

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
March 26, 2025

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, Chair of the Board, called the regular meeting of the Board of Directors of the Developmental Disabilities Resource Center for March 26, 2025, to order at 5:30 p.m.

B. ROLL CALL:

BOARD MEMBERS PRESENT

Susan Hartley, Chair
Jean Armour
Joanne Elliott
Megan MacHatton
Amy Miller
David Pemberton
Doreen Raad
Jodi Schoemer
Mary Ann Tillman

BOARD MEMBERS ABSENT

Pat Bolton
Mary Margaret Fouse-Bishop
Matt Rotter
Jennifer Thompson

SENIOR STAFF PRESENT

Rob DeHerrera, Executive Dir.
Jane Byron
Gena Colbert
Jamie Haney
Terri Hulstrom
Steve Jimenez
Micki Klaves
Ashley Lee
Jamie Luark
Michele Majeune
Annette Rogers
Theresa Vosberg
Melanie White

A quorum was present.

- C. MINUTES: Ms. Schoemer moved to approve the minutes of the February 26, 2025 meeting as written. Seconded by Mrs. Elliott and carried unanimously.
- D. FINANCIAL STATEMENTS: Jamie Luark, CFO, presented the January financial statements including revenue, expenses, variances and an investment update.

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

II – COMMUNICATIONS

The Board received letters of resignation from Mr. Sanders and Mr. Schimberg. Both had exceptionally good things to say about the Board, staff and DDRC.

Mr. Pemberton moved that the Board formally express their gratitude for everything Mr. Sanders and Mr. Schimberg have done for DDRC. Seconded by Ms. Miller and carried unanimously.

Mrs. Elliott moved to accept the resignations of Mr. Sanders and Mr. Schimberg. Seconded by Ms. Schoemer and carried unanimously.

III – PUBLIC COMMENT

None.

IV – ACTION ON ROUTINE ITEMS

CONSENT AGENDA: Ms. Schoemer moved that the Board approve the following items under the consent agenda.

- | | |
|--------|---|
| VI | Human Resources Report |
| VII | Development Report |
| VIII-A | Early Intervention Service Broker Status Report |
| VIII-B | Community Services Status Report |
| IX-B | Proposed Policies |
| IX-C | Executive Committee and Finance/HR Committee Recommendations – None |

Motion seconded by Mr. Pemberton and carried unanimously.

V – COMMENDATIONS

There were two Customer Service Awards and three D.U.C.K Awards given this month. In addition, three Direct Support Professionals were recognized. Lemba Amboko from Quality Living Options (QLO) and Dezirae Gurule from Employment Services were both recognized for being DDRC's nominees for Alliance's statewide 2025 DSP of the Year Award. Mamadou Ouatarra, also from QLO, was honored for being DDRC's nominee for ANCOR's national 2025 DSP of the Year Award.

Mrs. MacHatton moved to approve the commendations report as presented. Seconded by Ms. Miller and carried unanimously.

IX – BUSINESS

A. EXECUTIVE DIRECTOR'S REPORT

- Staff continue to monitor all the actions and changes in policy happening at the federal level. Last week President Trump signed an executive order to dismantle the Department of Education (DOE). While a formal closure requires an act of Congress, the President can take certain actions, such as massive personnel reductions, that would effectively make it impossible for the department to continue operations. Authority over education would move to the states and local communities. The order requires compliance with federal law and administration policy, including the requirement that any program or activity receiving federal assistance cease DEI-related initiatives. The President said that critical programs and funding that support children with disabilities will be preserved but redistributed to other agencies. We have been paying very close attention to the potential changes with the DOE because the state of Colorado receives approximately \$6 million of

federal Part C funds for Early Intervention (EI). Any changes to the portion of those funds that DDRC receives could impact the way program and services are administered.

