



## MINUTES

### of the **REGULAR MEETING** of the **BOARD OF DIRECTORS of DDRC**

DDRC Building, 11177 W. 8<sup>th</sup> Ave., Lakewood, CO 80215

May 28, 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. Elliott, Vice Chair, called the regular meeting of the Board of Directors of DDRC for May 28, 2025, to order at 5:30 p.m.

B. ROLL CALL:

##### BOARD MEMBERS PRESENT

Jean Armour  
Joanne Elliott  
Mary Margaret Fouse-Bishop  
Megan MacHatton  
Amy Miller  
David Pemberton  
Doreen Raad  
Matt Rotter  
Jennifer Thompson  
Mary Ann Tillman

##### BOARD MEMBERS ABSENT

Susan Hartley, Chair  
Pat Bolton  
Jodi Schoemer

##### SENIOR STAFF PRESENT

Rob DeHerrera, Executive Dir.  
Jane Byron  
Gena Colbert  
Jamie Haney  
Lambert Hubel  
Terri Hulstrom  
Steve Jimenez  
Ashley Lee  
Jamie Luark  
Michele Majeune  
Lindsay Menough  
Annette Rogers  
Theresa Vosberg

A quorum was present.

C. MINUTES: Mrs. Tillman moved to approve the minutes of the April 23, 2025 meeting as written. Seconded by Mrs. MacHatton and carried unanimously.

D. FINANCIAL STATEMENTS: Mr. Rotter, Treasurer, presented the March financial statements including revenue, expenses, variances and an investment update.

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

#### II – COMMUNICATIONS

None

#### III – PUBLIC COMMENT

None

#### IV – ACTION ON ROUTINE ITEMS

CONSENT AGENDA: Mr. Rotter 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-C Executive Committee and Finance/HR Committee Recommendations
  - Approval of staff one-time awards and Executive Director compensation.

Motion seconded by Ms. Miller and carried unanimously.

#### V – COMMENDATIONS

There were three Customer Service Awards, two Teamwork Awards and one D.U.C.K. Award given this month.

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

#### IX – BUSINESS

##### A. EXECUTIVE DIRECTOR'S REPORT

- The Budget Reconciliation passed the U.S. House of Representative by one vote and is now on its way to the Senate. There are some comparatively positive results. The bill does not include per capita caps, block grants, flat reductions to existing provider taxes, major Federal Medical Assistance Percentage (FMAP) reductions or other extremely harmful proposals specifically related to disability services. Medicaid provisions in the bill that may have an impact on IDD services include a moratorium on implementation of rules relating to eligibility and enrollment in Medicaid, reduced expansion of FMAP for certain states, a moratorium on new or increased provider taxes, a requirement for states to establish Medicaid work or volunteering requirements for certain individuals and modifying cost-sharing requirements for certain expansion individuals under the Medicaid program.

The budget reconciliation bill does include federal funding reductions to Medicaid that could curtail states' abilities to finance their Medicaid programs, which may harm people with disabilities and community-based disability services. Because most IDD community based services are not federally mandated, they are especially vulnerable to federal Medicaid reductions. All of this relates to the House budget framework that directs the committee with jurisdiction over Medicaid to cut at least \$716 billion in spending over ten years.

- Thanks go to Mrs. Hartley and Mr. Pemberton for attending a meeting we had with Representative Pettersen on Medicaid Matters and sharing their family perspective.

- DDRC had our website and logo launch release event May 15<sup>th</sup>. Thank you to the Board members who were able to attend.
- Thank you also to the Board members who were able to attend our donor breakfast.
- Former Board member Mr. Sanders and his brothers at the Masonic Lodge volunteered on May 3<sup>rd</sup> to do some landscaping at our Belmar group home.
- Upcoming events:
  - Pickleball Tournament, June 21<sup>st</sup> at Walters.
  - Golf Tournament, August 11<sup>th</sup> at Hiwan Golf Club. Volunteers are always welcome.

#### X – SPECIAL ITEM

Terri Hulstrom, Manager of Therapeutic Recreation, and Jamie Haney, Senior Director of Access, presented an overview of DDRC's recreation program.

