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## *Southeastern Developmental Services, Inc. Board of Directors Meeting Minutes*

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The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on Tuesday, April 25, 2023 at 12:06 PM., at the Lamar Community Building. **Landi Wagner, Board President;** chaired the meeting and **Jessica Hays, Board Secretary;** was present. Other Board Members present were Directors: Bart Buxton, John Munez, Jason Whisenand, Maxine Spell, Mario Figueroa, Talara Coen (via zoom), and Ronny Farmer (via zoom).

**Absent and Excused:** JoAnn Orozco and Loretta Johnson

A determination was made that a quorum was Present.

**Present in addition to the Board Members were:** Nikki McDowell, Executive Director; Kristina Fiene, Director of Operations; Katy Jacoby, Finance Manager; Jo Anne Freeman, Bookkeeper (via zoom).

**Guest:** None

**Handouts:** Financials, Drug Testing Policy Draft, Open House Flyer, Previous Month's Minutes

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### *Approval of Meeting Minutes*

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**Topic:** Approval of Board Meeting Minutes

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

**Board Meeting Minutes from March 2023**

**Recommendation/Action:** **Director Whisenand** moved to accept the minutes with the following corrections: 1) The correct spelling of Director Munez's last name and 2) The addition of Director Hays being absent. **Director Munez** seconded the motion which carried unanimously.

**Follow-Up:** Approved Minutes with corrections to be filed according to guidelines.

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## *Financials*

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**Topic:** Financials

**Discussion:** Financials, Cash Disbursements, Billing and Overtime were handed out as they weren't emailed with adequate time for everyone to review. No real discussion was had. Director Munez did ask what the "Fixed Fee Contract" referred to on the monthly financials.

**Recommendation/Action:** The Board would like to receive this information during the week prior to the monthly Board meetings to give adequate review time.

**Follow-Up:** Nikki to confirm what is included in the "Fixed Fee Contract"

**Topic:** Employee Retention Credit

**Discussion:** Nikki reported that she has been in contact with the agency that helped with filing for the Employee Retention Credit and there is a 6 (six) month turnaround.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

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## *Old Business*

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**Topic:** Drug Testing Policy

**Discussion:** Nikki handed out a draft of the Drug Testing Policy. She stated this draft is the current policy but removing the THC. Board members did not have the chance to review this prior to the meeting.

**Recommendation/Action:** Board Members to review and email their vote to Nikki by next Monday (the 1<sup>st</sup>)

**Follow-Up:** Results from email voting: 6 in favor, 3 not in favor.

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## *New Business*

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**Topic:** Upcoming Events

**Discussion:** Nikki stated there are several events coming up including: SDS Open House, Lamar Days, and Wiley Hay Days.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

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## *Director of Operations*

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**Topic:** Covid

**Discussion:** Kristina reported that there have 6 client and 3 staff positive Covid tests. This affected 2 homes but everyone is recovering.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

**Topic:** Department Updates

**Discussion:** Kristina reported that there are several positions open in several departments. She stated that the summer swim parties will be scheduled soon.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

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### *Case Management*

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**Topic:** Client Volume

**Discussion:** Nikki reported the following client volumes:

FSSP: 28

CHCBS: 4

SLS: 34

Comp: 27

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

**Topic:** Conflict Free Case Management (CFCM)

**Discussion:** Nikki reported that Case Management had been transitioned to Public Health as of April 1, 2023. Nikki and Kristina continue to have weekly calls with the State and County. There are currently 2 individuals still in the Case Management Department which will be closing as of May 31, 2023.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

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### *Human Resources*

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**Topic:** New Hires

**Discussion:** Kristina reported that there have been 3 new hires for DSP in the homes.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

**Topic:** Openings

**Discussion:** Kristina reported that there are several openings which include Maintenance and DSP. Job openings are posted on Facebook, Indeed and at the Workforce center.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

**Topic:** Terminations

**Discussion:** Kristina reported that there have been no staff terminations.

**Recommendation/Action:** Informational Purposes Only

**Follow-Up:** None at this time

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*Executive Director*

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**Topic:** Walter Ely Scholarship

**Discussion:** Nikki handed out the applications for the Walter Ely Scholarship that were decided on by the in-house committee. The Board will decide on the top 2 applicants whom will receive a \$1000 and \$500 scholarship respectfully. Since these were not received in time for review the Board will decide and vote by email to Nikki by Monday (the 1<sup>st</sup>).

**Recommendation/Action:** Results from email voting: Ansley Herrera for \$1000 and Briana Habinck for \$500.

**Follow-Up:** Nikki to notify recipients to be present at SDS on Monday May 22, 2023 at 11:45.

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*Public Comment*

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**There was no Public Comment at this time.**

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*Executive Session, if needed*

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**The Board of Directors entered Executive Session at 12:46 PM.**

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*Adjournment*

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The regular meeting of the Southeastern Developmental Services Board of Directors will meet on Monday May 22, 2023 at 12:00 PM at Southeastern Developmental Services.

There being no further business to come before the meeting, it was adjourned at 1:41 PM.

  
**Jessica Hays**  
Secretary of the Board