- The House passed their budget framework that calls for \$1.5 trillion in cuts over ten years and directs the House committee with jurisdiction over Medicaid to cut at least \$880 billion in spending. The next step is the House and Senate must come to an agreement to reconcile the differences between their respective budget resolutions. The resolution process could resume as early as April but must be done by September 30th to correspond with the federal fiscal year. The state Department of Health Care Policy and Financing has said that the potential cuts could mean a \$1 billion reduction in federal funding, which would represent approximately a 20% impact to the department's budget.
- At the state level, we have received notice that the cost containment measures for FY25 and for FY26 have been resolved and EI services will continue without disruption for families and providers. There have been two separate hearings with the Joint Budget Committee (JBC) specifically for EI. At the first meeting, the JBC approved a bill to shore up funding for the current fiscal year shortfall of \$4 million. It included a budget supplemental of \$2 million and an additional \$2 million from renegotiating EI broker contracts. DDRC voluntarily reduced our EI contract by over \$200,000 to help ensure the elimination of cost containment measures for FY25. The Colorado Department of Early Childhood (CDEC) was still moving forward with cost containment measures for FY26. When the JBC heard about that they had a second meeting and approved another \$16.5 million for FY26, which is incredible considering the state's budget circumstances. Both pots of funding still must make it through the legislative process.
- On March 17th the JBC received the state's quarterly revenue forecasts, which are being used to finalize and balance the state's FY26 budget. The budget outlook for the upcoming fiscal year shows an estimated deficit of \$1.1 billion. The JBC is inching toward closing the budget, but still have not made most of the major decisions we care about, i.e., provider rates. The good news is at last check they only had \$20 million to balance the budget.
- DDRC welcomed Theresa Vosberg as our new Director of Excellence, who, among other things, will be assisting with our quality assurance functions.
- Several team members from DDRC were able to attend IDD Awareness Day at the Capitol. As mentioned earlier, Lemba Amboko and Dezirae Gurule were nominated for Alliance's DSP of the Year award. Although they did not win, they are both DSPs of the year in our book. DDRC nominated Mamadou Ouattara for the national ANCOR DSP of the Year. Unfortunately, he did not win, but we are so proud of his accomplishments.
- As part of the update of our website, we will be updating the bio pictures of the Board and leadership team. As we get more information, we will try to make it day everyone can come in and get their pictures taken.
- Upcoming events:
 - "Spring into Awareness" event at Fairfield Inn Denver West, April 8th at 5 pm.
 - Donor Appreciation Brunch, May 8th from 9-10:30 am at the Golden Hotel.
 - Rotary Club of Golden "Ethics in Business Award" luncheon, May 16th at 11:30 am-1 pm and the Denver Marriott West.
 - Pickleball Tournament, June 21st from 7:20 am to 5:20 pm at Walters.
 - Golf Tournament, August 11th at Hiwan Golf Club

X – SPECIAL ITEM

The Executive Management Team presented an update on DDRC's current Strategic Plan.

XI – PUBLIC COMMENT

None

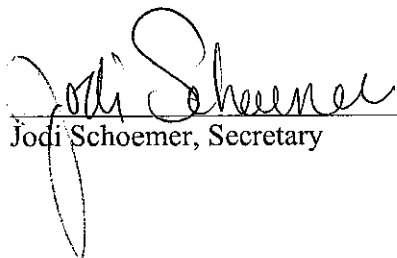
XII – ITEMS OF GENERAL DISCUSSION

A. UNFINISHED BUSINESS – None

B. NEW BUSINESS – None

XIII – ADJOURNMENT

Meeting adjourned at 7:45 pm. The next regular meeting of the Board will be held on Wednesday, April 23, 2025, at 5:30 pm, at DDRC, 11177 W. 8th Avenue, Lakewood, CO 80215.



Jodi Schoemer, Secretary



Annette Rogers, Executive Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES February 28, 2025

	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH ACTUAL	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
REVENUES	\$ 41,999,070	\$ 3,499,923	\$ 3,258,857	\$ 27,999,380	\$ 27,335,900	\$ (663,480)	-2.4%
EXPENDITURES							
PERSONNEL	\$ 25,599,723	\$ 2,133,310	\$ 2,145,751	\$ 17,066,482	\$ 16,782,726	\$ 283,756	1.7%
OPERATING	\$ 13,161,218	\$ 1,096,768	\$ 788,936	\$ 8,774,145	\$ 6,706,109	\$ 2,068,036	23.6%
HOST HOMES	\$ 1,806,086	\$ 150,507	\$ 147,540	\$ 1,204,057	\$ 1,189,617	\$ 14,440	1.2%
PURCHASE OF SERVICES	\$ 107,586	\$ 8,966	\$ 8,291	\$ 71,724	\$ 75,860	\$ (4,136)	-5.8%
TOTAL EXPENDITURES	\$ 40,674,613	\$ 3,389,551	\$ 3,090,518	\$ 27,116,409	\$ 24,754,312	\$ 2,362,097	8.7%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 1,324,457	\$ 110,371	\$ 168,339	\$ 882,971	\$ 2,581,588	\$ 1,698,617	
UNREALIZED GAIN/(LOSS) ON LT INVESTMENTS	\$ -	\$ -	\$ 38,878	\$ -	\$ 369,641	\$ 369,641	
REVENUES OVER EXPENSES NET OF LT INVESTMENTS SURPLUS/(DEFICIT)	\$ 1,324,457	\$ 110,371	\$ 129,461	\$ 882,971	\$ 2,211,947	\$ 1,328,976	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES
February 28, 2025

