

**Southeastern Developmental Services
Finance Committee Meeting
September 28, 2021**

The regular monthly meeting of the Southeastern Developmental Services Finance Committee was held on September 28, 2021 at 11:45 a.m., at the Lamar Community Building. Dennis Pearson, Board President; chaired the meeting; was present. Other Board Members present were Directors: Ruth Porter, Board Vice-President; Bart Buxton; Landi Wagner and Mike Renken. Absent and Excused: Jessica Hays, Board Secretary 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, Director of Operations.

Guests: None

Handouts: Budget

TOPIC: Budget

DISCUSSION: Nikki McDowell, HR / Finance Director, reported that there is a completed budget and presented it to the Board of Directors. Nikki stated that we are budgeting for a loss, however we are going over expenditures from last year. We anticipate that some service fees associated with financial consultation will not continue throughout the year. We also had several large purchases including the roof and multiple AC units in our homes that contributed to higher expenses.

Additionally, we anticipate the revenue increasing on January 1, 2022 when the ARPA funds are distributed. We just do not know the allocation and funding stream to factor this into the budget at this time.

Nikki stated that we are working toward a finalization on our PIP with for Early Intervention. We will be submitting the EI team with the state final documentation by October 15th.

RECOMMENDATION/ACTION: Mike Renken made a motion to approve the 21/22 budget as presented to the Board. Bart Buxton seconded the motion and all were in favor, with no oppositions.

FOLLOW UP: HR / Finance Director to update at next meeting.

The regular monthly meeting of the Southeastern Developmental Services Finance Committee will meet on Monday, October 18, 2021 at 11:45 a.m., at the Lamar Community Building. There being no further business to come before the meeting, it was adjourned at 12:27 pm.

Respectfully Submitted: Dave Harbour, Executive Director



**Southeastern Developmental Services
Board of Directors Meeting
September 28, 2021**

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on September 28, 2021 at 1223 p.m., at the Lamar Community Building. Dennis Pearson, Board President; chaired the meeting and other Board Members present were Directors: Ruth Porter, Board Vice-President; Bart Buxton; Mike Renken; Maxine Spell, Mario Figueroa, and Landi Wagner.

Absent and Excused: Jessica Hays 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, Director of Operations.

Guests: None

Handouts: Board packet sent by Dave Harbour.

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 August 16, 2021

RECOMMENDATION/ACTION: Director Buxton moved to accept the minutes as written. Director Renken 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 September 28, 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.

DIRECTOR OF OPERATIONS REPORT

TOPIC: Kristina Fiene, Director of Operations had only HR matters to report which are listed under the HR Report.

DISCUSSION: None at this time
RECOMMENDATION/ACTION: None at this time
FOLLOW UP: None at this time

CASE MANAGEMENT DIRECTOR REPORT

TOPIC: Client Volume

DISCUSSION: David Harbour; Executive Director, reported the following client volumes:

- Comprehensive: 26
- SLS: 31
- Family Support: 33
- CES: 1
- CHCBS: 3
- Early Intervention: 33
- TOTAL CLIENT VOLUME: 127

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

HUMAN RESOURCES REPORT

TOPIC: Work Comp

DISCUSSION: Kristina Fiene reported that there have been no new work comp cases. She also stated that the staff of the case that had been re-opened has had surgery and is now back on a modified job duty. We are also nearing the next milestone of accident free work. We have never gone this long!!

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: New Employees

DISCUSSION: Kristina Fiene reported there have been no new employees since the last meeting. We currently have one CM leaving the agency full-time but staying on as a part time employee.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

BOARD EMAIL AND PACKET REVIEW

TOPIC: Usual Packet Items

DISCUSSION: Dave Harbour stated that he would speak of several items in old business later down the agenda.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

EVENTS AND FUNDRAISERS

TOPIC: Tie dye Party

DISCUSSION: Dave Harbour stated that Katy Jacoby, Finance Assistant, coordinated a tie dying event for all the clients to participate in. SDS purchased t-shirts with the new logo for all of the adult clients and Katy assisted them, with the help of Day Program staff, with tie-dying each of their shirts. It was a huge hit!

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

TOPIC: Staff Appreciation

DISCUSSION: Dave Harbour reported that several managers and assistants acknowledged our DSP during DSP appreciation week, by putting together gift baskets for each of our DSP's. Thank you to all involved, especially Linda Gonzales and Zujey Silva!

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

TOPIC: Yard Sale Fundraiser

DISCUSSION: Dave Harbour reported that of our DSP's put together a yard sale last week and made over \$700 for our Miles of Pennies Fund. Thank you to our great staff putting this together

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

OLD BUSINESS

TOPIC: Covid Update

DISCUSSION: Dave Harbour reported that SDS has received the official guidance mandating the all staff working in our Group Homes receive their first dose of vaccination by October 1, 2021. Our team is working diligently to ensure that all staff that fall under this mandate receive their first dose or have a medical or religious exception in place prior to the deadline. Staff that have applied and have approved waivers will continue to conduct a rapid Covid test on themselves prior to each shift.

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

TOPIC: New Vehicles

DISCUSSION: Dave Harbour stated that our new buses and minivan have arrived. We are currently training staff on usage and getting them insured and they will soon be utilized in our fleet!!!

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

NEW BUSINESS

TOPIC: ARPA funding

DISCUSSION: Dave Harbour stated the JBC approved the spending bill of 238 million into the Long Term Care system. HCPF will be adding 58 FTE temporary employees to carry out/monitor the plan. Workforce crisis is their number one concern and they will be mandating a \$15/hr minimum starting wage for all DSP's. We have questions surrounding what constitutes a DSP and if they will compensate for compression issues. We will also get a 2.11% increase for CM beginning 4-22.

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

TOPIC: EI Performance Improvement Plan (PIP)

DISCUSSION: Dave Harbour reported that we covered this item in the Finance Meeting while Nikki McDowell was present for discussion.

RECOMMENDATION/ACTION: None

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 requested by executive director, Dave Harbour. Director Wagner moved that we enter executive session and Director Buxton seconded the motion. The Southeastern Developmental Services Board of Directors entered Executive Session at 12:51 p.m.

The Southeastern Developmental Services Board of Directors exited Executive Session and returned to Open Session at 1:12 p.m.

The regular monthly meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, October 18, 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 1:12 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'D. Harbour', with a long horizontal flourish extending to the right.

David Harbour, Executive Director