

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 28, 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 September 28, 2022, to order at 5:30 p.m.

B. **ROLL CALL:**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Jan Beckett
Megan MacHatton

SENIOR STAFF PRESENT

Rob DeHerrera, Executive Dir.
Kristie Braaten
Jane Byron
Gena Colbert
Jamie Haney
Kelly Hulstrom
Terri Hulstrom
Susan Johnson
Micki Klawes
Ashley Lee
Dorothy Nwoke
Liz Pahr
Jeanne Terrell
Annette Rogers
Melanie White

A quorum was present.

C. **MINUTES:** Mrs. Elliott moved to approve the minutes of the August 24, 2022, meeting as written. Seconded by Mrs. Bolton and carried unanimously.

D. **FINANCIAL STATEMENTS:** Mrs. Hartley, Treasurer, presented the June financial statements, including revenue, expenses, and variances.

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

II – COMMUNICATIONS

None

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

Motion seconded by Mr. Rotter and carried unanimously.

V – COMMENDATIONS

Five Customer Service Awards were given this month.

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

IX – BUSINESS

A. EXECUTIVE DIRECTOR’S REPORT

- Direct Support Professionals Week was well received with staff being recognized in a variety of ways. Thanks go to the Board members who got involved. Having that engagement for our DSPs from our Board of Directors is incredibly meaningful.
- In September we cohosted the Legislative BBQ with our Jeffco nonprofit partners. It was a very successful event with around 120-140 people in attendance. We had US Congressional, state and county candidates who were able to learn about DDRC and the community we serve.
- Internally, members of the Executive Management Team attended a recent Resource Coordination staff meeting to provide an update on CMRD. We will also be hosting all-staff virtual town halls to provide several updates, including CMRD.
- October is National Disability Employment Awareness month. We will be promoting and recognizing the work we do here at DDRC in Employment Services.
- Our Community Relations have been very active with various outreach efforts and presentations to local civic and nonprofit organizations.
- DDRC’s Annual Meeting is October 26th at Baldoria on the Water.
- DDRC’s own Kristie Braaten, Senior Director of Waiver Services, received the Alliance Special Recognition Award for her mentorship of Alliance’s intern and for her work as chair of the Department of Health Care Policy and Financing (HCPF) Training and Career Advancement Action Group within the Direct Care Workforce Collaborative.

B. CASE MANAGEMENT REDESIGN (CMRD) UPDATE – No separate report

- C. GOVERNANCE COMMITTEE REPORT ON NOMINATIONS – Mrs. Elliott, Chair of the Governance Committee, reported on Board members standing for re-election and re-appointment this year. The election will take place at the Annual Meeting in October and the appointments will be approved at the October Board meeting.
- D. POLICY REVIEW – A new policy on Personal Access to Resources was presented as a study item.
- E. NOV/DEC MEETING DATE SELECTION – Due to the Thanksgiving and winter holidays, the November and December Board meetings are combined and held early in the month of December.

Mrs. Bolton moved to approve December 7th, 2022, as the date for the combined November/December Board meeting. Seconded by Mrs. Hartley and carried unanimously.
- F. EXECUTIVE AND FINANCE/HR COMMITTEE RECOMMENDATIONS - None

X – SPECIAL ITEM

No Special Item.

XI – PUBLIC COMMENT

None

XII – ITEMS OF GENERAL DISCUSSION

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

Mrs. Hartley moved to go into Executive Session. Seconded by Ms. Schoemer and carried unanimously.

Ms. Miller moved to come out of Executive Session. Seconded by Mrs. Markley and carried unanimously.

XIII – ADJOURNMENT

Meeting adjourned at 7:30 p.m. The next regular meeting of the Board will be held on Wednesday, October 26, 2022, at 5:30 pm, at Baldoria on the Water, 146 Van Gordon Street, Lakewood, CO, 80228.



