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## Southeastern Developmental Services Board Meeting Minutes

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on Monday, May 22<sup>nd</sup>, 2023 at 12:04 PM at Southeastern Developmental Services.

Board Members Present: Landi Wagner, John Munez, Talara Coen, Ronny Farmer, Jason Whisenand, Loretta Johnson, Bart Buxton, Jessica Hays, Maxine Spell, and Mario Figueroa.

Others present: Nikki McDowell, Kristina Fiene, Katy Jacoby, and JoAnne Freeman via Zoom.

Absent and Excused: JoAnne Orozco

Guest: None

Handouts: None

### **Approval of Meetings Minutes**

Topic: Approval of Finance Committee Minutes

Discussion: The Board of Directors were presented with the following items:

Financial Committee Minutes of April 2023

Recommendation/Action: Board Member Talara moved to accept the minutes as written. Board member Loretta seconded the motion which carried unanimously.

### **Financials**

Topic: Financial Statements

Discussion: Nikki stated that February Financial Statements were completed and emailed to members before the meeting. She also stated March and April statements will be ready for the June meeting.

Topic: First Bank

Discussion: Nikki stated that as previously decided by the Board, the account SDS had with First Bank has been closed out and has received the check for \$29,089.18 that will be deposited. Nikki asked the Board what everyone's thoughts were as to paying off the current loan that we have in the amount of \$19,552. Ronny asked if there were any difficulties with SDS receiving a loan and Nikki stated there were no issues and this was the first loan SDS had applied for. Ronny moved to pay off the bank loan with the money received out of the First Bank account and put the remainder in the money market account. Bart seconded this motion which carried unanimously.



Topic: State General Fund

Discussion: Nikki stated that the \$116,000 was paid back to the state for the overpayments they had made. Last month the state overpaid again in the amount of \$20,000 which will be refunded.

### **Old Business**

Topic: Drug Testing Policy

Discussion: There was an email vote regarding the drug testing policy with the votes being 6 for and 3 against the proposed policy. Director Johnson moved to accept the drug testing policy. Director Coen seconded the motion.

Topic: Minimum Wage

Discussion: Nikki stated that minimum wage will be increasing to \$15.75 as of July 1, 2023. Rates for services will be increasing as well and will hopefully help with this increase.

### **New Business**

Topic: Audit Credit

Discussion: Nikki stated that they have received a discount in the cost of the annual audit in the amount of \$10,305 due to it being untimely.

Topic: CCB Designation

Discussion: The CCB Designation has been submitted and approved for the next year.

Topic: Open House

Discussion: Nikki reported that the open house was a big success that several board members attended and there were 62 individuals that attended throughout the event.

### **Director of Operations**

Topic: Department Updates

Discussion: Maintenance position has been filed. Residential is still looking for a residential manager. Day Program is looking for a day program manager and a vocational manager. The current case manager will be leaving the agency with the closing of the department and the assistant has put in a letter of intent.

### **Case Management**

Topic: Client Volume

Discussion:

Comp: 26

SLS: 34

FSSP: 32

CHCBS: 4



## **Human Resources**

Topic: New Hires

Discussion: For DSP there have been 13 apps received with 2 of those being hired.

Topic: Openings

Discussion: There are currently 3 manager positions open and applications are always being taken for DSP.

Topic: Terminations

Discussion: There has been one termination.

## **Executive Director**

Topic: Spending Limits

Discussion: Nikki asked what the spending limit was before it needed to be passed through the Board of Directors for approval. Currently the amount that the Executive Director can spend without approval is \$1,500 after discussion, John moved to change the spending limit to \$10,000 before approval. Loretta seconded the motion and all were in favor.

Topic: Repairs

Discussion: There are several areas in need of repairs. There are repairs to the main building for water leaks estimated at \$3,500 or less. Rodeo has hail damage that is estimated at around \$33,000.

Topic: Rodeo Utilities and Overtime

Discussion: John asked that Nikki look into potential solutions to the issues of overtime and utilities at Rodeo and why it is so much higher than the other homes. Nikki stated that this house is staffed around the clock which would potentially cause overtime. There was a water leak at this home that with proof of corrections there should be a credit received on the utility bill.

No public comment.

Meeting was adjourned at 12:59 PM.

Minutes taken by: Jessica Hays