



## Board of Directors Meeting April 25, 2022

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on April 25, 2022 at 11:57 a.m., at the Lamar Community Building. **Jessica Hays**, *Board Secretary*; chaired the meeting. Other Board Members present were Directors: **Bart Buxton**; **Mario Figueroa**; and **Landi Wagner**.

**Absent and Excused: Dennis Pearson; Mike Renken; Ruth Porter; and Maxine Spell.**

A determination was made that a quorum was Not Present.

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

**Guests:** None

**Handouts:** None

### **APPROVAL OF MEETING MINUTES**

Due to the lack of a quorum Board and Finance minutes for February 28, 2022 will approved thru an email vote. As of May 15, 2022 there have not been enough email votes to approve the minutes.

### **DIRECTOR OF OPERATIONS**

**TOPIC:** Work Comp

**DISCUSSION:** **Kristina Fiene** reported that the agency is currently at 630 injury free days. All staff received \$50. Seven days later a work comp claim was filed. Agency is looking into possibly ending the injury free days incentive.

**RECOMMENDATION/ACTION:** None, Informational Purposes Only

**FOLLOW UP:** None at this time

### **CASE MANAGEMENT DIRECTOR REPORT**

**TOPIC:** Client Volume

**DISCUSSION:** **Janie Grela** reported the client volume is staying steady with the following being a correction from the February totals:

- **Comprehensive:** 27
- **SLS:** 31
- **Family Support:** 40
- **CES:** 1
- **CHCBS:** 3

- **Early Intervention:** 0
- **TOTAL CLIENT VOLUME:** 102

**RECOMMENDATION/ACTION:** None, Informational Purposes Only

**FOLLOW UP:** None at this time.

**TOPIC:** CFCM

**DISCUSSION:** Janie Grela stated she has had many conversations with the county concerning caseloads from SDS. A contract between SDS, Prowers County and possibly Inspiration Fields will need to be approved by the Board of Directors when a quorum is present.

**RECOMMENDATION/ACTION:** None, Informational Purposes Only

**FOLLOW UP:** Pending Board approval.

### **HUMAN RESOURCES**

**TOPIC:** New Hire

**DISCUSSION:** Janie Grela reported that the HR Director has started and working on many things. Managing hiring processes; training, new hire paperwork and application process; Online application process with online consents to run all necessary background checks prior to coming in to meet with managers; Goal is 5 new individuals per month. New forms and processes so everything is taken to Kimberlie and not going to someone else that is loaded down with other important duties.

**RECOMMENDATION/ACTION:** None, Informational Purposes Only

**FOLLOW UP:** None at this time

### **BOARD EMAIL AND PACKET REVIEW**

**TOPIC:** Possible New Board Member

**DISCUSSION:** Janie Grela stated that there was a parent of a client, Jeryl McGraw, interested in filling the open position on the Board of Directors.

**RECOMMENDATION/ACTION:** None, Informational Purposes Only

**FOLLOW UP:** Pending Board approval, not enough votes in email voting

**TOPIC:** Handbook

**DISCUSSION:** Janie Grela stated that the handbook is still in progress but before it is approved a number of policies need to be put in place before the handbook is completed.

**RECOMMENDATION/ACTION:** None, Informational Purposes Only

**FOLLOW UP:** Pending Board approval.

**TOPIC:** Scholarship

**DISCUSSION:** Janie Grela stated that the scholarship committee reviewed the applicants and have decided on two finalists.

**RECOMMENDATION/ACTION:** None, Informational Purposes Only

**FOLLOW UP:** Pending Board approval, not enough votes in email voting

**TOPIC:** Fleet Management

**DISCUSSION:** Janie Grela stated that many vehicles are parked and not being used. Many have issues

that are not safe to take clients around in hot/tornado weather. Janie would like to look into getting a small loan to have the flexibility of budgeting for 2 new mini vans.

**RECOMMENDATION/ACTION:** None, Informational Purposes Only

**FOLLOW UP:** Pending Board approval, not enough votes in email voting

### **EVENTS AND FUNDRAISERS**

**TOPIC:** Grants

**DISCUSSION:** Janie Grela stated there are several grants submitted and in process at this time.

**RECOMMENDATION/ACTION:** None, Informational Purposes Only

**FOLLOW UP:** None at this time.

### **OLD BUSINESS**

**TOPIC:** Finance Staff

**DISCUSSION:** Ken Kraft that was hired for finance has turned in his resignation. Nikki is in touch with GP as they had an individual in mind that could help SDS.

**RECOMMENDATION/ACTION:** None, Informational Purposes Only

**FOLLOW UP:** None at this time.

### **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, May 16, 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 12:49 p.m.



**Jessica Hays**

Secretary of the Board