



Finance Committee Meeting May 16, 2022

The regular monthly meeting of the Southeastern Developmental Services Finance Committee was held on May 16, 2022 at 11:59 a.m., at the Lamar Community Building. **Dennis Pearson**, *Board President*; chaired the meeting and **Jessica Hays**, *Board Secretary*; was present. Other Board Members present were Directors: **Bart Buxton**; **Mario Figueroa**; and **Maxine Spell**.

Absent and Excused: Ruth Porter; Landi Wagner; and Mike Renken.

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Janie Grela, *Executive Director*; **Kristina Fiene**, *Director of Operations*; **Nikki McDowell**, *Finance Director*; and **Kimberlie King**, *HR Director*

Guests: None

Handouts: None

TOPIC: New Hire

DISCUSSION: **Nikki McDowell** reported that Joan Freeman will begin on June 1, 2022 whom came recommended by GP.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

TOPIC: Yearly Budget/ Financial Statements

DISCUSSION: **Nikki McDowell** stated that she is working on getting caught up in GP and shortly she should be able to work on a draft budget to be given to the Board for approval. With the help of the new hire this and monthly financials will be accomplished.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

The regular monthly meeting of the Southeastern Developmental Services Finance Committee will meet on Monday, June 20, 2022 at 11:45 a.m., at the Lamar Community Building.

There being no further business to come before the meeting, it was adjourned at 12:07 p.m.

Jessica Hays

Secretary of the Board



Board of Directors Meeting May 16, 2022

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on May 16, 2022 at 12:12 p.m., at the Lamar Community Building. **Dennis Pearson**, *Board President*; chaired the meeting and **Jessica Hays**, *Board Secretary*; was present. Other Board Members present were Directors: **Bart Buxton**; **Mario Figueroa**; and **Maxine Spell**.

Absent and Excused: Landi Wagner; Mike Renken; and Ruth Porter.

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Janie Grella, *Executive Director*; **Kristina Fiene**, *Director of Operations*; **Nikki McDowell**, *Finance Director*; and **Kimberlie King**, *HR Director*.

Guests: None

Handouts: April Billing; Proposed Policies

APPROVAL OF MEETING MINUTES

TOPIC: Approval of Board Meeting Minutes

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

- Board Meeting Minutes of March 21, 2022
- Board Meeting Minutes of April 25, 2022

RECOMMENDATION/ACTION: **Director Buxton** moved to accept the minutes as written. **Director Figueroa** seconded the motion which carried unanimously.

FOLLOW UP: Executive Director to file and process accordingly.

TOPIC: Approval of Finance Committee Meeting Minutes

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

- Finance Meeting Minutes of March 21, 2022

RECOMMENDATION/ACTION: **Director Buxton** moved to accept the minutes as written. **Director Figueroa** seconded the motion which carried unanimously.

FOLLOW UP: Executive Director to file and process accordingly.

DIRECTOR OF OPERATIONS

TOPIC: Upcoming Events

DISCUSSION: **Kristina Fiene** reported that there are several events coming up. There will be a corn roast at the upcoming Lamar Days, prom for clients will be held in June, and several pool parties have been reserved including the Annual Picnic in August.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Relicensing

DISCUSSION: Kristina Fiene reported that the relicensing has been completed for Memorial and 12th Street for another two years.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

CASE MANAGEMENT DIRECTOR REPORT

TOPIC: CFCM

DISCUSSION: Janie Grela reported that Kristina and herself met with Prowers County again regarding the transition of Case Management. She stated that there is no need for SDS to have a contract with Inspiration Field and pay the \$5000 like previously discussed. The state has assured Janie that they will be able to see contracts and help with this process and no need to pay addition for this. Janie will be bringing the Third-Party Contract to the Board to approve when it is ready.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: SIS Levels

DISCUSSION: Janie Grela reported that plans are being updated to change clients' SIS levels. She stated that whenever a clients' needs change this should be updated in their plan but hasn't been happening.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

HUMAN RESOURCES

TOPIC: Job Requirements

DISCUSSION: Kimberlie King reported that as needs are recognized they are rewriting restructuring positions.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: New approach of discovery of new talent

