Y-T-D EXPENSE	$ 31,032
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 AUGUST 31, 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.
ADULT DAY PROGRAM	OPERATING	ADULT VOCATIONAL SERVICES IS OVER BUDGET IN A VARIETY OF OPERATING EXPENSES INCLUDING PROGRAM SUPPLIES AND REPAIRS AND MAINTENANCE.
ADMINISTRATION	OPERATING	DDRC IS OVER BUDGET IN A VARIETY OF EXPENSES IN ADMINISTRATION INCLUDING CONTRACTED REPAIRS AND MAINTENANCE AND FURNISHINGS.
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.
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 August 31, 2018	Unaudited June 30, 2018
Current Assets		
Cash		
Cash and cash equivalents	$15,796,185	$15,501,978
Including capital reserve of $4,491,915		
Certificates of deposit	1,071,062	1,071,062
Receivables		
Fees and grants from governmental agencies	3,000,043	3,851,853
Workshop contracts	7,062	11,049
Other	534,639	620,608
Prepaid expenses and other	626,990	498,095
Total Current Assets	21,035,981	21,554,645
Land, building and equipment	24,279,484	24,261,955
Less: Accumulated Depreciation	15,597,080	15,488,528
Net Fixed Assets	8,682,404	8,773,427
Restricted certificates of deposit	159,767	159,745
Total Assets	$29,878,152	$30,487,817
Days of operations in operating cash balance	**128**	**120**
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	$1,434,814	$1,831,127
Notes payable	183,400	183,400
Accrued expenses	1,671,870	2,065,785
Deferred Revenue	84,457	29,322
Total liabilities	3,374,541	4,109,634
Net assets		
Net assets	26,503,611	26,378,183
Total net assets	26,503,611	26,378,183
Total liabilities and net assets	$29,878,152	$30,487,817

Developmental Disabilities Resource Center
Unaudited Statement of Cash Flows

	Unaudited August 31, 2018	Unaudited June 30, 2018
Cash flows from operating activities:		
Change in net assets	$125,428	$436,747
Adjustment for non cash items:		
In-Kind Donation	-	-
Depreciation	108,552	812,352
(Gain)/loss on asset disposition	0	(405,829)
Change in assets and liabilities:		
Accounts receivable	941,766	676,966
Other assets	(128,895)	(3,827)
Accounts payable and accrued expense	(790,228)	82,286
Deferred Revenue	55,135	(201,476)
Cash provided by operations	311,758	1,397,219
Cash flows from investing activities:		
Change in investments	(22)	(2,681)
Proceeds from redemption of investments	-	-
Proceeds from sale of fixed assets	-	500,329
Purchase of fixed assets	(17,529)	(667,970)
Cash provided by investing activity	(17,551)	(170,322)
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	-
	-	-
NET INCREASE (DECREASE) IN CASH	294,207	1,226,897
Cash balance, beginning of period	15,501,978	14,275,081
Cash balance, end of period	$15,796,185	$15,501,978