

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 23, 2024

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 October 23, 2024, to order at 5:33 p.m.
- B. **ROLL CALL:**

BOARD MEMBERS PRESENT

Susan Hartley, Chair
Jean Armour
Pat Bolton
Joanne Elliott
Mary Margaret Fouse-Bishop
Megan MacHatton
Amy Miller
Matt Rotter
Grant Sanders
Jodi Schoemer
Jennifer Thompson
Mary Ann Tillman

BOARD MEMBERS ABSENT

Heidi Markley
David Pemberton
Doreen Raad
Tim Schimberg

SENIOR STAFF PRESENT

Rob DeHerrera, Executive Dir.
Gena Colbert
Lambert Hubel
Kelly Hulstrom*
Terri Hulstrom*
Steve Jimenez
Lioa Khongrath
Micki Klawes
Ashley Lee*
Jamie Luark
Michele Majeune*
Lindsay Menough
Jeanne Terrell*
Melanie White*
*Worked the Annual Awards

A quorum was present.

- C. **MINUTES:** Mr. Sanders moved to approve the minutes of the September 25, 2024, meeting as written. Seconded by Ms. Schoemer and carried unanimously.
- D. **FINANCIAL STATEMENTS:** Mr. Rotter, Treasurer, presented the July and August financial statements, including revenue, expenses, variances and an investment update.
- Mrs. Elliot moved to approve the financial statements as submitted. Seconded by Mrs. Tillman and carried unanimously.

II – COMMUNICATIONS

None

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 | Early Intervention Service Broker Status Report |
| VIII-B | Community Services Status Report |

Motion seconded by Mr. Sanders and carried unanimously.

V – COMMENDATIONS

There were no commendations given this month.

IX – BUSINESS

A. EXECUTIVE DIRECTOR'S REPORT

- DDRC is excited to welcome Lindsay Menough as the Deputy Director. She has over 20 years of experience in the health and human services field with the majority of that time spent serving children and adults with Intellectual and Developmental Disabilities. Ms. Menough will be leading and working with our waiver programs, Quality Living Options, Adult Vocational Services and A Better Choice.
- Annette Rogers, who we all rely on, is absent due to a broken ankle. She had a successful surgery and is now recovering. Flowers were sent on behalf of the Board of Directors and DDRC. While Ms. Rogers is out, Ms. Khongrath has stepped in to assist with her duties.
- Heather Hagen, our Assistant Director of Employment Services, has been recognized by the Arvada Chamber of Commerce for their Arvada Future 20 list for her leadership, innovation and dedication in transforming DDRC into an Employment First organization. The timing of this award is perfect as October is National Disability Employment Awareness month.
- We received confirmation from one of our very generous, long-time donors and supporters that their family trust would once again be providing a \$30,000 match incentive for our annual appeal benefiting DDRC's Recreation program.
- Rob DeHerrera has been selected to serve on the Jefferson County Case Management Agency (CMA) Community Advisory Committee (CAC). The CAC will provide recommendations and feedback around the Jeffco CMA's programs, policies, and operations.
- DDRC was notified by Jefferson County of a reduction on our 2024 mill levy contract by about \$704,000 because of reductions in assessed values and assessment rates. As a

reminder, the 2024 contract did increase from 2023 by nearly \$3 million and those dollars are being used in the Provider Support Fund. We will be able to manage that reduction through the utilization of those dollars. This was discussed in the Finance Committee yesterday. The 2025 contract is also expected to decrease from the revised 2024 contracted amount and could be exacerbated by the election results of ballot issue 1A.

B. GOVERNANCE COMMITTEE RECOMMENDATIONS – Mrs. Elliott, Chair of the Governance Committee, moved the Board approve the Governance Committee recommendation and the re-election of the following Board members for another three-year term:

- Pat Bolton
- Megan MacHatton
- Mary Margaret Fouse-Bishop
- Amy Miller
- Mary Ann Tillman

Motion seconded by Mr. Rotter and carried unanimously.

And Mrs. Elliott, Chair of the Governance Committee, moved the Board approve the Governance Committee recommendation of the slate of officers:

- Susan Hartley, Chair
- Joanne Elliott, Vice Chair
- Jodi Schoemer, Secretary
- Matt Rotter, Treasurer

Motion seconded by Mr. Sanders and carried unanimously.

