



Call to Order

President Wagner called the meeting to order at 12:04 PM.

Roll Call

Members Present:

Landi Wagner – President (via zoom)

Jason Whisenand – Vice President

Talara Coen – Board Member

Bart Buxton – Board Member

Mario Figueroa – Board Member

Maxine Spell – Board Member

John Munez – Board Member

Loretta Johnson – Board Member

Jo Ann Orozco – Board Member

Members Absent:

Ronny Farmer – 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 August motioned by Board Member Johnson to be approved. Member Munez seconded the motion.

Finance Department Report

Executive Director McDowell distributed handouts of July and August financials, and explained that the team is still working on Prepaid Insurance so there will be some adjusting. McDowell stated the budget still needs approval from the Board. Member Munez stated he would like more time to approve. All members decided a vote would be made via email by October 9th, 2023.

McDowell reported to the Board that the bookkeeper, JoAnn Freeman, expressed her concern of availability as she is busy with her full time job. McDowell expressed the need for a part time bookkeeper and that some advertising will be done in the near future to find one. McDowell also explained the position would be flexible – either remote or in person.

Vice President Whisenand stated that two weeks ago the IRS shut down the entire ERC process, which looks good for SDS' ongoing case.

McDowell brought up the discussion of the upcoming audit. She explained FredrickZink would begin the first week of November remotely, then perform their site visit January 2024 to present to the Board of Directors at the January meeting. Member Buxton motioned for the approval. Member Johnson seconded the motion. None opposed.

Director of Operations Report

Incident Reports

Director Fiene reported there were 17 total Incident Reports completed in the month of August. She stated out of the 17: two were falls, five were behavioral, two were seizures, two were medication issues, and six were injuries, two of which required ER visits and were released.

Residential Report

Covered in HR report.

Vocational

Director Fiene reported the Job Coach will be starting a six-week DVR class in the middle of October that will go through the end of November. Fiene also stated that the summer rush of lawn care is beginning to slow down, and some different options for work crew are being explored.

SLS/Individual Comp

Fiene reported these departments are going well and that the Family Support meeting dinner was served for families and there was discussion about school beginning and IEP's. Fiene stated the next meeting for October will be a Fall Festival.

Medical

Fiene reported a TB clinic is being done currently, and the Annual Flu Clinic is scheduled for October 10th. She also reported that SDS is partnering with PMC for the fitted PPE this year per new state requirements.

Maintenance

Fiene reported the Maintenance crew has been busy working on Rodeo home repairs - brand new windows were installed and new siding is being installed this week.

THRIVE

Fiene reported THRIVE will be starting some new clubs including newspaper, science, and health.

Human Resources Report

Terminations

Fiene reported there was one DSP that chose to resign for personal reasons, and that there are currently two staff members on FMLA. She also reported there is one staff member with an ongoing workman's comp case.

Openings

Fiene reported there are currently two full time positions open – one Monday through Wednesday graveyard at Rodeo, and one Friday through Sunday graveyard at Rodeo. Fiene stated there are currently two pending applications who have already been interviewed, and another two who have yet to be interviewed.

New Employees

Fiene reported one new DSP has been hired to fill the weekend shift at Rodeo; one new part-time SLS DSP to assist individuals on the weekends; and one new Residential DSP scheduled to start Wednesday morning.

Old Business

Executive Director McDowell stated she emailed a list of our current fleet, and expressed how aging all of the vehicles are. Member Munez stated he noticed at least ten of them have over 100,000 miles, with a couple more nearing. Munez asked how many vehicles are needed. McDowell stated one is needed per home, and buses; four or five for THRIVE routes; one for SLS; and a couple for out of town appointments. McDowell stated the need to slowly replace higher mileage vehicles, and that is why the old Executive Director contact of a new vehicle for that position was handy. Member Munez suggested making an assessment of how many new vehicles are needed and bring it to the Board of Directors.

New Business

Director McDowell stated the 2nd Annual Poker Run was a success with the profits being around \$400. McDowell shared upcoming events including: Trunk or Treat on October 27th, Halloween Party at the bowling alley on October 26th, Parade of Lights on Dec 2nd, and the Annual Christmas Party on December 13th.

McDowell stated she would like an online auction for the Christmas Party to start in November.

No public comment.

Meeting adjourned at 1:09 PM.

Next meeting scheduled for October 23rd, 2023.

Minutes recorded by: Katy Jacoby