#### XI – PUBLIC COMMENT

None

#### XII – ITEMS OF GENERAL DISCUSSION

A. UNFINISHED BUSINESS – None


B. NEW BUSINESS – None

#### XIII – ADJOURNMENT

Meeting adjourned at 6:50 pm. The next regular meeting of the Board will be held on Wednesday, June 25, 2025, at 5:30 pm, at DDRC, 11177 W. 8<sup>th</sup> Avenue, Lakewood, CO 80215.



Matt Rotter, Treasurer



Annette Rogers, Executive Assistant

**DEVELOPMENTAL DISABILITIES RESOURCE CENTER**

**UNAUDITED SUMMARY OF REVENUES & EXPENSES**  
April 30, 2025

	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH ACTUAL	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D VARIANCE FAV (-UNFAV) DOLLARS	%
<b>REVENUES</b>	\$ 41,999,070	\$ 3,499,923	\$ 3,412,229	\$ 34,999,225	\$ 34,347,273	\$ (651,952)	-1.9%
<b>EXPENDITURES</b>							
PERSONNEL	\$ 26,599,723	\$ 2,133,310	\$ 2,161,712	\$ 21,333,103	\$ 21,041,762	\$ 291,341	1.4%
OPERATING	\$ 13,161,218	\$ 1,096,768	\$ 1,039,231	\$ 10,987,682	\$ 8,815,572	\$ 2,152,110	19.6%
HOST HOMES	\$ 1,806,086	\$ 150,607	\$ 169,919	\$ 1,505,072	\$ 1,526,935	\$ (21,863)	-1.5%
PURCHASE OF SERVICES	\$ 107,586	\$ 8,966	\$ 7,737	\$ 89,655	\$ 94,629	\$ (4,974)	-5.5%
<b>TOTAL EXPENDITURES</b>	\$ 40,674,613	\$ 3,389,551	\$ 3,378,599	\$ 33,895,511	\$ 31,478,898	\$ 2,416,613	7.1%
<b>REVENUES OVER EXPENSES SURPLUS/(DEFICIT)</b>	\$ 1,324,457	\$ 110,371	\$ 33,630	\$ 1,103,714	\$ 2,868,375	\$ 1,764,661	
<b>UNREALIZED GAIN/(LOSS) ON LT INVESTMENTS</b>	\$ -	\$ -	\$ 2,135	\$ -	\$ 282,331	\$ 282,331	
<b>REVENUES OVER EXPENSES NET OF LT INVESTMENTS SURPLUS/(DEFICIT)</b>	\$ 1,324,457	\$ 110,371	\$ 31,495	\$ 1,103,714	\$ 2,586,044	\$ 1,482,330	