DISCUSSION: Kimberlie King reported that the agency is now using GoogleForms, Facebook, Indeed, and Job Wanted Sites on Social Media for the hiring process. She wants to have In-Person recruiting events in the future as well. SDS still offers the Employee Referral Bonus and the CNA Sign-on Bonus.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Background and pre-employment requirements

DISCUSSION: Kimberlie King reported that they are working on streamlining the background and pre-employment process. She stated they are looking into two Applicant Tracking Systems; ApplicantPro and Fresh Team. One in particular, ApplicantPro, integrates into PayCom and would cut down on the data entry process for payroll. An ATS would be able to track employees and prevent investing time on applicants that have already been deemed non-rehireable.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Applicant interview process

DISCUSSION: Kimberlie King reported that the hiring process now has two distinct steps. After an application is received, initial contact by HR and a phone conversation is held to schedule the first interview either over the phone or via ZOOM. Following the successful completion of the first interview, a background check is submitted and a second in-person interview is scheduled with the Executive Director and applicable Director/Manager.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Touchbase sessions

DISCUSSION: **Kimberlie King** has begun having Touchbase sessions with current employees and hopes to continue this on a weekly basis. The purpose of this is to gather employee concerns and insight as well as the insight of those that are terminating their employment with the agency. This will provide SDS with information that can be utilized to grow, change, improve and move on.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Quality Assurance, Trainer

DISCUSSION: **Kimberlie King** reported that Stacy Kincaid will be joining SDS as Quality Assurance and Trainer. Having an in-house trainer and QA will allow the agency to provide the best training for staff and allow for on the spot training if or when necessary.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Applicants

DISCUSSION: To date, there have been 23 applicants with the following breakdown: 9 hired with 1 being terminated for job abandonment shortly after hiring, 1 internal transfer, 7 rejected applications that did not meet the minimum screening requirements, 2 applications withdrawn, 3 awaiting a second interview, and 1 with their first interview scheduled.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Open Positions

DISCUSSION: There are currently four positions posted internal and online: Direct Support Professional, Direct Support Professional/Activity Assistant, Residential Manager Assistant, and Medical Manager Assistant/LPN.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

BOARD EMAIL AND PACKET REVIEW

TOPIC: Billing

DISCUSSION: **Janie Grela** reported that April billing is down from March due to case management plans not being completed but this is being addressed and completed as quickly as possible.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Overtime

DISCUSSION: **Janie Grela** reported that overtime has been up some as there have been some staffing issues with covering shifts. She has found that overtime is not being spread around to individuals and being given to only a few, Janie feels that if this is spread out more the cost of overtime will go down.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

TOPIC: Approval of Policies

DISCUSSION: The Board of Directors were presented with the following policies for review.

1. **Annual Evaluations:** Yearly evaluations will happen at a time specified by management (usually before the start of the fiscal year). Annual evaluations may result in a merit increase based on performance. Increases are not automatically granted. All merit increases follow the SDS Rate Scale.