Jean Armour, Secretary



Annette Rogers, Executive Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

July 31, 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	\$ 3,401,287	\$ 3,282,461	\$ 3,401,287	\$ 118,824	3.6%
EXPENDITURES							
PERSONNEL	\$ 27,432,775	\$ 2,286,065	\$ 2,067,386	\$ 2,286,065	\$ 2,067,386	\$ 218,679	9.6%
OPERATING	\$ 9,292,608	\$ 774,384	\$ 835,002	\$ 774,384	\$ 835,002	\$ (60,618)	-7.8%
HOST HOMES	\$ 1,353,911	\$ 112,826	\$ 117,147	\$ 112,826	\$ 117,147	\$ (4,321)	-3.8%
PURCHASE OF SERVICES	\$ 315,708	\$ 26,309	\$ 22,011	\$ 26,309	\$ 22,011	\$ 4,298	16.3%
TOTAL EXPENDITURES	\$ 38,395,002	\$ 3,199,584	\$ 3,041,546	\$ 3,199,584	\$ 3,041,546	\$ 158,038	4.9%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 994,532	\$ 82,878	\$ 359,741	\$ 82,878	\$ 359,741	\$ 276,861	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

July 31, 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	%
						1		
STATE PROGRAM	\$ 8,180,786	\$ 681,732	\$ 585,244	\$ 681,732	\$ 585,244		\$ (96,488)	-14.2%
FAMILY SUPPORT SERVICES	\$ 850,000	\$ 70,833	\$ 10,099	\$ 70,833	\$ 10,099		\$ (60,736)	-85.7%
MEDICAID REVENUE	\$ 15,469,762	\$ 1,289,147	\$ 1,271,478	\$ 1,289,147	\$ 1,271,478		\$ (17,669)	-1.4%
SUPPORTED LIVING SERVICES	\$ 994,137	\$ 82,845	\$ 90,108	\$ 82,845	\$ 90,108		\$ 7,263	8.8%
CHILDREN'S EXTENSIVE SUPPORT	\$ 236,842	\$ 19,737	\$ 67,992	\$ 19,737	\$ 67,992		\$ 48,255	244.5%
JEFFERSON COUNTY	\$ 11,400,700	\$ 950,058	\$ 950,058	\$ 950,058	\$ 950,058		\$ (0)	0.0%
ROOM AND BOARD	\$ 1,027,771	\$ 85,648	\$ 81,776	\$ 85,648	\$ 81,776		\$ (3,872)	-3.5%
HUD SUBSIDIES	\$ 309,000	\$ 25,750	\$ 19,464	\$ 25,750	\$ 19,464		\$ (6,286)	-25.4%
INTEREST	\$ 2,500	\$ 208	\$ 422	\$ 208	\$ 422		\$ 214	102.6%
RENTAL REVENUE	\$ 361,422	\$ 30,119	\$ 26,753	\$ 30,119	\$ 26,753		\$ (3,366)	-11.2%
DONATIONS/GRANTS	\$ 350,000	\$ 29,167	\$ 38,981	\$ 29,167	\$ 38,981		\$ 9,814	33.6%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ 236,445	\$ -	\$ 236,445		\$ 236,445	100.0%
PRIVATE PAY	\$ 33,468	\$ 2,789	\$ 5,481	\$ 2,789	\$ 5,481		\$ 2,692	96.5%
MISCELLANEOUS	\$ 19,800	\$ 1,650	\$ 92	\$ 1,650	\$ 92		\$ (1,558)	-94.4%
EXTERNAL TOTAL REVENUE	\$ 39,236,188	\$ 3,269,682	\$ 3,384,393	\$ 3,269,682	\$ 3,384,393		\$ 114,709	3.5%
INTERNAL REVENUES	\$ 153,346	\$ 12,779	\$ 16,894	\$ 12,779	\$ 16,894		\$ 4,115	34.2%
	\$ 39,389,534	\$ 3,282,461	\$ 3,401,287	\$ 3,282,461	\$ 3,401,287		\$ 118,824	3.6%
1% OF Y-T-D REVENUE					\$ 33,844			
1/2 % OF Y-T-D REVENUE					\$ 16,922			
FLUCTUATION THRESHOLD					\$ 10,000	& 10%		

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

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

July 31, 2022

STATE REVENUE UNDER BUDGET PRIMARILY RELATED TO THE EARLY INTERVENTION EVALUATION PROGRAM.