**DEVELOPMENTAL DISABILITIES RESOURCE CENTER**

**UNAUDITED REVENUES**  
April 30, 2025

SOURCE	TOTAL BUDGET	MONTHLY BUDGET	CURRENT MONTH REVENUE	Y-T-D BUDGET	Y-T-D REVENUE	MONTH #	Y-T-D VARIANCE FAV (UNFAV) DOLLARS	%
						10		
MEDICAID REVENUE	\$ 14,136,170	\$ 1,177,931	\$ 1,178,956	\$ 11,779,308	\$ 11,434,449		\$ (344,860)	-2.9%
JEFFERSON COUNTY	\$ 14,058,147	\$ 1,171,512	\$ 1,106,171	\$ 11,715,123	\$ 11,101,779		\$ (613,344)	-5.2%
STATE PROGRAM	\$ 10,234,583	\$ 852,882	\$ 843,381	\$ 8,528,819	\$ 8,212,139		\$ (316,680)	-3.7%
SUPPORTED LIVING SERVICES	\$ 831,773	\$ 69,314	\$ 82,433	\$ 693,144	\$ 736,140		\$ 42,996	6.2%
ROOM AND BOARD	\$ 962,045	\$ 80,170	\$ 89,246	\$ 801,704	\$ 783,948		\$ (17,756)	-1.2%
DONATIONS/GRANTS	\$ 765,750	\$ 63,813	\$ 18,162	\$ 638,125	\$ 589,171		\$ (48,954)	-7.7%
RENTAL REVENUE	\$ 344,794	\$ 28,733	\$ 32,726	\$ 287,328	\$ 301,863		\$ 14,535	5.1%
HUD SUBSIDIES	\$ 238,009	\$ 19,834	\$ 20,553	\$ 198,341	\$ 205,050		\$ 6,709	2.4%
CHILDREN'S EXTENSIVE SUPPORT	\$ 46,340	\$ 3,862	\$ -	\$ 38,617	\$ 6,343		\$ (32,274)	-83.6%
MISCELLANEOUS	\$ 20,000	\$ 1,667	\$ 6,658	\$ 16,667	\$ 332,483		\$ 315,817	1894.9%
INTEREST	\$ 249,449	\$ 20,787	\$ 22,875	\$ 207,874	\$ 288,069		\$ 80,195	38.6%
PRIVATE PAY	\$ 41,800	\$ 3,483	\$ 2,751	\$ 34,833	\$ 15,075		\$ (19,758)	-56.7%
UNREALIZED GAIN/(LOSS) ON INVESTMENT	\$ -	\$ -	\$ 2,135	\$ -	\$ 282,331		\$ 282,331	100.0%
EXTERNAL TOTAL REVENUE	\$ 41,927,860	\$ 3,493,988	\$ 3,406,047	\$ 34,939,883	\$ 34,288,840		\$ (651,043)	-1.9%
INTERNAL REVENUES	\$ 71,210	\$ 5,934	\$ 6,186	\$ 59,342	\$ 58,433		\$ (909)	0.5%
	\$ 41,999,070	\$ 3,499,923	\$ 3,412,229	\$ 34,999,225	\$ 34,347,273		\$ (651,952)	-1.9%
1% OF Y-T-D REVENUE					\$ 342,888			
1/2 % OF Y-T-D REVENUE					\$ 171,444			
FLUCTUATION THRESHOLD					\$ 25,000	& 10%		

