

**Southeastern Developmental Services
Board of Directors Meeting
June 21, 2021**

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on June 21, 2021 at 12:00 p.m., 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: **Ruth Porter**, *Vice President*; **Heather Whisenand**; and **Mario Figueroa**.

Absent and Excused: Mike Renken; Landi Wagner; Bart Buxton; and Maxine Spell.

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Dave Harbour, *Executive Director*; **Sarah Ortiz-Settles**, *Case Management Director*; and **Nikki McDowell**, *HR / Finance Director*.

Guests: None

Handouts: Board packet sent by Dave Harbour on June 15, 2021

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 May 17, 2021

RECOMMENDATION/ACTION: **Director Porter** moved to accept the minutes as written. **Director Whisenand** 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 May 17, 2021

RECOMMENDATION/ACTION: **Director Porter** moved to accept the minutes as written. **Director Whisenand** seconded the motion which carried unanimously.

FOLLOW UP: Executive Director to file and process accordingly.

DIRECTOR OF OPERATIONS REPORT

TOPIC: Covid Update

DISCUSSION: **Dave Harbour**, *on behalf of the Jared Penaflo Director of Operations*; reported that there have been changes to the Public Health Order, which is included in the board packet. Dave will be having a meeting with the state for clarification later this week. Depending on the regulations, day program may be able to open back up as early as the first week of July.

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

CASE MANAGEMENT DIRECTOR REPORT

TOPIC: Client Volume

DISCUSSION: Sarah Ortiz-Settles reported the following client volumes:

- **Comprehensive:** 28
- **SLS:** 30
- **Family Support:** 31
- **CES:** 1
- **CHCBS:** 4
- **Early Intervention:** 39
- **TOTAL CLIENT VOLUME:** 133

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

TOPIC: EI Coordinator

DISCUSSION: Sarah Ortiz-Settles reported that a new EI Coordinator has been hired and in the meantime, Sydney Curley has been helping with the Family Support plans.

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

HUMAN RESOURCES REPORT

TOPIC: Work Comp Update

DISCUSSION: Nikki McDowell reported in regards to the reopened work comp case the ex-employee has had surgery and is recovering.

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

TOPIC: New Employees

DISCUSSION: Nikki McDowell reported there have been 8 new employees hired; 1 new EI Coordinator and 7 in Residential.

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

BOARD EMAIL AND PACKET REVIEW

There were no other questions or issues regarding items in the Board Packet.

EVENTS AND FUNDRAISERS

TOPIC: YORS Donation

DISCUSSION: **Dave Harbour** reported there was a \$10,000 donation from YORS recently which will be used for equipment for the facility and for CIE.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Miles of Pennies Jars

DISCUSSION: **Dave Harbour** reported that Miles of Pennies jars were placed throughout the community to coincide with the Open House and have totaled \$216.50 which is down from 2019 when \$521.21 was collected.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Activities

DISCUSSION: **Dave Harbour** reported they have had a drive-thru ice cream social, fish fry and planning to have a boating trip soon.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Miniature Golf

DISCUSSION: **Dave Harbour** has spoke with John to help with this project. This has been on hold until the completion of the roof as that area is being used.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Annual Picnic

DISCUSSION: **Dave Harbour** informed the board that the annual picnic will be on August 1, 2021 with hamburgers and hotdogs being served.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

OLD BUSINESS

TOPIC: Roof Update

DISCUSSION: **Dave Harbour** reported that the supplies for the roofing project have been loaded onto the roof. The crew will hopefully be here Wednesday as they were held up with their last job due to the rain.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: CDOT Buses/ Van

DISCUSSION: **Nikki McDowell** reported that the buses are being manufactured and should be delivered anytime now within the next month. She reiterated to the group that we pay for 100% of the fees and then will be reimbursed the 80%. Total cost of buses for delivery in August will be \$149,644 and the van is \$62,046. After being reimbursed the agency will only have the responsibility of \$29,928.80 for the buses and \$12,409.20 for the van.

RECOMMENDATION/ACTION: Director Porter moved to pay Davey Coach Sales in full at the time of delivery in the amounts of \$149,644 for the buses and \$62,046 for the van. Director Whisenand seconded the motion which carried unanimously.

FOLLOW UP: None at this time.

TOPIC: Conflict-Free Case Management

DISCUSSION: Dave Harbour reported there hasn't been any real changes but will be having a meeting where timelines should be given out.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

NEW BUSINESS

TOPIC: Wage Increases

DISCUSSION: Dave Harbour reported that they have been looking into the possibility of wage increases for staff. There are several factors to take into account before this is done. After the budget is complete and approved Dave would like to see the financials for several months before making this decision. Director Pearson questioned if a wage survey had been completed to help in this process. Dave stated that Kristina has been making calls and asked if Director Pearson, Director Whisenand, and Director Hays could gather information from their place of employment in regards to pay on several positions and benefit packages for review.

RECOMMENDATION/ACTION: None, Informational Purposes Only

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 not necessary for this month.

The regular monthly meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, July 19, 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 1:11 p.m.


Jessica Hays
Secretary of the Board