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.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

July 31, 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	\$ 216,548	\$ 276,932	\$ 216,548	\$ 60,384	21.8%
OPERATING / PURCHASE OF SERVICE	\$ 2,166,671	\$ 180,556	\$ 191,668	\$ 180,556	\$ 191,668	\$ (11,112)	-6.2%
TOTALS	\$ 5,489,854	\$ 457,488	\$ 408,216	\$ 457,488	\$ 408,216	\$ 49,272	10.8%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,710,437	\$ 309,203	\$ 243,340	\$ 309,203	\$ 243,340	\$ 65,863	21.3%
OPERATING	\$ 1,434,861	\$ 119,572	\$ 111,346	\$ 119,572	\$ 111,346	\$ 8,226	6.9%
TOTALS	\$ 5,145,298	\$ 428,775	\$ 354,686	\$ 428,775	\$ 354,686	\$ 74,089	17.3%
ADMINISTRATION							
PERSONNEL	\$ 3,639,705	\$ 303,309	\$ 310,732	\$ 303,309	\$ 310,732	\$ (7,423)	-2.4%
OPERATING	\$ 1,174,162	\$ 97,847	\$ 166,660	\$ 97,847	\$ 166,660	\$ (68,813)	-70.3%
TOTALS	\$ 4,813,867	\$ 401,156	\$ 477,392	\$ 401,156	\$ 477,392	\$ (76,236)	-19.0%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$ 500,559	\$ 41,713	\$ 29,913	\$ 41,713	\$ 29,913	\$ 11,800	28.3%
OPERATING	\$ 94,655	\$ 7,888	\$ 7,100	\$ 7,888	\$ 7,100	\$ 788	10.0%
TOTALS	\$ 595,214	\$ 49,601	\$ 37,013	\$ 49,601	\$ 37,013	\$ 12,588	25.4%
TERMINAL							
PERSONNEL	\$ 279,054	\$ 23,255	\$ 13,220	\$ 23,255	\$ 13,220	\$ 10,035	43.2%
OPERATING / PURCHASE OF SERVICE	\$ 127,543	\$ 10,629	\$ 10,780	\$ 10,629	\$ 10,780	\$ (151)	-1.4%
TOTALS	\$ 406,597	\$ 33,883	\$ 24,000	\$ 33,883	\$ 24,000	\$ 9,883	29.2%
RESOURCE COORDINATION							
PERSONNEL	\$ 3,630,698	\$ 302,558	\$ 276,287	\$ 302,558	\$ 276,287	\$ 26,271	8.7%
OPERATING	\$ 266,316	\$ 22,193	\$ 21,360	\$ 22,193	\$ 21,360	\$ 833	3.8%
TOTALS	\$ 3,897,014	\$ 324,751	\$ 297,647	\$ 324,751	\$ 297,647	\$ 27,104	8.3%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$ 2,102,868	\$ 175,239	\$ 157,712	\$ 175,239	\$ 157,712	\$ 17,527	9.0%
OPERATING	\$ 309,803	\$ 25,817	\$ 21,689	\$ 25,817	\$ 21,689	\$ 4,128	16.0%
DIRECT FAMILY	\$ 850,000	\$ 70,833	\$ 10,099	\$ 70,833	\$ 10,099	\$ 60,736	85.7%
JEFFCO CFS FUND	\$ 100,000	\$ 8,333	\$ 18,218	\$ 8,333	\$ 18,218	\$ (9,885)	-118.6%
TOTALS	\$ 3,362,671	\$ 280,223	\$ 207,718	\$ 280,223	\$ 207,718	\$ 72,507	25.9%
RESIDENTIAL - ALL							
PERSONNEL	\$ 7,984,718	\$ 665,393	\$ 660,323	\$ 665,393	\$ 660,323	\$ 5,070	0.8%
OPERATING	\$ 1,879,170	\$ 156,598	\$ 159,941	\$ 156,598	\$ 159,941	\$ (3,344)	-2.1%
HOST HOMES	\$ 1,353,911	\$ 112,826	\$ 117,147	\$ 112,826	\$ 117,147	\$ (4,321)	-3.8%
PURCHASE OF SERVICES	\$ 315,708	\$ 26,309	\$ 22,011	\$ 26,309	\$ 22,011	\$ 4,298	16.3%
TOTALS	\$ 11,533,507	\$ 961,126	\$ 959,422	\$ 961,126	\$ 959,422	\$ 1,704	0.2%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,581,435	\$ 131,786	\$ 123,187	\$ 131,786	\$ 123,187	\$ 8,599	6.5%
OPERATING / PURCHASE OF SERVICE	\$ 470,833	\$ 39,236	\$ 86,311	\$ 39,236	\$ 86,311	\$ (47,075)	-119.0%
TOTALS	\$ 2,052,268	\$ 171,022	\$ 209,498	\$ 171,022	\$ 209,498	\$ (38,476)	-22.5%
GRANTS							
PERSONNEL	\$ 72,355	\$ 6,030	\$ 5,885	\$ 6,030	\$ 5,885	\$ 145	2.4%
OPERATING	\$ 3,273	\$ 273	\$ 167	\$ 273	\$ 167	\$ 106	38.8%
TOTALS	\$ 75,628	\$ 6,302	\$ 6,052	\$ 6,302	\$ 6,052	\$ 250	4.0%