SOURCE							MONTH #	8
	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	Y-T-D VARIANCE FAV (UNFAV) DOLLARS		%
MEDICAID REVENUE	\$ 14,135,170	\$ 1,177,931	\$ 1,047,168	\$ 9,423,447	\$ 9,079,805	\$ (343,642)		-3.6%
JEFFERSON COUNTY	\$ 14,058,147	\$ 1,171,512	\$ 1,106,171	\$ 9,372,098	\$ 8,889,437	\$ (482,661)		-5.1%
STATE PROGRAM	\$ 10,234,583	\$ 852,882	\$ 822,907	\$ 6,823,055	\$ 6,552,267	\$ (270,788)		-4.0%
SUPPORTED LIVING SERVICES	\$ 831,773	\$ 69,314	\$ 71,664	\$ 554,615	\$ 563,951	\$ 9,336		1.7%
ROOM AND BOARD	\$ 962,045	\$ 80,170	\$ 73,266	\$ 641,363	\$ 612,147	\$ (29,216)		-3.6%
DONATIONS/GRANTS	\$ 765,750	\$ 63,813	\$ 16,838	\$ 510,500	\$ 553,601	\$ 43,101		8.4%
RENTAL REVENUE	\$ 344,794	\$ 28,733	\$ 30,955	\$ 229,863	\$ 238,182	\$ 8,319		3.6%
HUD SUBSIDIES	\$ 238,009	\$ 19,834	\$ 21,956	\$ 158,673	\$ 162,542	\$ 3,869		1.4%
CHILDREN'S EXTENSIVE SUPPORT	\$ 46,340	\$ 3,862	\$ -	\$ 30,893	\$ 6,343	\$ (24,550)		-79.5%
MISCELLANEOUS	\$ 20,000	\$ 1,667	\$ 1,014	\$ 13,333	\$ 12,987	\$ (346)		-2.6%
INTEREST	\$ 249,449	\$ 20,787	\$ 22,577	\$ 166,299	\$ 237,246	\$ 70,947		42.7%
PRIVATE PAY	\$ 41,800	\$ 3,483	\$ 1,700	\$ 27,867	\$ 12,081	\$ (15,786)		-56.6%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ 38,878	\$ -	\$ 369,641	\$ 369,641		100.0%
EXTERNAL TOTAL REVENUE	\$ 41,927,860	\$ 3,493,988	\$ 3,255,094	\$ 27,951,907	\$ 27,290,230	\$ (661,677)		-2.4%
INTERNAL REVENUES	\$ 71,210	\$ 5,934	\$ 3,767	\$ 47,473	\$ 45,670	\$ (1,803)		-1.8%
	<u>\$ 41,999,070</u>	<u>\$ 3,499,923</u>	<u>\$ 3,258,861</u>	<u>\$ 27,999,380</u>	<u>\$ 27,335,900</u>	<u>\$ (663,480)</u>		<u>-2.4%</u>
1% OF Y-T-D REVENUE					\$ 272,902			
1/2 % OF Y-T-D REVENUE					\$ 136,451			
FLUCTUATION THRESHOLD					\$ 25,000	& 10%		

