



Call to Order

President Wagner called the meeting to order at 12:06 PM.

Roll Call

Members Present:

Landi Wagner – President
Jason Whisenand – Vice President
Talara Coen – Board Member
Bart Buxton – Board Member
Ronny Farmer – Board Member (via Zoom)
Mario Figueroa – Board Member

Members Absent:

John Munez – Board Member
Loretta Johnson – Board Member
Jo Ann Orozco – Board Member
Maxine Spell – Board Member

Staff Present:

Nikki McDowell – Executive Director
Kristina Fiene – Director of Operations
Katy Jacoby – Finance Manager
JoAnn Freeman – Bookkeeper (via Zoom)

Approval of Minutes

Minutes from May and June motioned by Vice President Whisenand to be approved. Board Member Buxton seconded the motion.

Finance Department Report

Executive Director McDowell distributed the handout of outstanding billing and asked the Board if a decision can be made on action to resolve the outstanding balances. McDowell explained the reason for a couple individuals whose Room & Board balance is quite high, and confirmed to the Board that herself and Finance Manager Jacoby have diligently been attempting to collect payment from those individuals. There were no comments/questions pertaining to this matter. McDowell then distributed the April and May Financials and explained herself and bookkeeper are currently working on June's Financials. There were no comments/questions pertaining to this matter.

Vice President Whisenand asked if the budget for fiscal year 2023/2024 will need to be approved by the Board of Directors. Board Member Buxton commented that is the way it has been done in the prior years.

McDowell mentioned needing to record in the minutes the prior email approval of the wage scale. Board Member Coen ratified the motion to move the wage scale as of 7/1/2023.

Whisenand seconded the motion. None were opposed.

ERC

Executive Director McDowell brought up the topic of ERC, which was discussed in the last meeting. President Wagner stated that she reviewed the ERC calculations sent by Refund Pro and did not see any loss and didn't know how Southeastern Developmental Services could qualify. Board Member Farmer stated he felt the same and felt it was very unlikely SDS qualified. Exec McDowell agreed, and expressed her concern that the prior Board of Directors approved and signed two separate contracts. McDowell stated she was unsure how we could legally back out of said contracts. Farmer stated he worries the IRS would perform an audit and SDS would have to pay back a large sum of money, and that the contracts are null and void because Refund Pro did not do the homework to see if SDS qualifies. Farmer also mentioned possibly reporting Refund Pro to the IRS and looking into whistle blower criteria. McDowell asked if Jason and Ronny would be willing to write a letter to be sent explaining why SDS will not accept the money. Whisenand agreed and said he would start drafting a letter, send it to McDowell and the Board for further review, then send it to Refund Pro and Brown Accounting. McDowell stated the check had not been deposited, and can be destroyed or returned.

Bookkeeper Freeman recommended contacting the IRS to report and have them see whether or not we qualify. All present agreed to take this action.

President Wagner asked for a motion on to pay or not to pay Refund Pro. Farmer motioned to not pay and motioned to notify the IRS to ask for guidance. Whisenand seconded the motion. None were opposed.

Director of Operations Report

Residential Report

Director Fiene reported July is scheduled for SDS' quarterly house meetings, which offers the opportunity to introduce the residential staff to our new Residential Manager and Residential Supervisor. Fiene stated the Supervisor, Matthew Huff, is now overseeing the quarterly monitoring of our residential homes, and is also working with our medical team to start the process of online MARS for medication administration.

SLS/Ind Comp Report

Fiene reported our new SLS Manager began on July 10th and is currently in training and is projected to be completed at the end of August.

Fiene stated one Residential individual will be moving from one of SDS' group homes to her own apartment. Fiene stated it is always a goal for SDS to have our young individuals live independently with minor assistance from the agency.

Family Support

Fiene reported that SDS has the monthly Family Support meeting on July 16th at the Lamar Swimming Pool, with a turnout of about 50 individuals.

Fiene stated on June 16th, SDS had their annual Allocations Committee Meeting, and explained this is a meeting when individuals from the community go through a survey filled out by families in the program to determine who is most in need for the next fiscal year.

THRIVE Report

Fiene reported THRIVE is going very well, and that they had a Fourth of July BBQ and party.

Fiene stated SDS had the THRIVE Supervisor step down, as she felt it was not a good fit for her. She explained THRIVE is continuing to run smoothly with Megan Krimer as Manager and Krissey Martinez as Lead, and there is no intention of filling that position.

Vocational

Fiene reported Sue Lawrence continues to supervise the Vocational team, bringing in rules and regulations, paperwork, and knowledge to the program. She stated the Vocational Manager, Fernando Calvillo, officially hit the ground running on June 27th.

Maintenance

Fiene reported that maintenance continues to impress everyone at the agency with all the work they are getting done.

Medical

Fiene reported that our second nurse has now returned from maternity leave, and that they are fully moved into the previous Case Management building.

Human Resources Report

Fiene reported a full time Job Coach and a part time Residential DSP started on June 26th, and that they have almost finished all their training.

Fiene reported we still currently have one opening for a Job Coach, and have one internal employee to be interviewed for the position.

Fiene reported there was one employee who quit.

Fiene reported there are currently two open work comp cases that she is working with Pinnacol Assurance on.

Fiene also reported the Chamber of Commerce is hosting a Job Fair on September 20th that SDS will be participating in.

Old Business

Executive Director McDowell reported herself and Director Fiene will be starting to work on the Employee Handbook soon.

New Business

Board Member Munez mentioned at the last Board Meeting that Don from DVR wanted to stop by to give a presentation. He arrived to the meeting at 12:50 PM, gave his presentation, and left at 1:20 PM.

Events and Fundraising

McDowell reported the THRIVE program arranged an outing to John Martin Reservoir on July 13th, and she has heard a lot of positive feedback.

McDowell distributed a handout of the Annual Picnic flyer scheduled for August 4th.

No public comment.

Meeting adjourned at 1:25 PM.

Minutes recorded by: Katy Jacoby