	BEHAVIORAL HEALTH												
PERSONNEL	\$	607,763	\$	50,647	\$	30,239	\$	50,647	\$	30,239	\$	20,408	40.3%
OPERATING	\$	215,321	\$	17,943	\$	16,757	\$	17,943	\$	16,757	\$	1,186	6.6%
TOTALS	\$	823,084	\$	68,590	\$	46,996	\$	68,590	\$	46,996	\$	21,594	31.5%
	SELF DETERMINATION												
OPERATING	\$	200,000	\$	16,667	\$	12,906	\$	16,667	\$	12,906	\$	3,761	22.6%
	SUMMARY												
PERSONNEL	\$	27,432,775	\$	2,286,065	\$	2,067,386	\$	2,286,065	\$	2,067,386	\$	218,679	9.6%
OPERATING	\$	9,292,608	\$	774,384	\$	835,002	\$	774,384	\$	835,002	\$	(60,618)	-7.8%
HOST HOMES	\$	1,353,911	\$	112,826	\$	117,147	\$	112,826	\$	117,147	\$	(4,321)	-3.8%
PURCHASE OF SERVICES	\$	315,708	\$	26,309	\$	22,011	\$	26,309	\$	22,011	\$	4,298	16.3%
TOTALS	\$	38,395,002	\$	3,199,584	\$	3,041,546	\$	3,199,584	\$	3,041,546	\$	158,038	4.9%
1% OF Y-T-D EXPENSE									\$	30,415			
1/2 % OF Y-T-D EXPENSE									\$	15,208			
FLUCTUATION THRESHOLD									\$	10,000	& 10%		

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

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

July 31, 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 DUE TO INFORMATION TECHNOLOGY EQUIPMENT AND CONTRACTED SERVICES.

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.

CHILDREN EXTENSIVE SUPPORT

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 July 31, 2022	Unaudited June 30, 2022
Current Assets		
Cash		
Cash and cash equivalents	\$13,900,011	\$13,599,221
Including capital reserve of \$5,919,232		
Certificates of deposit	391,175	391,175
Receivables		
Fees and grants from governmental agencies	5,396,498	6,148,782
Other	169,888	194,532
Prepaid expenses and other	1,527,216	1,340,458
Total Current Assets	<u>21,384,788</u>	<u>21,674,168</u>
Land, building and equipment	24,918,653	24,867,245
Less: Accumulated Depreciation	<u>18,116,782</u>	<u>18,059,844</u>
Net Fixed Assets	6,801,871	6,807,401
Restricted certificates of deposit	166,113	166,113
Investments	5,142,668	4,906,223
Restricted cash	455,189	455,189
Total Assets	<u>\$33,950,629</u>	<u>\$34,009,094</u>
Days of operations in operating cash balance	83	76
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	2,150,417	\$2,549,485
Notes payable	146,937	146,937
Accrued expenses	1,872,822	1,872,822
Deferred Revenue	0	0
Total liabilities	<u>4,170,176</u>	<u>4,569,244</u>
Net assets		
Net assets	<u>29,780,453</u>	<u>29,439,850</u>
Total net assets	29,780,453	29,439,850
Total liabilities and net assets	<u>\$33,950,629</u>	<u>\$34,009,094</u>

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited July 31, 2022	Unaudited June 30, 2022
Cash flows from operating activities:		
Change in net assets	\$359,741	\$348,215
Adjustment for non cash items:		
In-Kind Donation		-
Depreciation	56,938	760,099
(Gain)/loss on asset disposition		0
Unrealized (Gain)/Loss on Investment	(236,445)	773,484
Change in assets and liabilities:		
Accounts receivable	776,928	(745,090)
Other assets	(186,758)	(201,355)
Accounts payable and accrued expense	(399,068)	220,065
Deferred Revenue	-	(277,868)
Cash provided by operations	<u>371,336</u>	<u>877,550</u>
Cash flows from investing activities:		
Change in CDs	-	(750)
Proceeds from redemption of investments		-
Proceeds from sale of fixed assets	-	0
Purchase of investments	-	(1,500,000)
Purchase of fixed assets	(51,407)	(256,608)
Cash provided by investing activity	<u>(51,407)</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	 319,929	 (879,808)
Cash balance, beginning of period	<u>14,272,598</u>	<u>15,152,406</u>
Cash balance, end of period	<u><u>\$14,592,527</u></u>	<u><u>\$14,272,598</u></u>