C. EXECUTIVE COMMITTEE AND FINANCE/HR COMMITTEE RECOMMENDATIONS -
None

X – SPECIAL ITEM

There are no Special Item due to the Annual Awards Reception

XI – PUBLIC COMMENT

None

XII – ITEMS OF GENERAL DISCUSSION


A. UNFINISHED BUSINESS – None

B. NEW BUSINESS – None

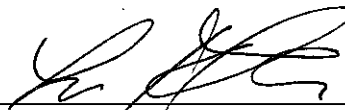
XIII – ADJOURNMENT

DDRC Board of Directors Mtg --- Minutes -- October 23, 2024

Meeting adjourned at 5:51 p.m. The next regular meeting of the Board is on Wednesday, December 11, 2024, at 5:30 pm, at DDRC, 11177 W. 8th Avenue, Lakewood, CO 80215.



Jodi Schoemer, Secretary



Lioa Khongrath, Administrative Assistant

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED SUMMARY OF REVENUES & EXPENSES
September 30, 2024

	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	\$ 3,544,738	\$ 10,499,768	\$ 10,493,419	\$ (6,349)	-0.1%
EXPENDITURES							
PERSONNEL	\$ 25,599,723	\$ 2,133,310	\$ 2,100,806	\$ 6,399,931	\$ 6,077,255	\$ 322,676	5.0%
OPERATING	\$ 13,161,218	\$ 1,096,768	\$ 934,490	\$ 3,290,305	\$ 2,600,098	\$ 690,207	21.0%
HOST HOMES	\$ 1,806,086	\$ 150,507	\$ 150,623	\$ 451,522	\$ 432,550	\$ 18,972	4.2%
PURCHASE OF SERVICES	\$ 107,586	\$ 8,966	\$ 8,635	\$ 26,897	\$ 25,744	\$ 1,153	4.3%
TOTAL EXPENDITURES	\$ 40,674,613	\$ 3,389,551	\$ 3,194,554	\$ 10,168,653	\$ 9,135,647	\$ 1,033,006	10.2%
REVENUES OVER EXPENSES SURPLUS/(DEFICIET)	\$ 1,324,457	\$ 110,371	\$ 350,184	\$ 331,114	\$ 1,357,772	\$ 1,026,658	
UNREALIZED GAIN/(LOSS) ON LT INVESTMENTS	\$ -	\$ -	\$ 91,316	\$ -	\$ 318,054	\$ 318,054	
REVENUES OVER EXPENSES NET OF LT INVESTMENTS SURPLUS/(DEFICIT)	\$ 1,324,457	\$ 110,371	\$ 258,868	\$ 331,114	\$ 1,039,718	\$ 708,604	

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED REVENUES
September 30, 2024

