|  |  |
| --- | --- |
|  | Southeastern Developmental Services  Board of Directors Meeting Minutes  October 23rd, 2023 |

**Call to Order**

President Wagner called the meeting to order at 12:04 PM.

**Roll Call**

Members Present:

Landi Wagner – President

Jason Whisenand – Vice President

Talara Coen – Board Member

Bart Buxton – Board Member

Mario Figueroa – Board Member

Jo Ann Orozco – Board Member

Members Absent:

Ronny Farmer – Board Member

John Munez – Board Member

Loretta Johnson – Board Member

Maxine Spell – Board Member

Staff Present:

Nikki McDowell – Executive Director

Kristina Fiene – Director of Operations

Katy Jacoby – Finance Manager

JoAnn Freeman – Bookkeeper (via Zoom)

**Approval of Minutes**

Minutes from September motioned by Board Member Whisenand to be approved. Member Buxton seconded the motion. None opposed.

**Finance Department Report**

Executive Director McDowell distributed handout of September financials, and explained that the team is still working on some year-end items. McDowell stated that the engagement letter was signed for audit, and that the auditors will be here in January to present to the Board of Directors. McDowell also stated that there was to be an email vote on the budget, and it did not happen. The current Board members present all agreed to approve the 23/24 budget. None opposed.

**Director of Operations Report**

Incident Reports

Director Fiene reported there were 18 total Incident Reports completed in the month of September. She stated out of the 18: three were falls, four were behavioral, one was a seizure, four were injuries, four ER visits were made, one injury of a broken hip, and one death.

Residential Report

Covered in HR report.

Vocational

Director Fiene reported the Job Coach, Lucia, has started the DVR training that will last through the end of November.

SLS/Individual Comp

Fiene reported that as of November 1st, the State General Fund, which includes the Family Support program, will move over to the county. She stated that the final Family Support meeting is scheduled for November 13th, where there will also be a focus group hosted by Sharon Mauch.

THRIVE

Fiene reported THRIVE has three different clubs this quarter that individuals have the opportunity to be a part of. She stated clubs are every Monday and Wednesday morning.

**Human Resources Report**

Openings

Fiene reported there are currently three full time positions open for weekends and graveyards, and two part time positions as well.

New Employees

Fiene reported two part time Residential staff were hired, along with one part time SLS staff.

**Old Business**

ERC: Vice President Whisenand offered to amend the 941 and stated that the money would be returned to the IRS. Director McDowell stated she would send out an email to the Board Members from the lawyer stating the requirements of what to include in the amendment.

**New Business**

Director McDowell stated it’s the time of year for SDS’ health insurance renewal, and that insurance broker Nancy Proctor is working on providing another quote with a different company other than Anthem. She stated that a health survey was sent out to staff members that will determine whether or not SDS will qualify, and about half of the staff have completed. McDowell requested an email vote be done prior to the November meeting so that the team can get started on scheduling staff for open enrollment.

Executive Director McDowell stated that in September, an individual of SDS that accesses the community on a regular basis brought bed bugs into the group home. McDowell stated that a total of $2,500 has been spent in order to treat this ongoing problem, and explained that the bugs are now narrowed down to just his room and the staff room. She also stated that she has the Residential team giving her daily updates and that she has implemented procedures to prevent this from happening in the future. McDowell reported that a new bed has been purchased for the individual and for staff.

Director McDowell reported that a letter was received from the IRS about being penalized for failing to file 1099’s and W2’s in a timely manner. McDowell explained this would be disputed as there is documentation to prove that there was no negligence in the matter.

Lastly, Executive Director reported that OSHA made an appearance at one of our group home facilities for “employees being exposed to violent clients.” McDowell stated that Director Fiene was working diligently to provide all requested documentation including several reports and proof of Safety Care Training.

**Events & Fundraising**

Director McDowell listed the following events that SDS plans to host/attend:

October 26th: Halloween Party @ the bowling alley

October 27th: Trunk or Treat @ SDS

October 30th: Fellowship Trunk or Treat

November 20th: SDS Thanksgiving Dinner

December 2nd: Parade of Lights

December 13th: Christmas Party

No public comment.

Meeting adjourned at 1:10 PM.

Next meeting scheduled for November 27th, 2023.

Minutes recorded by: Katy Jacoby