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES

August 31, 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	\$ 3,134,666	\$ 6,564,922	\$ 6,527,551	\$ (34,873)	-0.5%
EXPENDITURES							
PERSONNEL	\$ 27,432,775	\$ 2,286,065	\$ 2,266,201	\$ 4,572,129	\$ 4,342,825	\$ 229,304	5.0%
OPERATING	\$ 9,292,608	\$ 774,384	\$ 816,712	\$ 1,548,768	\$ 1,653,858	\$ (105,090)	-6.8%
HOST HOMES	\$ 1,353,911	\$ 112,826	\$ 118,965	\$ 225,652	\$ 236,112	\$ (10,460)	-4.6%
PURCHASE OF SERVICES	\$ 315,708	\$ 26,309	\$ 27,645	\$ 52,618	\$ 49,655	\$ 2,963	5.6%
TOTAL EXPENDITURES	\$ 38,395,002	\$ 3,199,584	\$ 3,229,523	\$ 6,399,167	\$ 6,282,450	\$ 116,717	1.8%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 994,532	\$ 82,878	\$ (94,857)	\$ 165,755	\$ 245,104	\$ 81,844	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES

August 31, 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	%
						2		
STATE PROGRAM	\$ 8,180,786	\$ 681,732	\$ 654,668	\$ 1,363,464	\$ 1,240,908		\$ (122,556)	-9.0%
FAMILY SUPPORT SERVICES	\$ 850,000	\$ 70,833	\$ 29,249	\$ 141,667	\$ 29,249		\$ (112,420)	-79.4%
MEDICAID REVENUE	\$ 15,469,762	\$ 1,289,147	\$ 1,348,775	\$ 2,578,294	\$ 2,620,253		\$ 41,959	1.6%
SUPPORTED LIVING SERVICES	\$ 994,137	\$ 82,845	\$ 96,994	\$ 165,690	\$ 187,103		\$ 21,414	9.9%
CHILDREN'S EXTENSIVE SUPPORT	\$ 236,842	\$ 19,737	\$ 30,387	\$ 39,474	\$ 98,379		\$ 58,905	149.2%
JEFFERSON COUNTY	\$ 11,400,700	\$ 950,058	\$ 950,058	\$ 1,900,117	\$ 1,900,117		\$ 0	0.0%
ROOM AND BOARD	\$ 1,027,771	\$ 85,648	\$ 80,395	\$ 171,295	\$ 162,171		\$ (9,124)	-4.3%
HUD SUBSIDIES	\$ 309,000	\$ 25,750	\$ 20,570	\$ 51,500	\$ 40,034		\$ (8,966)	-18.4%
INTEREST	\$ 2,500	\$ 208	\$ 891	\$ 417	\$ 1,314		\$ 897	215.4%
RENTAL REVENUE	\$ 361,422	\$ 30,119	\$ 26,148	\$ 60,237	\$ 52,901		\$ (7,336)	-12.2%
DONATIONS/GRANTS	\$ 350,000	\$ 29,167	\$ 11,489	\$ 58,333	\$ 51,169		\$ (7,164)	-12.3%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ (141,122)	\$ -	\$ 95,323		\$ 95,323	100.0%
PRIVATE PAY	\$ 33,468	\$ 2,789	\$ 3,708	\$ 5,578	\$ 9,189		\$ 3,611	64.7%
MISCELLANEOUS	\$ 19,800	\$ 1,650	\$ 741	\$ 3,300	\$ 833		\$ (2,467)	-74.8%
EXTERNAL TOTAL REVENUE	\$ 39,236,188	\$ 3,269,682	\$ 3,112,951	\$ 6,539,365	\$ 6,488,943		\$ (47,924)	-0.7%
INTERNAL REVENUES	\$ 153,346	\$ 12,779	\$ 21,715	\$ 25,558	\$ 38,608		\$ 13,050	53.1%
	\$ 39,389,534	\$ 3,282,461	\$ 3,134,666	\$ 6,564,922	\$ 6,527,551		\$ (34,873)	-0.5%
1% OF Y-T-D REVENUE					\$ 64,889			
1/2 % OF Y-T-D REVENUE					\$ 32,445			
FLUCTUATION THRESHOLD					\$ 10,000	& 10%		

