

**Southeastern Developmental Services
Finance Committee Meeting
October 18, 2021**

The regular monthly meeting of the Southeastern Developmental Services Finance Committee was held on October 18, 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.

Absent and Excused: Jessica Hays, Board Secretary, Mike Renken 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: Monthly Financials for July

TOPIC: Budget

DISCUSSION: Nikki provided the board with July's monthly Financials and we were able to review them. However, we are able to go back and rebill all services back to April with a 2.11% increase and this will change the outlook for the month.

Nikki stated the Audit has gone well and we are wrapping up a few things as far as fixed assets go and the Audit teams intends to wrap this up and present the Audit next board meeting. However, this could change and it is possible it may take until December.

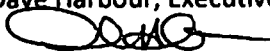
Additionally, we anticipate the revenue increasing on January 1, 2022 when the ARPA funds are distributed. We just do not know the allocation and funding stream to factor this into the budget at this time.

RECOMMENDATION/ACTION: None.

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, November 15, 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 11:58 am.

Respectfully Submitted: Dave Harbour, Executive Director



**Southeastern Developmental Services
Board of Directors Meeting
October 18, 2021**

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on October 18, 2021 at 12:02 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; Maxine Spell, Mario Figueroa, and Landi Wagner.

Absent and Excused: Jessica Hays, Mike Renken 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 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.

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 Wagner moved to accept the minutes as written. Director Buxton 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: Sarah Ortiz-Settles, CM Director, reported the following client volumes:

- Comprehensive: 26
- SLS: 33
- Family Support: 36
- CES: 1
- CHCBS: 3
- Early Intervention: 34
- TOTAL CLIENT VOLUME: 127

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: CM Staffing Update

DISCUSSION: Sarah Ortiz-Settles, CM Director, reported the following client volumes:

Sarah reported that she continues to have 2 PT case managers on staff in addition to her CM Assistant and EI Service Coordinator. This has worked thus far, however, if she loses one of the PT CM's, then she will seek out a FT CM.

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 and we have now hit 450 days injury free. We have never gone this long!!

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: On-The-Spot Interviews

DISCUSSION: Kristina Fiene reported that we have an On-The-Spot Interview day set up next week. We will apprise the board of how it goes.

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: Halloween Party

DISCUSSION: Dave Harbour stated that Day Program will be holding a Halloween Party next week for all the clients. One of the staff has offered to do face painting as well.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Trunk or Treat

DISCUSSION: Dave Harbour reported that SDS will be holding a Trunk or Treat event on October 29th from 5:30 to 7:00 PM. We have multiple staff coming in to help with the event.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

OLD BUSINESS

TOPIC: ARPA

DISCUSSION: Dave Harbour reported that he has a call with Bonnie Silva this Thursday to garner additional information on how the ARPA funding will be rolled out within our system. We still anticipate a 2.11% increase across the board and additional funding to support a \$15.00 an hour min wage for DSP's. Dave will keep the board apprised as we learn more about the rollout.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Early Intervention Performance Improvement Plan

DISCUSSION: Dave informed the board that we received a Breach of Contract letter due to having deficiencies in the programmatic side as well as the fiscal side. Nikki stated that we have a call set up with the entire EI team on November 3 to discuss specifically what we need to do to move forward and get them the information that they need. We have until November 14th to provide the EI team on what they need.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

NEW BUSINESS

TOPIC: CDPHE Survey

DISCUSSION: Dave stated that we had a survey team down in mid-September to survey our Group Homes. Overall the survey went well, however we did have a plan of correction for each home. Our POC responses were accepted and now we are providing documentation for follow-up.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Insurance

DISCUSSION: Dave reported that he and his team will be meeting with our Broker, Nancy Proctor, to review medical/dental/vision/Aflac insurance options for this upcoming year. We anticipate bringing this to the board for approval next month.

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.

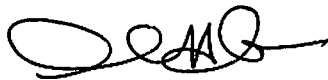
The Southeastern Developmental Services Board of Directors Executive Session was requested by Ruth Porter. Director Wagner moved that we enter executive session and Director Buxton seconded the motion. The Southeastern Developmental Services Board of Directors entered Executive Session at 12:40 p.m.

The Southeastern Developmental Services Board of Directors exited Executive Session and returned to Open Session at 12:50 p.m.

The regular monthly meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, November 15, 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 12:50 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