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	%
MEDICAID REVENUE	\$ 14,135,170	\$ 1,177,931	\$ 1,125,127	\$ 3,533,793	\$ 3,442,236	\$ (91,557)	-2.6%
JEFFERSON COUNTY	\$ 14,058,147	\$ 1,171,512	\$ 1,112,849	\$ 3,514,537	\$ 3,338,547	\$ (175,990)	-5.0%
STATE PROGRAM	\$ 10,234,583	\$ 852,882	\$ 845,075	\$ 2,558,646	\$ 2,450,992	\$ (107,654)	-4.2%
SUPPORTED LIVING SERVICES	\$ 831,773	\$ 69,314	\$ 66,320	\$ 207,943	\$ 198,110	\$ (9,833)	-4.7%
ROOM AND BOARD	\$ 962,045	\$ 80,170	\$ 75,942	\$ 240,511	\$ 235,948	\$ (4,563)	-0.9%
DONATIONS/GRANTS	\$ 765,750	\$ 63,813	\$ 138,906	\$ 191,438	\$ 236,082	\$ 44,645	23.3%
RENTAL REVENUE	\$ 344,794	\$ 28,733	\$ 28,062	\$ 86,199	\$ 84,404	\$ (1,795)	-2.1%
HUD SUBSIDIES	\$ 238,009	\$ 19,834	\$ 19,987	\$ 59,502	\$ 60,440	\$ 938	0.6%
CHILDREN'S EXTENSIVE SUPPORT	\$ 46,340	\$ 3,862	\$ -	\$ 11,585	\$ 2,763	\$ (8,822)	-76.2%
MISCELLANEOUS	\$ 20,000	\$ 1,667	\$ 67	\$ 5,000	\$ 2,742	\$ (2,258)	-45.2%
INTEREST	\$ 249,449	\$ 20,787	\$ 35,410	\$ 62,362	\$ 100,740	\$ 38,378	61.5%
PRIVATE PAY	\$ 41,800	\$ 3,483	\$ 311	\$ 10,450	\$ 4,282	\$ (6,168)	-59.0%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ 91,316	\$ -	\$ 318,054	\$ 318,054	100.0%
EXTERNAL TOTAL REVENUE	\$ 41,927,860	\$ 3,493,988	\$ 3,539,372	\$ 10,481,965	\$ 10,475,340	\$ (6,625)	-0.1%
INTERNAL REVENUES	\$ 71,210	\$ 5,934	\$ 5,366	\$ 17,803	\$ 18,079	\$ 277	3.6%
	\$ 41,999,070	\$ 3,499,923	\$ 3,544,738	\$ 10,499,768	\$ 10,493,419	\$ (6,349)	-0.1%
1% OF Y-T-D REVENUE					\$ 104,753		
1/2 % OF Y-T-D REVENUE					\$ 52,377		
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, 2024

DONATIONS AND GRANTS OVER BUDGET AS THE BUDGET IS EVENLY DIVIDED BY 12 MONTHS. DONATIONS ARE TYPICALLY IMBALANCED DUE TO SEASONALITY WITH THE ANNUAL APPEAL AND COLORADO GIVES DAY. HOWEVER, WE RECEIVED APPROXIMATELY \$100K FROM THE DOLLARS TO DIGITIZE GRANT.

INTEREST OVER BUDGET DUE TO INTEREST RATES ON OPERATING CASH.

DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES
September 30, 2024

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	\$ 739,794	\$ 2,137,841	\$ 2,174,878	\$ (37,038)	-1.7%
OPERATING	\$ 2,044,640	\$ 170,387	\$ 186,484	\$ 511,160	\$ 492,330	\$ 18,830	3.7%
HOST HOMES	\$ 1,806,086	\$ 150,507	\$ 150,623	\$ 451,522	\$ 432,550	\$ 18,972	4.2%
PURCHASE OF SERVICES	\$ 107,586	\$ 8,966	\$ 8,635	\$ 26,897	\$ 25,744	\$ 1,153	4.3%
TOTALS	\$ 12,509,674	\$ 1,042,473	\$ 1,085,536	\$ 3,127,419	\$ 3,125,502	\$ 1,917	0.1%
EARLY INTERVENTION							
PERSONNEL	\$ 4,371,602	\$ 364,300	\$ 359,854	\$ 1,092,901	\$ 1,038,888	\$ 54,013	4.9%
OPERATING / PURCHASE OF SERVICE	\$ 3,042,926	\$ 253,577	\$ 235,575	\$ 760,732	\$ 718,142	\$ 42,590	5.6%
TOTALS	\$ 7,414,528	\$ 617,877	\$ 595,429	\$ 1,853,632	\$ 1,757,030	\$ 96,602	5.2%
SERVICE COORDINATION							
PERSONNEL	\$ 2,641,664	\$ 220,139	\$ 192,990	\$ 660,416	\$ 554,772	\$ 105,644	15.0%
OPERATING	\$ 295,270	\$ 24,606	\$ 16,088	\$ 73,818	\$ 51,758	\$ 22,060	29.9%
TOTALS	\$ 2,936,934	\$ 244,745	\$ 209,078	\$ 734,234	\$ 606,530	\$ 127,704	17.4%
ADULT DAY PROGRAM							
PERSONNEL	\$ 3,560,597	\$ 296,716	\$ 294,702	\$ 890,149	\$ 846,611	\$ 43,538	4.9%
OPERATING	\$ 1,559,916	\$ 129,993	\$ 146,467	\$ 389,979	\$ 422,501	\$ (32,522)	-8.3%
TOTALS	\$ 5,120,513	\$ 426,709	\$ 441,169	\$ 1,280,128	\$ 1,269,112	\$ 11,016	0.9%
ADMINISTRATION							
PERSONNEL	\$ 3,190,846	\$ 265,904	\$ 274,117	\$ 797,712	\$ 757,106	\$ 40,606	5.1%
OPERATING	\$ 1,724,730	\$ 143,728	\$ 182,241	\$ 431,183	\$ 451,786	\$ (20,604)	-4.8%
TOTALS	\$ 4,915,576	\$ 409,631	\$ 456,358	\$ 1,228,894	\$ 1,208,892	\$ 20,002	1.6%
RESOURCE COORDINATION							
PERSONNEL	\$ 34,138	\$ 2,845	\$ 16,104	\$ 8,535	\$ 39,303	\$ (30,769)	-360.5%
OPERATING	\$ -	\$ -	\$ 41,787	\$ -	\$ 44,623	\$ (44,623)	100.0%
TOTALS	\$ 34,138	\$ 2,845	\$ 57,891	\$ 8,535	\$ 83,926	\$ (75,392)	-883.4%
SUPPORTED LIVING SERVICES/CES							
PERSONNEL	\$ 1,671,253	\$ 139,271	\$ 98,928	\$ 417,813	\$ 314,304	\$ 103,509	24.8%
OPERATING / PURCHASE OF SERVICE	\$ 258,218	\$ 21,518	\$ 15,276	\$ 64,555	\$ 45,496	\$ 19,059	30.5%
TOTALS	\$ 1,929,471	\$ 160,789	\$ 114,204	\$ 482,368	\$ 359,800	\$ 122,568	25.4%
BEHAVIORAL HEALTH							
PERSONNEL	\$ 698,354	\$ 58,196	\$ 49,778	\$ 174,589	\$ 137,254	\$ 37,335	21.4%
OPERATING	\$ 251,779	\$ 20,982	\$ 21,271	\$ 62,945	\$ 57,425	\$ 5,520	8.8%
TOTALS	\$ 950,133	\$ 79,178	\$ 71,049	\$ 237,533	\$ 194,679	\$ 42,854	18.0%
UNMET NEEDS							
PERSONNEL	\$ 112,695	\$ 9,391	\$ 9,863	\$ 28,174	\$ 28,753	\$ (579)	-2.1%
OPERATING	\$ 10,580	\$ 882	\$ -	\$ 2,645	\$ -	\$ 2,645	100.0%
SELF DETERMINATION	\$ 200,000	\$ 16,667	\$ 19,930	\$ 50,000	\$ 35,493	\$ 14,507	29.0%
JEFFCO CFS FUND	\$ 500,000	\$ 41,667	\$ 41,958	\$ 125,000	\$ 91,732	\$ 33,268	26.6%
PROVIDER SUPPORT FUNDING PRG	\$ 3,000,000	\$ 250,000	\$ 9	\$ 750,000	\$ 132,612	\$ 617,388	82.3%
TOTALS	\$ 3,823,275	\$ 318,606	\$ 71,760	\$ 955,819	\$ 288,590	\$ 667,229	69.8%
SUMMARY							
PERSONNEL	\$ 25,599,723	\$ 2,133,310	\$ 2,100,806	\$ 6,399,931	\$ 6,077,255	\$ 322,676	5.0%
OPERATING	\$ 13,161,218	\$ 1,096,768	\$ 934,490	\$ 3,290,305	\$ 2,600,098	\$ 690,207	21.0%
HOST HOMES	\$ 1,806,086	\$ 150,507	\$ 150,623	\$ 451,522	\$ 432,550	\$ 18,972	4.2%
PURCHASE OF SERVICES	\$ 107,586	\$ 8,966	\$ 8,635	\$ 26,897	\$ 25,744	\$ 1,153	4.3%
TOTALS	\$ 40,674,613	\$ 3,389,551	\$ 3,194,554	\$ 10,168,653	\$ 9,135,647	\$ 1,033,006	10.2%
1% OF Y-T-D EXPENSE					\$ 91,356		
1/2 % OF Y-T-D EXPENSE					\$ 45,678		
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, 2024

SERVICE COORDINATION

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

RESOURCE COORDINATION

PERSONNEL OVER BUDGET AS THE BUDGET IS EVENLY DIVIDED BY 12 MONTHS. DISTRIBUTIONS ARE MORE THAN 3 MONTHS OF THE ANNUAL BUDGET.