2. **Immunization:** The state requires that all SDS employees provide proof of influenza vaccination before start of placement/shift. The state may change COVID-19 vaccination requirements at any time. SDS may develop new vaccination requirements based on state guidelines at any time.
3. **Promotion:** Employee incentives, promotions, lateral moves, and shift changes for employees will be based upon the employee being 'in good standing'. 'Good Standing' meaning the employee cannot be: in a probationary period, must have no correct actions, no write ups, nor pen investigations, and has completed all required trainings. For the purpose of promotion: corrective action resets at one year (for write ups not be considered). All employees must be in their position at least 6 months to move to another position. This is at the discretion of the Executive Director and in consideration of business needs.
4. **Overnight Shift:** Employees that are working an 'overnight' shift in the residential department must remain on property for the entire shift. No employee is permitted to leave their shift at any time for any reason.
5. **PTO Buy Back:** SDS employees who have unused PTO can participate in a 'PTO Buy Back' period. This date is to be determined by management typically in November of each year. Employees in 'Good Standing' may request a 'PTO Buy Back' period other than in November (they may choose the annual date) if they are in good standing. Employees must notify the Finance Director at least two (2) weeks in advance, in writing, if they chose a 'Good Standing PTO Buy Back' period. This chosen date becomes the new maturity date and cannot be moved again. PTO Buy Back can happen only one time per calendar year.
6. **Bereavement Leave:** SDS grants employees leave when an immediate family member passes. Three (3) are granted for time off to mourn the loss on (partner, parent, grandparent, siblings, child, step immediate family) These days granted do not impact PTO.
7. **Influencing:** SDS employees who are found to have influenced another employee to file a false report, or to not report an incident or concern, will be terminated immediately. This also includes any staff who participates as a 'standby by watcher' to incidents that should be reported to management.
8. **Confidentiality:** Client and agency confidentiality is a priority, posting on social media on events, business details, displaying photos, or information about individuals or SDS is prohibited.
9. **Conflict of Interest:** Any employee who has a business interest or affiliation that could pose a conflict of interest must disclose any information to management in writing each year.
10. **PTO Request:** PTO requests must be made at least two (2) weeks in advance through the payroll platform and written on the SDS PTO calendar. The granting of PTO is not guaranteed. All days off (except for bereavement), will be taken out of the employee's PTO balance. PTO use beyond 4 days required Executive Director and Supervisor approval.
11. **Return to work:** If an employee of off of work three (3) days or more, a doctor's release note is required to return to work. This not must release the employee to perform the individual's particular job duties.
12. **Excessive Call Offs:** Excessive call offs beyond four (4) in a month are grounds for termination. (This includes partial shift call offs, and shifts where the employee finds shift coverage).

RECOMMENDATION/ACTION: [Director Hays moved to approve policies 1 thru 12 for implementation.](#)
[Director Buxton seconded the motion which carried unanimously.](#)

FOLLOW UP: Executive Director to implement as necessary

TOPIC: Reliance Training

DISCUSSION: **Janie Grella** reported that the annual fee for Reliance Training is \$10,206.58 which needs Board approval.

RECOMMENDATION/ACTION: [Director Buxton moved to approve to pay Reliance in the amount of \\$10,206.58.](#) [Director Figueroa seconded the motion which carried unanimously.](#)

FOLLOW UP: Finance Director to have bill paid for training

TOPIC: Fleet Management

DISCUSSION: **Janie Grella** reported that a vehicle has been found by Ron Austin's for SDS which is a Caravan in the amount of \$23,900. SDS will be financing this vehicle with Community State Bank opposed to paying outright to help keep flexibility in the agency's budget.

RECOMMENDATION/ACTION: Director Buxton moved to finance this vehicle from Austin's in the amount of \$23,900. Director Hays seconded the motion which carried unanimously.

FOLLOW UP: Executive Director to contact Community State Bank and Austin's for purchase

TOPIC: Fleet Management

DISCUSSION: Janie Grela stated that she would like to look for a second vehicle in the same price range to replace another home's vehicle that is out of commission and not safe for clients.

RECOMMENDATION/ACTION: Director Hays moved to approve that SDS to begin looking for another vehicle to add to the fleet. Director Buxton seconded the motion which carried unanimously.

FOLLOW UP: Executive Director to update Board of progress

TOPIC: Walter Ely Scholarship

DISCUSSION: Scholarship recipients for this year will be Guadalupe Marquez for \$1000 and Lucas Ward for \$500.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: Executive Director to contact recipients and schedule a time to give the awards and do photos

TOPIC: Work Comp Case

DISCUSSION: Janie Grela stated there is one work comp case open that the individual was not willing to come forward in regards to the injury. This individual has been released to go back to work, but the agency is waiting on next steps from Insurance.

RECOMMENDATION/ACTION: None, Informational purposes only

FOLLOW UP: None at this time

OLD BUSINESS

No old business at this time that hasn't already been discussed

NEW BUSINESS

No new business at this time

COMMENTS/QUESTIONS FROM THE PUBLIC/AUDIENCE

There were no comments or questions from the public at this time.

No need for Executive Session at this time.

The regular monthly meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, June 20, 2022 at 12:00 p.m. following the Finance Committee Meeting at 11:45 a.m., at the Lamar Community Building.

There being no further business to come before the meeting, it was adjourned at 1:23 p.m.



Jessica Hays

Secretary of the Board