# DEVELOPMENTAL DISABILITIES RESOURCE CENTER

UNAUDITED EXPENSES  
April 30, 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	%
<b>RESIDENTIAL - ALL</b>							
PERSONNEL	\$ 8,551,362	\$ 712,614	\$ 757,011	\$ 7,126,135	\$ 7,505,357	\$ (379,222)	-5.3%
OPERATING	\$ 2,044,640	\$ 170,387	\$ 119,508	\$ 1,703,867	\$ 1,609,322	\$ 94,545	5.5%
HOST HOMES	\$ 1,806,086	\$ 160,507	\$ 169,919	\$ 1,505,072	\$ 1,526,935	\$ (21,863)	-1.5%
PURCHASE OF SERVICES	\$ 107,586	\$ 8,966	\$ 7,737	\$ 89,655	\$ 94,629	\$ (4,974)	-5.5%
TOTALS	\$ 12,509,674	\$ 1,042,473	\$ 1,054,175	\$ 10,424,728	\$ 10,736,243	\$ (311,515)	-3.0%
<b>EARLY INTERVENTION</b>							
PERSONNEL	\$ 4,371,602	\$ 364,300	\$ 380,570	\$ 3,643,002	\$ 3,661,030	\$ (18,028)	-0.5%
OPERATING / PURCHASE OF SERVICE	\$ 3,042,926	\$ 253,577	\$ 277,139	\$ 2,535,772	\$ 2,552,422	\$ (16,650)	-1.1%
TOTALS	\$ 7,414,528	\$ 617,877	\$ 657,709	\$ 6,178,773	\$ 6,223,452	\$ (44,679)	-0.7%
<b>SERVICE COORDINATION</b>							
PERSONNEL	\$ 2,641,664	\$ 220,139	\$ 206,810	\$ 2,201,387	\$ 1,953,452	\$ 247,935	11.3%
OPERATING	\$ 295,270	\$ 24,606	\$ 15,001	\$ 246,058	\$ 175,117	\$ 70,941	28.6%
TOTALS	\$ 2,936,934	\$ 244,745	\$ 221,811	\$ 2,447,445	\$ 2,128,569	\$ 318,876	13.0%
<b>ADULT DAY PROGRAM</b>							
PERSONNEL	\$ 3,560,597	\$ 296,716	\$ 301,377	\$ 2,967,164	\$ 2,870,239	\$ 96,925	3.3%
OPERATING	\$ 1,559,916	\$ 129,993	\$ 121,415	\$ 1,299,930	\$ 1,355,736	\$ (55,806)	-4.3%
TOTALS	\$ 5,120,513	\$ 426,709	\$ 422,792	\$ 4,267,094	\$ 4,225,975	\$ 41,119	1.0%
<b>ADMINISTRATION</b>							
PERSONNEL	\$ 3,190,846	\$ 265,904	\$ 286,788	\$ 2,659,038	\$ 2,721,556	\$ (62,518)	-2.4%
OPERATING	\$ 1,724,730	\$ 143,728	\$ 149,805	\$ 1,437,275	\$ 1,299,403	\$ 137,872	9.6%
TOTALS	\$ 4,915,576	\$ 409,631	\$ 436,593	\$ 4,096,313	\$ 4,020,959	\$ 75,354	1.8%
<b>RESOURCE COORDINATION</b>							
PERSONNEL	\$ 34,138	\$ 2,845	\$ -	\$ 28,448	\$ 44,495	\$ (16,047)	-56.4%
OPERATING	\$ -	\$ -	\$ -	\$ -	\$ 49,345	\$ (49,345)	100.0%
TOTALS	\$ 34,138	\$ 2,845	\$ -	\$ 28,448	\$ 93,840	\$ (65,392)	-229.9%
<b>SUPPORTED LIVING SERVICES/CES</b>							
PERSONNEL	\$ 1,671,253	\$ 139,271	\$ 99,659	\$ 1,392,711	\$ 1,032,822	\$ 359,889	25.8%
OPERATING / PURCHASE OF SERVICE	\$ 258,218	\$ 21,518	\$ 11,537	\$ 215,182	\$ 144,718	\$ 70,464	33.7%
TOTALS	\$ 1,929,471	\$ 160,789	\$ 111,196	\$ 1,607,893	\$ 1,177,540	\$ 430,353	26.8%
<b>BEHAVIORAL HEALTH</b>							
PERSONNEL	\$ 698,354	\$ 58,196	\$ 53,913	\$ 581,962	\$ 514,106	\$ 67,856	11.7%
OPERATING	\$ 251,779	\$ 20,982	\$ 19,131	\$ 209,816	\$ 203,445	\$ 6,371	3.0%
TOTALS	\$ 950,133	\$ 79,178	\$ 73,044	\$ 791,778	\$ 717,551	\$ 74,226	9.4%
<b>THERAPEUTIC RECREATION</b>							
PERSONNEL	\$ 581,477	\$ 48,456	\$ 48,579	\$ 484,564	\$ 477,633	\$ 6,931	1.4%
OPERATING	\$ 160,031	\$ 13,336	\$ 10,920	\$ 133,359	\$ 130,891	\$ 2,468	1.9%
TOTALS	\$ 741,508	\$ 61,792	\$ 59,499	\$ 617,923	\$ 608,524	\$ 9,399	1.5%
<b>TERMINAL</b>							
PERSONNEL	\$ 185,735	\$ 15,478	\$ 15,827	\$ 154,779	\$ 153,786	\$ 993	0.6%
OPERATING / PURCHASE OF SERVICE	\$ 113,128	\$ 9,427	\$ 6,050	\$ 94,273	\$ 71,836	\$ 22,437	23.8%
TOTALS	\$ 298,863	\$ 24,905	\$ 21,877	\$ 249,053	\$ 225,622	\$ 23,431	9.4%
<b>UNMET NEEDS</b>							
PERSONNEL	\$ 112,695	\$ 9,391	\$ 11,178	\$ 93,913	\$ 107,286	\$ (13,374)	-14.2%
OPERATING	\$ 10,580	\$ 882	\$ 214	\$ 8,817	\$ 3,266	\$ 5,551	63.0%
SELF DETERMINATION	\$ 200,000	\$ 16,667	\$ 9,833	\$ 166,667	\$ 118,898	\$ 47,769	28.7%
JEFFCO CFS FUND	\$ 500,000	\$ 41,667	\$ 61,545	\$ 416,667	\$ 400,254	\$ 16,413	3.9%
PROVIDER SUPPORT FUNDING PRG	\$ 3,000,000	\$ 250,000	\$ 237,133	\$ 2,500,000	\$ 690,919	\$ 1,809,081	72.4%
TOTALS	\$ 3,823,275	\$ 318,606	\$ 319,903	\$ 3,186,063	\$ 1,320,623	\$ 1,865,440	58.5%