OPERATING OVER BUDGET DUE TO COSTS TO DIGITIZE RESOURCE COORDINATION RECORDS RELATED TO THE TRANSITION TO JCHS. DDRC RECEIVED GRANT FUNDS TO COVER THESE COSTS.

SUPPORTED LIVING SERVICES/CES

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

BEHAVIORAL HEALTH

PERSONNEL UNDER BUDGET DUE TO VACANCY SAVINGS.

UNMET NEEDS

JEFFCO CFS UNDER BUDGET AS THE BUDGET IS EVENLY DIVIDED BY 12 MONTHS. DISTRIBUTIONS ARE LESS THAN 3 MONTHS OF THE ANNUAL BUDGET.

UNDER BUDGET AS THE BUDGET IS EVENLY DIVIDED BY 12 MONTHS. DISTRIBUTIONS ARE LESS

PROVIDER SUPPORT FUNDING PRG THAN 3 MONTHS OF THE ANNUAL BUDGET.

Developmental Disabilities Resource Center
Unaudited Statement of Financial Position

	Unaudited September 30, 2024	Unaudited June 30, 2024
ASSETS		
Current Assets		
Cash		
Cash and cash equivalents	\$16,693,329	\$15,343,770
Including capital reserve of \$7,310,219		
Certificates of deposit	399,902	397,325
Receivables		
Fees and grants from governmental agencies	4,579,720	5,617,637
Workshop contracts	-	-
Other	1,113,457	735,924
	1,143,922	919,100
Prepaid expenses and other		
Total Current Assets	23,930,330	23,013,757
Land, building and equipment	24,705,660	25,487,618
Less: Accumulated Depreciation	18,758,500	19,270,645
Net Fixed Assets	5,947,160	6,216,974
Restricted certificates of deposit	168,998	167,776
Investments	6,045,333	5,402,227
Restricted cash	466,736	466,736
Total Assets	\$36,558,557	\$35,267,469
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	1,919,682	\$1,995,527
Notes payable	123,768	123,768
Accrued expenses	2,094,768	2,095,607
Total liabilities	4,138,218	4,214,902
Net assets		
Net assets	32,420,339	31,052,567
Total net assets	32,420,339	31,052,567
Total liabilities and net assets	\$36,558,557	\$35,267,469

Developmental Disabilities Resource Center
Unaudited Statement of Cash Flows

	Unaudited September 30, 2024	Unaudited June 30, 2024
Cash flows from operating activities:		
Change in net assets	\$1,357,772	\$759,474
Adjustment for non cash items:		
In-Kind Donation		
Depreciation	151,197	554,063
(Gain)/loss on asset disposition		
Unrealized (Gain)/Loss on Investment	(318,054)	(464,453)
Change in assets and liabilities:		
Accounts receivable	660,384	(1,512,085)
Other assets	(224,822)	154,908
Accounts payable and accrued expense	(76,685)	(118,530)
Deferred Revenue	-	-
Cash provided by operations	<u>1,549,792</u>	<u>(626,623)</u>
Cash flows from investing activities:		
Change in CDs	(3,799)	(6,154)
Proceeds from redemption of investments		
Proceeds from sale of fixed assets	-	0
Purchase of investments	-	0
Purchase of fixed assets	(69,192)	(265,384)
Cash provided by investing activity	<u>(72,991)</u>	<u>(271,538)</u>
Cash flows from financing activities:		
Issuance of notes payable	-	-
Payments on notes payable	-	-
	<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH	1,476,801	(898,161)
Cash balance, beginning of period	<u>15,810,507</u>	<u>16,708,668</u>
Cash balance, end of period	<u>\$17,287,308</u>	<u>\$15,810,507</u>