



Southeastern Developmental Services, Inc.

Finance Committee Meeting Minutes

The regular monthly meeting of the Southeastern Developmental Services Finance Committee was held on Monday, October 17, 2022 at 11:53 AM., 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 and Bart Buxton

Absent and Excused: Ruth Porter and Mike Renken

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Nikki McDowell, JoAnne Freeman and Kristina Fiene

Guest: None

Handouts: None

Audit

Topic: Auditor Review Status

Discussion: Auditors were in the office last week and have made it through payroll and cash disbursements. The next project for them to work on will be Accounts Receivable. The auditors would like to have another individual on the Board that could review journal entries on a monthly basis.

Recommendation/Action: None, Informational Purposes Only

Follow-Up: As needed

Budget

Topic: 2022-2023 Budget

Discussion: JoAnne has begun working on the new budget off of last years' actuals. Meetings will begin to happen with department managers to work on their budgets.

Recommendation/Action: None, Informational Purposes Only

Follow-Up: None at this time

Financials

Topic: Checks/Payments

Discussion: Director Pearson asked if there is a way, we could see a report of all checks/debit done for the previous month with as to where the payment was made.

Recommendation/Action: Nikki to prepare this report for board meetings.

Follow-Up: None at this time.

Adjournment

The regular meeting of the Southeastern Developmental Services Finance Committee will be combined with the monthly meeting of the Southeastern Developmental Services Board of Directors meeting starting in November 2022 at the Lamar Community Building.

There being no further business to come before the meeting, it was adjourned at 12:04 PM.


Jessica Hays
Secretary of the Board



Southeastern Developmental Services, Inc. Board of Directors Meeting Minutes

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on Monday, October 17, 2022 at 12:11 PM., 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, Mario Figueroa, and Maxine Spell.

Absent and Excused: Ruth Porter and Mike Renken

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Nikki McDowell and Kristina Fiene

Guest: Stacy Kincaid and Dahina Trujillo

Handouts: Staff survey results and Trick or Treat Trail information

Approval of Meeting Minutes

Topic: Approval of Finance Committee Minutes

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

Finance Committee Minutes of Monday, September 19, 2022

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

Follow-Up: Director Hays to send approved minutes to Interim Executive Director and Assistant for filing and posting on website.

Topic: Approval of Board Meeting Minutes

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

Board Meeting Minutes of Monday, September 19, 2022

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

Follow-Up: Director Hays to send approved minutes to Interim Executive Director and Assistant for filing and posting on website.

Old Business

Topic: Rawlings Grant

Discussion: Nikki stated that the individuals from the Rawlings Grant did approve to remove the portion regarding the Chicken Coop and reallocate that money to the art and gardening project. LCC students will build the raised gardening beds and will be ready for spring.

Recommendation/Action: None, informational purposes only

Follow-Up: None at this time

Topic: Poker Run

Discussion: Nikki stated that the Poker Run was a success and very good turnout. The individual whom won the pot of money donated all minus what he put in back to SDS.

Recommendation/Action: None, informational purposes only

Follow-Up: None at this time

New Business

Topic: New Upcoming Events

Discussion: Children's Bowling Party last Saturday; Adult Halloween party 10/31 change from 10/27.

Trick or treat trail instead of trunk or treat; pumpkin patch with corn maze 10/24

Recommendation/Action: None, informational purposes only

Follow-Up: None at this time

Topic: Notice Calendar Dates

Discussion: Meeting dates and times were discussed and determined for the remainder of the fiscal year ending in June 2023.

Recommendation/Action: None, informational purposes only

Follow-Up: Director Hays to complete calendar for website

Topic: Switching of payroll systems

Discussion: Results from staff survey regarding a new payroll system.

Recommendation/Action: None, Informational Purposes Only

Follow-Up: Review and discuss

Topic: Drug Testing Policy

Discussion: Nikki and Kristina have reached out to other CCBs for drug testing policies. Inspiration Field is addressing with their Board of Directors for review. Policy needs to be reviewed and rewritten.

Recommendation/Action: None, Informational Purposes Only

Follow-Up: Review and discuss

Topic: Health Insurance Renewal

Discussion: Nancy Proctor has come to the facility to discuss insurance options and will be getting proposals out for the Board's review.

Recommendation/Action: None, Informational Purposes Only

Follow-Up: Review and discuss

Director of Operations

Topic: Covid Update

Discussion: Kristina reported that as of last Friday there is no mandatory testing and masking. Testing will occur if an individual has symptoms or has been exposed.

Recommendation/Action: None, informational purposes only

Follow-Up: None at this time

Case Management

Topic: Conflict Free Case Management

Discussion: Kristina and Nikki met with Case Management regarding CFCM. Prowers County is still open with moving forward in moving case management to the county. Nikki to reach out to Inspiration Field to see what their pitfalls were in this process. Mr. Frost, attorney for Inspiration Field, will take 20-25 hours roughly \$10,000 to create a contract and looked into HMA, but HMA is unable to help CCBs until March 2023.

Recommendation/Action: None, Informational Purposes Only

Follow-Up: Review and Discuss

Human Resources

Topic: Openings

Discussion: Executive Director, Day Program Manager, Residential Manager, and Several DSP positions.

Recommendation/Action: None, informational purposes only

Follow-Up: None at this time

Interim Executive Director

None at this time

Public Comment

None at this time

Executive Session, if needed

Landi moved to go into executive session and Bart seconded the motion. Board of Directors went into Executive Session at 12:58 pm to discuss personnel. The Board of Directors re-entered Open Session at 1:33 pm.

Adjournment

The regular meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, November 21, 2022 at 12:00 PM. at the Lamar Community Building.

There being no further business to come before the meeting, it was adjourned at 1:33 PM.



Jessica Hays
Secretary of the Board

Upcoming Events and Topics

<i>Date</i>	<i>Event/Topic</i>
10/28	Trick or Treat Trail
10/31	Halloween Party – Bowling Alley
12/08	Christmas Party
	Potential New Board Members
	Executive Director Position
	HR/Recruiter Duties
	Employee Handbook/Policies
	Conflict Free Case Management