# SUMMARY

PERSONNEL	\$ 25,599,723	\$ 2,133,310	\$ 2,161,712	\$ 21,333,103	\$ 21,041,762	\$ 291,341	1.4%
OPERATING	\$ 13,161,218	\$ 1,096,768	\$ 1,039,231	\$ 10,967,882	\$ 8,815,572	\$ 2,152,110	19.6%
HOTEL HOMES	\$ 1,806,086	\$ 150,507	\$ 169,919	\$ 1,505,072	\$ 1,526,935	\$ (21,863)	-1.5%
PURCHASE OF SERVICES	\$ 107,586	\$ 8,966	\$ 7,737	\$ 89,655	\$ 94,629	\$ (4,974)	-5.5%
TOTALS	\$ 40,674,613	\$ 3,389,551	\$ 3,378,599	\$ 33,895,511	\$ 31,478,898	\$ 2,416,613	7.1%
1% OF Y-T-D EXPENSE					\$ 314,789		
1/2 % OF Y-T-D EXPENSE					\$ 157,394		
FLUCTUATION THRESHOLD					\$ 25,000 & 10%		

Developmental Disabilities Resource Center  
Unaudited Statement of Financial Position

	Unaudited April 30, 2025	Audited June 30, 2024
<b>ASSETS</b>		
Current Assets		
Cash		
Cash and cash equivalents	\$14,698,964	\$15,040,017
<b>Including capital reserve of \$7,083,272</b>		
Certificates of deposit	404,933	\$397,324
Receivables		
Fees and grants from governmental agencies	7,617,220	\$5,461,284
Workshop contracts	-	-
Other	1,560,102	\$879,276
Prepaid expenses and other	1,187,600	\$1,111,550
<b>Total Current Assets</b>	<u>25,468,819</u>	<u>22,889,451</u>
Land, building and equipment	26,031,738	\$25,360,405
Less: Accumulated Depreciation	<u>(19,837,012)</u>	<u>(\$19,308,937)</u>
<b>Net Fixed Assets</b>	6,194,726	6,051,468
Restricted certificates of deposit	171,922	167,776
Investments	6,009,610	5,727,279
Restricted cash	401,807	401,807
<b>Total Assets</b>	<u><u>\$38,246,884</u></u>	<u><u>\$35,237,781</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
Liabilities		
Accounts payable	2,385,737	\$2,202,167
Notes payable	110,697	110,697
Accrued expenses	1,697,023	1,741,448
Deferred Revenue	5,880	4,268
<b>Total liabilities</b>	<u>4,199,337</u>	<u>4,058,580</u>
Net assets		
Net assets	<u>34,047,547</u>	<u>31,179,201</u>
<b>Total net assets</b>	<u>34,047,547</u>	<u>31,179,201</u>
<b>Total liabilities and net assets</b>	<u><u>\$38,246,884</u></u>	<u><u>\$35,237,781</u></u>



Developmental Disabilities Resource Center  
Unaudited Statement of Cash Flows

	Unaudited April 30, 2025	Audited June 30, 2024
Cash flows from operating activities:		
Change in net assets	\$2,868,375	\$886,108
Adjustment for non cash items:		
In-Kind Donation		
Depreciation	528,077	698,183
(Gain)/loss on asset disposition	(6,300)	38,195
Unrealized (Gain)/Loss on Investment	(282,331)	(313,404)
Change in assets and liabilities:		
Accounts receivable	(2,836,762)	(1,499,084)
Other assets	(76,050)	(37,543)
Accounts payable and accrued expense	139,147	(266,049)
Deferred Revenue	1,612	4,268
Cash provided by operations	<u>335,768</u>	<u>(489,326)</u>
Cash flows from investing activities:		
Change in CDs	(11,755)	(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	(671,330)	(313,958)
Cash provided by investing activity	<u>(676,785)</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	(341,017)	(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>\$15,100,803</u></u>	<u><u>\$15,441,824</u></u>