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO REVENUE STATEMENT

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

August 31, 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.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES

August 31, 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	\$ 227,346	\$ 553,864	\$ 443,891	\$ 109,973	19.9%
OPERATING / PURCHASE OF SERVICE	\$ 2,166,671	\$ 180,556	\$ 202,475	\$ 361,112	\$ 394,141	\$ (33,029)	-9.1%
TOTALS	\$ 5,489,854	\$ 457,488	\$ 429,821	\$ 914,976	\$ 838,032	\$ 76,944	8.4%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,710,437	\$ 309,203	\$ 277,111	\$ 618,406	\$ 529,692	\$ 88,714	14.3%
OPERATING	\$ 1,434,861	\$ 119,572	\$ 146,636	\$ 239,144	\$ 260,127	\$ (20,983)	-8.8%
TOTALS	\$ 5,145,298	\$ 428,775	\$ 423,747	\$ 857,550	\$ 789,819	\$ 67,731	7.9%
ADMINISTRATION							
PERSONNEL	\$ 3,639,705	\$ 303,309	\$ 356,532	\$ 606,618	\$ 667,264	\$ (60,647)	-9.0%
OPERATING	\$ 1,174,162	\$ 97,847	\$ 108,727	\$ 195,694	\$ 275,390	\$ (79,696)	-40.7%
TOTALS	\$ 4,813,867	\$ 401,156	\$ 465,259	\$ 802,311	\$ 942,654	\$ (140,343)	-17.5%
THERAPEUTIC LEARNING CONNECTIONS							
PERSONNEL	\$ 500,559	\$ 41,713	\$ 33,561	\$ 83,427	\$ 63,474	\$ 19,953	23.9%
OPERATING	\$ 94,655	\$ 7,888	\$ 5,459	\$ 15,776	\$ 12,560	\$ 3,216	20.4%
TOTALS	\$ 595,214	\$ 49,601	\$ 39,020	\$ 99,202	\$ 76,034	\$ 23,168	23.4%
TERMINAL							
PERSONNEL	\$ 279,054	\$ 23,255	\$ 15,077	\$ 46,509	\$ 28,299	\$ 18,210	39.2%
OPERATING / PURCHASE OF SERVICE	\$ 127,543	\$ 10,629	\$ 5,825	\$ 21,257	\$ 16,604	\$ 4,653	21.9%
TOTALS	\$ 406,597	\$ 33,883	\$ 20,902	\$ 67,766	\$ 44,903	\$ 22,863	33.7%
RESOURCE COORDINATION							
PERSONNEL	\$ 3,630,698	\$ 302,558	\$ 319,269	\$ 605,116	\$ 595,557	\$ 9,559	1.6%
OPERATING	\$ 266,316	\$ 22,193	\$ 21,448	\$ 44,386	\$ 42,806	\$ 1,580	3.6%
TOTALS	\$ 3,897,014	\$ 324,751	\$ 340,717	\$ 649,502	\$ 638,363	\$ 11,139	1.7%
CHILDREN AND FAMILY SERVICES							
PERSONNEL	\$ 2,102,868	\$ 175,239	\$ 188,284	\$ 350,478	\$ 345,995	\$ 4,483	0.3%
OPERATING	\$ 309,803	\$ 25,817	\$ 11,924	\$ 51,634	\$ 43,711	\$ 7,923	15.3%
DIRECT FAMILY	\$ 850,000	\$ 70,833	\$ 29,249	\$ 141,667	\$ 29,249	\$ 112,420	79.4%
JEFFCO CFS FUND	\$ 100,000	\$ 8,333	\$ 20,850	\$ 16,667	\$ 39,068	\$ (22,401)	-134.4%
TOTALS	\$ 3,362,671	\$ 280,223	\$ 250,307	\$ 560,445	\$ 458,023	\$ 102,424	18.3%
RESIDENTIAL - ALL							
PERSONNEL	\$ 7,984,718	\$ 665,393	\$ 690,563	\$ 1,330,786	\$ 1,350,889	\$ (20,103)	-1.5%
OPERATING	\$ 1,879,170	\$ 156,598	\$ 165,414	\$ 313,195	\$ 325,356	\$ (12,161)	-3.9%
HOST HOMES	\$ 1,353,911	\$ 112,826	\$ 118,965	\$ 225,652	\$ 236,112	\$ (10,460)	-4.6%
PURCHASE OF SERVICES	\$ 315,708	\$ 26,309	\$ 27,645	\$ 52,618	\$ 49,655	\$ 2,963	5.6%
TOTALS	\$ 11,533,507	\$ 961,126	\$ 1,002,587	\$ 1,922,251	\$ 1,962,012	\$ (39,761)	-2.1%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,581,435	\$ 131,786	\$ 120,417	\$ 263,573	\$ 243,603	\$ 19,970	7.6%
OPERATING / PURCHASE OF SERVICE	\$ 470,833	\$ 39,236	\$ 65,049	\$ 78,472	\$ 151,358	\$ (72,886)	-91.9%
TOTALS	\$ 2,052,268	\$ 171,022	\$ 185,466	\$ 342,045	\$ 394,961	\$ (52,916)	-15.5%
GRANTS							
PERSONNEL	\$ 72,355	\$ 6,030	\$ 6,061	\$ 12,059	\$ 11,942	\$ 117	1.0%
OPERATING	\$ 3,273	\$ 273	\$ 172	\$ 546	\$ 340	\$ 206	37.7%
TOTALS	\$ 75,628	\$ 6,302	\$ 6,233	\$ 12,605	\$ 12,282	\$ 323	2.6%