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES
February 28, 2025

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	\$ 8,551,362	\$ 712,614	\$ 744,412	\$ 5,700,908	\$ 6,019,314	\$ (318,406)	-5.6%
OPERATING	\$ 2,044,640	\$ 170,387	\$ 123,087	\$ 1,363,093	\$ 1,340,783	\$ 22,310	1.6%
HOST HOMES	\$ 1,806,086	\$ 150,507	\$ 147,540	\$ 1,204,057	\$ 1,189,617	\$ 14,440	1.2%
PURCHASE OF SERVICES	\$ 107,586	\$ 8,966	\$ 8,291	\$ 71,724	\$ 75,860	\$ (4,136)	-5.8%
TOTALS	\$ 12,509,674	\$ 1,042,473	\$ 1,023,310	\$ 8,339,783	\$ 8,625,574	\$ (285,791)	-3.4%
EARLY INTERVENTION							
PERSONNEL	\$ 4,371,602	\$ 364,300	\$ 386,452	\$ 2,914,401	\$ 2,893,332	\$ 21,069	0.7%
OPERATING / PURCHASE OF SERVICE	\$ 3,042,926	\$ 253,577	\$ 254,734	\$ 2,028,617	\$ 2,000,435	\$ 28,182	1.4%
TOTALS	\$ 7,414,528	\$ 617,877	\$ 641,186	\$ 4,943,019	\$ 4,893,767	\$ 49,252	1.0%
SERVICE COORDINATION							
PERSONNEL	\$ 2,641,664	\$ 220,139	\$ 205,206	\$ 1,761,109	\$ 1,547,687	\$ 213,422	12.1%
OPERATING	\$ 295,270	\$ 24,606	\$ 18,019	\$ 196,847	\$ 134,694	\$ 62,153	31.6%
TOTALS	\$ 2,936,934	\$ 244,745	\$ 223,225	\$ 1,957,956	\$ 1,682,381	\$ 275,575	14.1%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,560,597	\$ 296,716	\$ 301,497	\$ 2,373,731	\$ 2,284,296	\$ 89,435	3.8%
OPERATING	\$ 1,559,916	\$ 129,993	\$ 121,883	\$ 1,039,944	\$ 1,098,502	\$ (58,558)	-5.6%
TOTALS	\$ 5,120,513	\$ 426,709	\$ 423,380	\$ 3,413,675	\$ 3,382,798	\$ 30,877	0.9%
ADMINISTRATION							
PERSONNEL	\$ 3,190,846	\$ 265,904	\$ 283,927	\$ 2,127,231	\$ 2,156,789	\$ (29,558)	-1.4%
OPERATING	\$ 1,724,730	\$ 143,728	\$ 120,787	\$ 1,149,820	\$ 1,025,790	\$ 124,030	10.8%
TOTALS	\$ 4,915,576	\$ 409,631	\$ 404,714	\$ 3,277,051	\$ 3,182,579	\$ 94,472	2.9%
RESOURCE COORDINATION							
PERSONNEL	\$ 34,138	\$ 2,845	\$ -	\$ 22,769	\$ 44,495	\$ (21,736)	-95.5%
OPERATING	\$ -	\$ -	\$ -	\$ -	\$ 48,553	\$ (48,553)	100.0%
TOTALS	\$ 34,138	\$ 2,845	\$ -	\$ 22,769	\$ 93,048	\$ (70,289)	-308.8%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,671,253	\$ 139,271	\$ 100,111	\$ 1,114,169	\$ 835,310	\$ 278,859	25.0%
OPERATING / PURCHASE OF SERVICE	\$ 258,218	\$ 21,518	\$ 12,340	\$ 172,145	\$ 118,646	\$ 53,499	32.1%
TOTALS	\$ 1,929,471	\$ 160,789	\$ 112,451	\$ 1,286,314	\$ 953,956	\$ 332,358	25.8%
BEHAVIORAL HEALTH							
PERSONNEL	\$ 698,354	\$ 58,196	\$ 49,519	\$ 465,569	\$ 410,375	\$ 55,194	11.9%
OPERATING	\$ 251,779	\$ 20,982	\$ 19,059	\$ 167,853	\$ 166,296	\$ 1,557	0.9%
TOTALS	\$ 950,133	\$ 79,178	\$ 68,578	\$ 633,422	\$ 576,671	\$ 56,751	9.0%
THERAPEUTIC RECREATION							
PERSONNEL	\$ 581,477	\$ 48,456	\$ 47,679	\$ 387,651	\$ 382,277	\$ 5,374	1.4%
OPERATING	\$ 160,031	\$ 13,336	\$ 10,877	\$ 106,687	\$ 105,075	\$ 1,612	1.5%
TOTALS	\$ 741,508	\$ 61,792	\$ 58,556	\$ 494,339	\$ 487,352	\$ 6,987	1.4%
TERMINAL							
PERSONNEL	\$ 185,735	\$ 15,478	\$ 15,761	\$ 123,823	\$ 123,346	\$ 477	0.4%
OPERATING / PURCHASE OF SERVICE	\$ 113,128	\$ 9,427	\$ 7,289	\$ 75,419	\$ 56,589	\$ 18,830	25.0%
TOTALS	\$ 298,863	\$ 24,905	\$ 23,050	\$ 199,242	\$ 179,935	\$ 19,307	9.7%
UNMET NEEDS							
PERSONNEL	\$ 112,695	\$ 9,391	\$ 11,187	\$ 75,130	\$ 85,505	\$ (10,375)	-13.8%
OPERATING	\$ 10,580	\$ 882	\$ 231	\$ 7,053	\$ 2,819	\$ 4,234	60.0%
SELF DETERMINATION	\$ 200,000	\$ 18,667	\$ 12,192	\$ 133,333	\$ 99,219	\$ 34,114	25.6%
JEFFCO CFS FUND	\$ 500,000	\$ 41,667	\$ 45,455	\$ 333,333	\$ 305,321	\$ 28,012	8.4%
PROVIDER SUPPORT FUNDING PRG	\$ 3,000,000	\$ 250,000	\$ 43,003	\$ 2,000,000	\$ 203,387	\$ 1,796,613	89.8%
TOTALS	\$ 3,823,275	\$ 318,606	\$ 112,068	\$ 2,548,850	\$ 696,251	\$ 1,852,599	72.7%

