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## *Southeastern Developmental Services, Inc.*

### *Board of Directors Meeting Minutes*

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The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on Monday, February 27, 2023 at 12:11 PM., at the Lamar Community Building. Board Members present were Directors: Jessica Hays, Landi Wagner, Bart Buxton, Mario Figueroa and Maxine Spell. New Board Members present were John Munez, JoAnne Orozco, Jason Whisenand, Talara Coen, and Ronny Farmer.

**Absent and Excused:** New Board Member Loretta Johnson.

A determination was made that a quorum was Present.

**Present in addition to the Board Members were:** Nikki McDowell, Kristina Fiene and Jo Ann Freeman.

**Guest:** None

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### *Board Members*

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**Topic:** Introduction and Voting of New Board Members

**Discussion:** All new Board Members introduced themselves to everyone present.

**Recommendation/Action:** **Director Wagner** moved to accept John Munez, JoAnn Orozco, Jason Whisenand, Talara Coen, Ronny Farmer, and Loretta Johnson as new Board Members. **Director Buxton** seconded the motion which carried unanimously.

**Follow-Up:** None at this time

**Topic:** Election of Officers

**Discussion:** The Board of Directors voted on the following officers:

**President:** Landi Wagner

**Vice-President:** Jason Whisenand

**Secretary:** Jessica Hays

**Recommendation/Action:** The Board of Directors voted unanimously to have Landi Wagner as President, Jason Whisenand as Vice-President and Jessica Hays as Secretary.

**Follow-Up:** None at this time

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### *Financials*

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**Topic:** Audit

**Discussion:** Nikki McDowell informed everyone that auditors were on site beginning on October 10th. With turnover on the auditors' side has extended the review of the completed audit out another 2-3 weeks.

**Recommendation/Action:** The Board recommended that all communication Nikki has with auditors to have Ronny Farmer copied on all emails.

**Follow-Up:** Draft Audit to be presented at next meeting.

**Topic:** Financial Statements

**Discussion:** Nikki McDowell stated that as soon as the integration is fixed with the GP Online system then financial statements will be able to be completed and presented to the Board.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

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### *Old Business*

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**Topic:** Drug Testing Policy

**Discussion:** Nikki McDowell stated that we are still in need of an updated Drug Testing Policy. The Board discussed that this will need to be voted on sooner than later. It was also decided that there still would be a policy but potentially without the testing of THC.

**Recommendation/Action:** Nikki will send a sample policy from Inspiration Field in LaJunta for review and creation of our own policy.

**Follow-Up:** New Policy to be voted on in near future.

**Topic:** SDS Wage Scale

**Discussion:** The SDS Wage Scale has already been voted on and implemented but Nikki let new Board Members know that clients receive a wage of \$13.65 and DSP start at \$15.00.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

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### *Director of Operations*

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**Topic:** Covid

**Discussion:** Kristina Fiene reported that there have been 2 positive staff members over the past two months. Covid testing is only performed on individuals that have been exposed or have symptoms.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

**Topic:** Department Updates

**Discussion:** Kristina Fiene stated that Residential now has 2 leads, the Medical Dept will be moving to the CM building and the Admin Assistant has been moved into the finance assistance position.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time<sup>3</sup>

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### *Case Management*

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**Topic:** Client Volume

**Discussion:** Nikki McDowell presented the following client volumes:

**Residential:** 27

**SLS:** 34

**FSSP:** 28

**CHCBS:** 4

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

**Topic:** Conflict Free Case Management

**Discussion:** Nikki McDowell stated they Kristina and herself have been having weekly calls regarding CFCM. All cases should be transferred to Prowers County DSS on April 1, 2023.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

## *Human Resources*

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**Topic:** New Hires

**Discussion:** Kristina Fiene reported that there have been 3 new hires; 2 for residential and 1 SLS

**Recommendation/Action:** None Informational Purposes Only

**Follow-Up:** None at this time

**Topic:** Openings

**Discussion:** Kristina Fiene reported that there are 2 PT residential openings.

**Recommendation/Action:** None Informational Purposes Only

**Follow-Up:** None at this time

**Topic:** Terminations

**Discussion:** Kristina Fiene reported that there have been 3 residential terminations in the past 3 months.

**Recommendation/Action:** None Informational Purposes Only

**Follow-Up:** None at this time

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## *Executive Director*

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**Topic:** Walter Ely Scholarship

**Discussion:** The Walter Ely Scholarships reward amounts were presented to the Board for approval. First place would be \$1,000 and the runner up would be \$500.

**Recommendation/Action:** Director Munez oved to approve the rewards of \$1,000 and \$500. Director Buxton seconded the motion; all were in favor.

**Follow-Up:** Nikki to form a committee at SDS to narrow the applicants to the top 4 applications to be presented to the Board.

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## *Public Comment*

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**None at this time**

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## *Executive Session, if needed*

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**No Executive Session is needed at this time.**

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## *Adjournment*

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The regular meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, March 27, 2023 at 12:00 PM. at the Lamar Community Building.

There being no further business to come before the meeting, it was adjourned at 01:40 PM



**Jessica Hays**  
Secretary of the Board