



Southeastern Developmental Services Board Meeting Minutes

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on Monday, March 27th, 2023 at 12:09 PM at the Lamar Community Building.

Board Members Present: Landi Wagner, John Munez, JoAnne Orozco, Talara Coen, Ronny Farmer, Jason Whisenand, Loretta Johnson, Maxine Spell, and Mario Figueroa.

Others present: Nikki McDowell, Kristina Fiene, Katy Jacoby, and JoAnne Freeman via Zoom.

Absent and Excused: Bart Buxton and Jessica Hays

Guest: Michelle and Teresa – Audit (via zoom)

Handouts: Audit Draft

Approval of Meetings Minutes

Topic: Approval of Finance Committee Minutes

Discussion: The Board of Directors were presented with the following items:

Financial Committee Minutes of February 27th, 2023

Recommendation/Action: Board Member Talara moved to accept the minutes as written. Board member Jason seconded the motion which carried unanimously.

Financials

Topic: Audit Draft

Discussion: Michelle and Teresa began going through the Audit Draft, starting with introductions of themselves. Michelle began reviewing the following:

Independent Auditor's Report

Questions: None

Statement of Financial Position

Questions: None

Statement of Activities

Questions: Loretta asked what happened the prior year to reflect a loss?

Nikki explained the loss was due to COVID-19.



Statement of Functional Expenses

Questions: None

Statements: Michelle apologized for this report not being accurate and needing to make adjustments on professional fees.

Statement of Cash Flows:

Questions: Loretta asked what is bad debt?

Nikki explained bad debt is composed of write offs due to some CIE invoices and some billing.

Note to Financial Statements

Questions: None

Approval of Financial Statements: Michelle stated she would send the Board of Directors a communication letter to identify issues. None were found.

After reviewing the Audit Draft, Michelle went on to explain that they will be issuing a deficient letter regarding internal controls and the segregation of duties in the Finance Department. Michelle then went on to discuss that before Bill's passing, audits always ran smooth. Nikki did the best she could without having the full training from Bill. Michelle expressed the need for a round of applause for Nikki and JoAnne, as the department has greatly improved. Michelle also apologized for not getting the draft done in a timely manner. Loretta commented that she knows SDS has been through a lot, and she is very impressed with the way things are going.

Loretta then asked why we are still using Paycom, as it has caused nothing but problems.

Ronny then interjected and suggested to end the zoom call with the auditors to prevent wasting their time with other SDS matters.

Michelle added she would like to discuss the 990.

Ronny suggested not to, because it ties back to the Financial Statements.

Michelle then said she would be waiting on approval from the Board of Directors.

Auditors left zoom call at 1:00 PM.

Ronny expressed the Financial Statement looked good – but would like to discuss it later.

All members present agreed to continue to have the Board President sign the 990, as it has been in past years.

Recommendation/Action: Member Ronny motioned to approve Financial Statements draft and 990. Member Loretta seconded the motion.

Old Business

Topic: Drug Testing Policy

Discussion: Nikki discussed receiving other CCB's drug testing policies, of which all but one do not test for THC, only for work comp purposes. Nikki explained the biggest thing is while interviewing, most individuals fully admit they cannot pass a test due to THC usage. Nikki pitched to the Board to remove THC from the drug panel. Landi expressed that at Valley Wide, they do pre-employment but no randoms. She explained she has been supervising people for years and has never had an issue with THC.



Recommendation/Action: Landi suggested redoing Inspiration Field's policy, sending it to the attorney, and then get Board approval. Ronnie moved to approve rewriting the policy to exclude THC from the drug panel. John seconded the motion. All members present voted yes.

Nikki explained our Employee Handbook is old (2015) and expressed the need for an update. Nikki suggested SDS will rewrite the handbook and let the Board approve. Members John and Loretta both agree to proceed with that plan.

Topic: PowerGP

Discussion: Nikki explained PowerGP and Smart Connect is scheduled to go live on Monday, April 3rd, 2023. Thursday will be utilized to get the last remaining bugs out.

Topic: Walter Ely Scholarship

Discussion: Nikki stated there have only been two applicants. With the deadline being April 10th, applicants usually submit last minute. Nikki expects more to flood in within the next couple weeks.

New Business

Topic: Director of Operations Update

Discussion: Kristina stated we have had little to no cases of Covid-19 within the last month, only one positive staff members. She also stated a Maintenance Assistant position will be advertised, and there are currently two DSP's in training. Kristina reported Residential has two beds open at the moment, and that some office staff will be moved around, including Medical who will be moved to the CM building. John asked about our Training/QA Manager no longer employed. Kristina explained Janie hired a lot of high paying positions that cannot be justified today. She also explained she reached out to other CCB's, and none of them have these positions at their agencies.

Kristina touched based on conflict free Case Management, explaining that letters to families went out a month ago. Letters stated April 1st would be the start date. Kristina also said that any meetings (IP's, etc.) will be at the county starting May 1st, and that Sarah Ortiz-Settles will have the majority of the caseloads. Kristina expressed the need for more DSP's as staffing is very short.

Topic: Executive Director Contract

Discussion: Member Loretta asked if the contract needs to be signed. Landi expressed there has not been a new contract since the last group of Board Members. Nikki suggested including an item in the contract that used to be in effect for a previous Executive Director: an ED vehicle. Nikki expressed how much more beneficial this would be for SDS, as the vehicle could eventually go back into the fleet. John requested the prior draft contract be emailed out. Landi and Nikki both said they would make sure it gets sent out.

No public comment.

Meeting was adjourned at 1:50 PM.

Minutes taken by: Katy Jacoby