SUMMARY

PERSONNEL	\$ 25,599,723	\$ 2,133,310	\$ 2,145,751	\$ 17,066,482	\$ 16,782,726	\$ 283,758	1.7%
OPERATING	\$ 13,161,218	\$ 1,096,788	\$ 788,936	\$ 8,774,145	\$ 6,706,109	\$ 2,068,036	23.6%
HOST HOMES	\$ 1,808,086	\$ 150,507	\$ 147,540	\$ 1,204,057	\$ 1,189,617	\$ 14,440	1.2%
PURCHASE OF SERVICES	\$ 107,586	\$ 8,966	\$ 8,291	\$ 71,724	\$ 75,860	\$ (4,136)	-5.8%
TOTALS	\$ 40,674,613	\$ 3,389,551	\$ 3,090,518	\$ 27,116,409	\$ 24,754,312	\$ 2,362,097	8.7%
1% OF Y-T-D EXPENSE				\$	247,543		
1/2 % OF Y-T-D EXPENSE				\$	123,772		
FLUCTUATION THRESHOLD				\$	25,000 & 10%		

Developmental Disabilities Resource Center
Unaudited Statement of Financial Position

	Unaudited February 28, 2025	Audited June 30, 2024
ASSETS		
Current Assets		
Cash		
Cash and cash equivalents	\$16,014,165	\$15,040,017
Including capital reserve of \$7,182,981		
Certificates of deposit	402,461	\$397,324
Receivables		
Fees and grants from governmental agencies	6,011,273	\$5,461,284
Workshop contracts	-	-
Other	1,397,749	\$879,276
Prepaid expenses and other	1,294,208	\$1,111,550
Total Current Assets	25,119,856	22,889,451
Land, building and equipment	25,826,781	\$25,360,405
Less: Accumulated Depreciation	(19,731,764)	(\$19,308,937)
Net Fixed Assets	6,095,017	6,051,468
Restricted certificates of deposit	170,486	167,776
Investments	6,096,920	5,727,279
Restricted cash	401,807	401,807
Total Assets	\$37,884,086	\$35,237,781
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	2,307,424	\$2,202,167
Notes payable	110,697	110,697
Accrued expenses	1,697,023	1,741,448
Deferred Revenue	8,180	4,268
Total liabilities	4,123,324	4,058,580
Net assets		
Net assets	33,760,762	31,179,201
Total net assets	33,760,762	31,179,201
Total liabilities and net assets	\$37,884,086	\$35,237,781

Developmental Disabilities Resource Center
Unaudited Statement of Cash Flows

	Unaudited February 28, 2025	Audited June 30, 2024
Cash flows from operating activities:		
Change in net assets	\$2,581,588	\$886,108
Adjustment for non cash items:		
In-Kind Donation		
Depreciation	422,829	698,183
(Gain)/loss on asset disposition	(6,300)	38,195
Unrealized (Gain)/Loss on Investment	(369,641)	(313,404)
Change in assets and liabilities:		
Accounts receivable	(1,068,462)	(1,499,084)
Other assets	(182,658)	(37,543)
Accounts payable and accrued expense	60,834	(266,049)
Deferred Revenue	3,912	4,268
Cash provided by operations	<u>1,442,102</u>	<u>(489,326)</u>
Cash flows from investing activities:		
Change in CDs	(7,847)	(6,153)
Proceeds from redemption of investments		1,916,301
Proceeds from sale of fixed assets	6,300	31,765
Purchase of investments	-	(2,392,402)
Purchase of fixed assets	(466,374)	(313,958)
Cash provided by investing activity	<u>(467,921)</u>	<u>(764,447)</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	(13,071)
	<u>-</u>	<u>(13,071)</u>
NET INCREASE (DECREASE) IN CASH	974,181	(1,266,844)
Cash balance, beginning of period	<u>15,441,824</u>	<u>16,708,668</u>
Cash balance, end of period	<u><u>\$16,416,005</u></u>	<u><u>\$15,441,824</u></u>