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

NOTES TO EXPENSE STATEMENT

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

August 31, 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 DUE TO INFORMATION TECHNOLOGY EQUIPMENT AND CONTRACTED SERVICES.

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 August 31, 2022	Unaudited June 30, 2022
Current Assets		
Cash		
Cash and cash equivalents	\$14,363,935	\$13,599,221
Including capital reserve of \$5,906,209		
Certificates of deposit	391,311	391,175
Receivables		
Fees and grants from governmental agencies	4,789,427	6,148,782
Other	241,321	194,532
Prepaid expenses and other	1,518,941	1,340,458
Total Current Assets	<u>21,304,935</u>	<u>21,674,168</u>
Land, building and equipment	24,988,613	24,867,245
Less: Accumulated Depreciation	<u>18,173,720</u>	<u>18,059,844</u>
Net Fixed Assets	6,814,893	6,807,401
Restricted certificates of deposit	166,131	166,113
Investments	5,001,546	4,906,223
Restricted cash	455,189	455,189
Total Assets	<u>\$33,742,694</u>	<u>\$34,009,094</u>
Days of operations in operating cash balance	85	76
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	2,037,859	\$2,549,485
Notes payable	146,937	146,937
Accrued expenses	1,872,822	1,872,822
Deferred Revenue	0	0
Total liabilities	<u>4,057,618</u>	<u>4,569,244</u>
Net assets		
Net assets	<u>29,685,076</u>	<u>29,439,850</u>
Total net assets	29,685,076	29,439,850
Total liabilities and net assets	<u>\$33,742,694</u>	<u>\$34,009,094</u>

Developmental Disabilities Resource Center
 Unaudited Statement of Cash Flows

	Unaudited August 31, 2022	Unaudited June 30, 2022
Cash flows from operating activities:		
Change in net assets	\$245,104	\$348,215
Adjustment for non cash items:		
In-Kind Donation		-
Depreciation	113,876	760,099
(Gain)/loss on asset disposition		0
Unrealized (Gain)/Loss on Investment	(95,323)	773,484
Change in assets and liabilities:		
Accounts receivable	1,312,566	(745,090)
Other assets	(178,483)	(201,355)
Accounts payable and accrued expense	(511,626)	220,065
Deferred Revenue	-	(277,868)
Cash provided by operations	<u>886,114</u>	<u>877,550</u>
Cash flows from investing activities:		
Change in CDs	(154)	(750)
Proceeds from redemption of investments		-
Proceeds from sale of fixed assets	-	0
Purchase of investments	-	(1,500,000)
Purchase of fixed assets	(121,368)	(256,608)
Cash provided by investing activity	<u>(121,522)</u>	<u>(1,757,358)</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	-
	<u>-</u>	<u>-</u>
 NET INCREASE (DECREASE) IN CASH	 764,592	 (879,808)
Cash balance, beginning of period	<u>14,272,598</u>	<u>15,152,406</u>
Cash balance, end of period	<u>\$15,037,190</u>	<u>\$14,272,598</u>