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## Southeastern Developmental Services Board Meeting Minutes

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on Monday, June 26<sup>th</sup>, 2023 at 12:05 PM at the Lamar Community Building.

Board Members Present: Landi Wagner, John Munez, JoAnne Orozco, Jason Whisenand, and Mario Figueroa.

Others present: Nikki McDowell, Kristina Fiene, and Katy Jacoby

Absent and Excused: Jessica Hays, Loretta Johnson, Bart Buxton, Ronny Farmer, Talara Coen, Maxine Spell, and Jo Anne Freeman.

Guest: None present.

Handouts: Organization Chart, CD rates proposal, Pay scale

### Approval of Meetings Minutes

Topic: Approval of Minutes

Discussion: The Board of Directors were presented with the following items:

Minutes from May 22<sup>nd</sup>, 2023

Recommendation/Action: Board Member Jason moved to accept the minutes as written. Board member Landi seconded the motion could not be voted on as there is not a quorum present to vote today. May Minutes will have to be voted on at our next meeting.

### Financials

Discussion: Nikki explained that Jo Anne has been swamped with her other job and that is why March and April financials are not complete, and apologized for these not being completed.

Nikki mentioned to the present Board Members that we did receive the ERC check, and that it was scanned to Refund Pro and that they will be sending an invoice. Katy then said she called Edward Jones and Community State Bank to get current rates on some savings accounts to deposit the check into. A sheet with said rates was handed out. Jason recommended choosing one for 3-5 years, and that he is good with either Community State or Edwards Jones. Jason also requested some supporting documentation from Refund Pro to show that we actually qualified, as this has been in question. Nikki said she would reach out. Since there is not a quorum to vote on which savings account to open, an email vote would be sent out. All agreed to deposit the check in our account until a decision was made.

Jason requested to see our budget and our AR list. Nikki said she would touch base in Jo Anne to get these.

Nikki also mentioned that the loan at Community State Bank has been paid off.

Questions: None



Follow up: Email was sent with discussion to follow and request for a vote. It was voted in email with a 5 no; 2 yes and 1 no vote to not pay the invoice to refund pro until information is obtained of eligibility. Additionally, it was voted in email with a 4 Ed Jones; 1 CSB and 3 either is fine vote as to location of the money in a CD account. Information received from Refund Pro of the work papers that the CPA used, and they also provided the two contracts that we signed with them. One contract is with Refund Pro and the second is with the CPA firm that filed our amended 941 with the IRS. This email/information was shared with all BOD members. A new email was sent for discussion and a new vote as to the payment of the invoice to Refund Pro. Jason has sent an email with discussion and a suggestion of making a motion to still not pay Refund Pro, and to return the 941 for the 4<sup>th</sup> quarter to the IRS in turn returning the full check amount of \$252,483.31. No further emails as of the time of these minutes.

### **Old Business**

Topic: Pay Scale

Discussion: Nikki stated all Direct Support Professionals (DSP) new starting rate will be \$15.75 beginning July 1<sup>st</sup>, 2023. Nikki handed out a new pay scale reflecting this change. All agreed this would also be part of an email vote as there is not enough of a quorum to vote. Jason asked how employees move up on the pay scale. Nikki explained it's based off of evaluations and job performance completed annually.

Follow-up: Email was sent with discussion to follow and request for a vote. It was voted in email with a vote of 8 yes and 0 against.

Topic: Maintenance

Discussion: Nikki informed the present Board Members that the maintenance crew fixed the leak at our main facility. There are currently no more leaks and gutters are the only part still needing put on. This was a \$3,500 job, saving the agency a lot of money if we would have hired an outside company. Nikki then stated the maintenance crew would be tackling our Rodeo facility next.

### **New Business**

Topic: Organization Chart

Discussion: Nikki handed out the updated Organization Chart to all members present. JoAnn O. mentioned concerns of nepotism on the new chart and how this goes against company policy. Nikki explained there is no policy pertaining to this, and that she actually removed herself from decision making because of this very reason. Nikki explained that all decisions were discussed with Landi as the BOD president prior to official announcements being made as there was the possibility of conflict. Though the BOD does not make direct employee decisions, Nikki felt it important to run this through Landi for her feedback. Nikki explained the justification for the decisions that were made. Nikki then told the Board Members that she is encouraging staff to come talk to her about any concerns they have on these changes. Nikki ask the Board Members to please do the same and encourage any staff that come to them, to please follow the org chart and the chain of command. JoAnn O. then asked if there would be any repercussions if staff approached the Directors with concerns. Nikki and Kristina both confirmed absolutely not, and explained they have already received some questions, and also positive feedback from some staff on these changes.

Jason mentioned in the future the possibility of hiring a "Compliance Officer" that would be a link between the Board of Directors and staff. John also liked this idea.



Topic: Secretary

Discussion: Nikki stated that the Secretary Board position will need replaced, since Jessica is resigned as of June 30<sup>th</sup>, 2023. Discussion of looking into a replacement for Jessica, and once the new member is elected the Secretary position would be voted on by the Board.

### **Human Resources/Director of Operations**

Department Update: Residential

Kristina stated there have been big changes in this department in the last month, with a new Residential Manager who will start July 10<sup>th</sup>, and a new Residential Supervisor who already started June 13<sup>th</sup>.

Department Update: Supported Living Services

Kristina stated that a new SLS Manager has been hired and will start on July 10<sup>th</sup>. She also explained that SDS unfortunately had one individual pass away that was in the SLS service due to leukemia related complications. Current manager will be training this department manager prior to switching departments to the Residential department.

Department Update: Family Support

Kristina explained the twice a month pool parties and how much of a success they are, and how it gives the children a chance to play and parents a chance to talk. The latest one was held on June 25<sup>th</sup> with a total of 33 participants.

Department Update: Vocational

Kristina explained that the former program known as CIE, has now been renamed to Vocational, to help those in the community better understand the purpose of the program. She explained that a Manager, Consultant (Prior Case Management Assistant stayed on to provide some consultant work), and one Job Coach have all been hired for Vocational.

Department Update: THRIVE

Kristina stated that the prior known program "Day Program" name has now been changed to THRIVE, and that it stands for Together Helping Reach Individual Victories Everyday. She explained that a THRIVE Manager and Supervisor have been hired.

Department Update: Maintenance

Kristina stated that as reported in the last meeting, we have hired two new Maintenance staff. This team consists of one Manager, two Maintenance staff, and one individual in services learning the trade. She explained that they have been doing an amazing job as a team.

Department Update: Medical

Kristina stated that our Medical team is almost completely moved into their new location – the old Case Management building, and that they will have proper privacy there for HIPAA purposes.



Kristina went on to explain we have had zero terminations since prior meeting, and we have one open position for a Job Coach. She also explained we are always searching for more DSP's.

Nikki added we had Wiley Hay Days on June 17<sup>th</sup>, where we setup our corn roast booth! Though it was good, it was not as good as she hoped it would be. SDS profited a total of \$191.00. She also mentioned the Alliance Summit meetings will be coming up at the end of August and she will decide whether the agency will send any staff this year.

No public comment.

Meeting was adjourned at 1:04 PM.

Minutes taken by: Katy Jacoby