

**Southeastern Developmental Services
Board of Directors Meeting
January 31, 2022**

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on January 31, 2022 at 12:03 p.m., via Zoom. **Dennis Pearson**, *Board President*; chaired the meeting and **Jessica Hays**, *Board Secretary*; was present. Other Board Members present were Directors: **Ruth Porter**, *Board Vice-President*; **Bart Buxton**; **Landi Wagner**; **Mario Figueroa**; and **Maxine Spell**.

Absent and Excused: Heather Whisenand and Mike Renken.

A determination was made that a quorum was Present.

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

Guests: Dot Rock, Auditors (Michelle, Douglass Field)

Handouts: Board packet, Organizational Chart, Walter Ely Scholarship, Draft Audit sent out by Dave Harbour.

FINANCE AUDIT PRESENTATION

TOPIC: June 30, 2021 Finance Audit Draft

DISCUSSION: Michelle Saino and Douglass Field, Auditors with Frederick Zink and Associates, joined the meeting by Zoom. Michelle reviewed the Audit page by page with the board. She is still in need of the Retirement Expense information to finish. Michelle also stated there are several areas that will be placed in a letter to be sent which will include comments from Nikki and Dot. Michelle asked if there were any questions and there were none. She will have the 990 completed soon.

Dave Harbour stated that minimum wage for Direct Service Providers did increase to \$15.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

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 November 15, 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 November 15, 2021

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

FOLLOW UP: Executive Director to file and process accordingly.

DIRECTOR OF OPERATIONS REPORT

No Director of Operations Report for January 2022

CASE MANAGEMENT DIRECTOR REPORT

TOPIC: Client Volume

DISCUSSION: **Sarah Ortiz-Settles**; *Case Management Director*, reported the following client volumes:

- **Comprehensive:** 25
- **SLS:** 31
- **Family Support:** 38
- **CES:** 1
- **CHCBS:** 3
- **Early Intervention:** 0
- **TOTAL CLIENT VOLUME:** 98

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Consumer Satisfaction Surveys

DISCUSSION: **Sarah Ortiz-Settles**; *Case Management Director*, reported that they have received all of the consumer satisfaction surveys back.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: Dave Harbour to send out surveys to Board.

HUMAN RESOURCES REPORT

TOPIC: Work Comp Injury Free Days

DISCUSSION: **Nikki McDowell** reported that the agency is currently at 500+ injury free days.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: New Hires

DISCUSSION: **Janie Grela** reported that they have conducted interviews for 2 full time and 2 part time positions.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

BOARD EMAIL AND PACKET REVIEW

No questions or discussion regarding the Board Packet for January 2022

EVENTS AND FUNDRAISERS

TOPIC: Christmas Gifts

DISCUSSION: **Dave Harbour** stated that Ye Olde Rummage Shoppe donated again this past year for the clients' Christmas gifts.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Weitgenant Trust Fund

DISCUSSION: **Dave Harbour** stated that they had received the \$3000 donation for Family Support.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

OLD BUSINESS

TOPIC: Minimum Wage Increase

DISCUSSION: **Dave Harbour** stated that minimum wage for Direct Service Providers did increase to \$15.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

TOPIC: Covid Update

DISCUSSION: **Dave Harbour** stated there were 15+ positives at the agency over the past few weeks between staff and clients.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

NEW BUSINESS

TOPIC: New Executive Director

DISCUSSION: **Director Buxton** moved to appoint Janie Grela as the new Southeastern Developmental Services Executive Director as of January 10, 2022. **Director Wagner** seconded the motion and all were in favor. **Dave Harbour** will begin transitioning out of this position in the next week or so.

RECOMMENDATION/ACTION: None, Documentation Purposes

FOLLOW UP: None at this time

TOPIC: Rate Increase

DISCUSSION: **Dave Harbour** stated there will be another rate increase in April 2022. Colin with HCPF will be sending out a draft of potential rate increases.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Walter Ely Scholarship

DISCUSSION: It was decided that there will again be two scholarships given away this year; one for \$1000 and one for \$500. These will be due in April prior to the Board Meeting. A flyer will be created and sent out with the actual due date.

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 needed at this time.

The regular monthly meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, February 28, 2022 at 12:00 p.m. following the Finance Committee Meeting at 11:45 a.m., at the Lamar Community Building or via Zoom.

There being no further business to come before the meeting, it was adjourned at 1:28 p.m.


Jessica Hays
Secretary of the Board