

Southeastern Developmental Services Board of Directors Meeting July 27, 2021

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on July 27, 2021 at 12:15 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: **Landi Wagner**; **Bart Buxton**; **Mike Renken**; **Maxine Spell**; and **Mario Figueroa**.

Absent and Excused: Ruth Porter; and Heather Whisenand.

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Dave Harbour, *Executive Director*; **Nikki McDowell**, *HR / Finance Director*; and **Kristina Fiene**, *HR / Finance Manager*.

Guests: None

Handouts: Board packet sent by Dave Harbour on July 14, 2021; “The Scoop” July 2021; Annual Picnic Flyer; and Wage Survey

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 June 21, 2021

RECOMMENDATION/ACTION: **Director Buxton** moved to accept the minutes as written. **Director Wagner** 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 June 21, 2021

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

FOLLOW UP: Executive Director to file and process accordingly.

DIRECTOR OF OPERATIONS REPORT

TOPIC: Covid Update

DISCUSSION: **Dave Harbour**, *on behalf of the Director of Operations*; reported that full Day Program was to begin back on August 1st but received an email yesterday that this has been extended to September 1st. Group homes will also be receiving rapid covid tests for staff when coming onto shift.

RECOMMENDATION/ACTION: None, Informational Purposes Only
FOLLOW UP: None at this time

TOPIC: Director of Operations Position

DISCUSSION: **Dave Harbour** discussed that he is continuing with interviews this week which will give him a total of 9 from both inhouse/community. He is hoping to have someone hired early next week.

RECOMMENDATION/ACTION: None, Informational Purposes Only
FOLLOW UP: None at this time

CASE MANAGEMENT DIRECTOR REPORT

TOPIC: Client Volume

DISCUSSION: **Dave Harbour**, *on behalf of Sarah Ortiz-Settles; Case Management Director*, reported the following client volumes:

- **Comprehensive:** 26
- **SLS:** 30
- **Family Support:** 34
- **CES:** 1
- **CHCBS:** 4
- **Early Intervention:** 41
- **TOTAL CLIENT VOLUME:** 136

RECOMMENDATION/ACTION: None, Informational Purposes Only
FOLLOW UP: None at this time

TOPIC: Staff

DISCUSSION: **Dave Harbour**, *on behalf of Sarah Ortiz-Settles; Case Management Director*, informed the Board that Jared Penaflor, former Director of Operations, is now part-time in Case Management, Sara Delarosa is the new EI Service Coordinator and is now fully trained and doing well.

RECOMMENDATION/ACTION: None, Informational Purposes Only
FOLLOW UP: None at this time

HUMAN RESOURCES REPORT

TOPIC: Injury Free Days

DISCUSSION: **Kristina Fiene** reported that the agency has made it to 360 days injury free. All employees received \$50 cash for this achievement.

RECOMMENDATION/ACTION: None, Informational Purposes Only
FOLLOW UP: None at this time

TOPIC: New Employees

DISCUSSION: **Kristina Fiene** reported there have been 6 new employees hired; 1 new Maintenance and 6 for Direct Service.

RECOMMENDATION/ACTION: None, Informational Purposes Only
FOLLOW UP: None at this time

BOARD EMAIL AND PACKET REVIEW

TOPIC: The Scoop Newsletter

DISCUSSION: **Dave Harbour** distributed the July 2021 edition of The Scoop Newsletter. He would like the Board to think if there is anything that they would like to put in the newsletter for staff and parents.

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 is this Sunday from 5:30pm-9:00pm with several activities. This is for both the Children's and Adult programs.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Corporate Cup

DISCUSSION: **Dave Harbour** reported that SDS will be participating in the Corporate Cup in August.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Activities

DISCUSSION: **Dave Harbour** reported they have had a tour of the Fire Department, Swimming and Pizza Party at North Gate park, and the first group of clients will be going on a Boat Trip this Thursday.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Weitgenant Trust Donation

DISCUSSION: **Dave Harbour** reported that at the end of June received a \$6000 donation from the Weitgenant Trust. This year there is no stipulation of where this can be used so it will probably be put into the Mile of Pennies fund.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

OLD BUSINESS

TOPIC: Roof Update

DISCUSSION: **Dave Harbour** reported that the roof has been completed and had the final inspection. He also stated he asked this company along with two other companies for bids to have the back portion of the building completed.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Wage Survey

DISCUSSION: Dave Harbour distributed a spreadsheet for starting wages of several agencies. This will be used more once monthly financials are available to determine wage increases hopefully around the beginning of the year.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

NEW BUSINESS

TOPIC: Coffee with Dave

DISCUSSION: Dave Harbour stated that he will be starting a "Coffee with Dave" with staff so they can discuss their concerns and ideas.

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 not necessary for this month.

The regular monthly meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, August 16, 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 12:40 p.m.


Jessica Hays
Secretary of the Board