

**Southeastern Developmental Services  
Finance Committee Meeting  
August 16, 2021**

The regular monthly meeting of the Southeastern Developmental Services Finance Committee was held on August 16, 2021 at 11:46 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: **Ruth Porter**, *Board Vice-President*; **Heather Whisenand**; **Bart Buxton**; and **Mike Renken**.

**Absent and Excused: Landi Wagner; Mario Figueroa and Maxine Spell.**

A determination was made that a quorum was Present.

**Present in addition to the Board Members were: Dave Harbour**, *Executive Director*; **Sara Ortiz-Settles**, *Case Management Director*; **Nikki McDowell**, *HR / Finance Director*; and **Kristina Fiene**, *Director of Operations*.

**Guests: None**

**Handouts: None**

**TOPIC:** Budget

**DISCUSSION:** Nikki McDowell, *HR / Finance Director*, reported that there is no completed budget at this time due to an update needed in GP. As soon as this is completed, she can work on finalizing the budget. Nikki also reported that before long there will be no updates available for GP and will need to start looking into a new system

**RECOMMENDATION/ACTION:** None at this time.

**FOLLOW UP:** HR / Finance Director to update at next meeting.

The regular monthly meeting of the Southeastern Developmental Services Finance Committee will meet on Monday, September 20, 2021 at 11:45 a.m., at the Lamar Community Building.

There being no further business to come before the meeting, it was adjourned at 11:55 am.

  
**Jessica Hays**  
Secretary of the Board

# Southeastern Developmental Services Board of Directors Meeting August 16, 2021

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on August 16, 2021 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: **Ruth Porter**, *Board Vice-President*; **Bart Buxton**; **Mike Renken**; and **Heather Whisenand**.

**Absent and Excused: Landi Wagner; Mario Figueroa; and Maxine Spell.**

A determination was made that a quorum was Present.

**Present in addition to the Board Members were: Dave Harbour**, *Executive Director*; **Sarah Ortiz-Settles**, *Case Management Director*; **Nikki McDowell**, *HR / Finance Director*; and **Kristina Fiene**, *Director of Operations*.

**Guests: None**

**Handouts:** Board packet sent by Dave Harbour.

## **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 July 27, 2021

**RECOMMENDATION/ACTION:** **Director Porter** moved to accept the minutes as written. **Director Buxton** 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 Committee Meeting Minutes of July 27, 2021

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

**FOLLOW UP:** Executive Director to file and process accordingly.

## **DIRECTOR OF OPERATIONS REPORT**

**TOPIC:** New Director of Operations

**DISCUSSION:** **Dave Harbour** introduced Kristina Fiene, former HR/Finance Manager as the new Director of Operations.

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

**FOLLOW UP:** None at this time

### **CASE MANAGEMENT DIRECTOR REPORT**

**TOPIC:** Client Volume

**DISCUSSION:** Sarah Ortiz-Settles; Case Management Director, reported the following client volumes:

- **Comprehensive:** 26
- **SLS:** 29
- **Family Support:** 33
- **CES:** 1
- **CHCBS:** 3
- **Early Intervention:** 36
- **TOTAL CLIENT VOLUME:** 128

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

**FOLLOW UP:** None at this time

### **HUMAN RESOURCES REPORT**

**TOPIC:** Work Comp

**DISCUSSION:** Kristina Fiene reported that there have been no new work comp cases. She also stated that the staff of the case that had been reopened has had surgery and is out most likely until December.

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

**FOLLOW UP:** None at this time

**TOPIC:** New Employees

**DISCUSSION:** Kristina Fiene reported there have been no new employees since the last meeting.

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

**FOLLOW UP:** None at this time

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

**TOPIC:** Usual Packet Items

**DISCUSSION:** Dave Harbour distributed the utilities and overtime spreadsheets that didn't make it into the emailed board packet.

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

**FOLLOW UP:** None at this time

### **EVENTS AND FUNDRAISERS**

**TOPIC:** Annual Picnic

**DISCUSSION:** Dave Harbour stated that the Annual Picnic included both Children's and Adult's and close to 150 people were in attendance.

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

**FOLLOW UP:** None at this time

**TOPIC:** Corporate Cup

**DISCUSSION:** Dave Harbour reported that SDS participated in the Corporate Cup and took 1<sup>st</sup> place. As the community project SDS cleaned up along 14<sup>th</sup> street on the walking path.

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

**FOLLOW UP:** None at this time

**TOPIC:** Donation Trailer

**DISCUSSION:** Dave Harbour reported that the donation trailer was delivered and due to the size, it will be staying at SDS for the time being. Donations will be picked up from YORS weekly to put inside the trailer.

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

**FOLLOW UP:** None at this time

### **OLD BUSINESS**

**TOPIC:** Covid Update

**DISCUSSION:** Dave Harbour reported that SDS has submitted their CLIA application to be able to perform rapid Covid tests for staff. *A Clinical Laboratory Improvement Amendment (CLIA) Certificate of Waiver is a certification that allows a facility, primarily laboratories, to legally examine a person through waived tests in order to assess health, diagnose, and determine treatment. Each CLIA Certificate of Waiver includes a ten-digit CLIA number issued by the U.S. Department of Health and Human Services, that identifies each separate certificate. The purpose of a CLIA Certificate of Waiver is to ensure that laboratory standards are met which ensure timeliness, accuracy, and reliability of laboratory test results for patients. Diagnostic testing allows healthcare providers (doctors, nurses, etc.) to monitor and/or check for a variety of diseases and conditions.*

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

**FOLLOW UP:** None at this time

**TOPIC:** Board Transparency – SDS Emails

**DISCUSSION:** Dave Harbour distributed email login information to everyone to be in compliance of the transparency bill.

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

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

**TOPIC:** CDOT Grant

**DISCUSSION:** Dave Harbour reported that the van and buses should be delivered anytime

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

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

**TOPIC:** CFCM

**DISCUSSION:** Dave Harbour stated there hasn't been any updates at this time that the cutoff date is still set for June 30, 2024.

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

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

## NEW BUSINESS

**TOPIC:** Scoop Newsletter

**DISCUSSION:** **Dave Harbour** stated that Jessica Hays had suggested putting a “Get to Know your Board Members” section in the monthly newsletter. It was decided she would be the first one to be highlighted.

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

**FOLLOW UP:** None at this time

**TOPIC:** Donation Trailer

**DISCUSSION:** **Dave Harbour** reported that he has been in discussions with the Ark and will be receiving a 28-foot donation trailer. If there is signage already on the trailer for donations this will be located by Walter’s Cans. If there is no signage it could be placed at Rodeo. When the trailer is full the Ark will pick this up and either recycle the items or send them to third world countries.

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

**FOLLOW UP:** None at this time

## COMMENTS/QUESTIONS FROM THE PUBLIC/AUDIENCE

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

The Southeastern Developmental Services Board of Directors Executive Session was needed this month to discuss an anonymous letter sent to the Board. **Director Porter** moved that we enter executive session and **Director Whisenand** seconded the motion. The Southeastern Developmental Services Board of Directors entered Executive Session at 12:47 p.m.

The Southeastern Developmental Services Board of Directors exited Executive Session and returned to Open Session at 12:57 p.m.

The regular monthly meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, September 20, 2021 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 12:59 p.m.

  
**Jessica Hays**  
Secretary of the Board