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## *Southeastern Developmental Services, Inc.*

### *Finance Committee Meeting Minutes*

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The regular monthly meeting of the Southeastern Developmental Services Finance Committee was held on August 31, 2022 at 11:05 a.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**, *Board Vice-President*; **Bart Buxton** and **Landi Wagner**.

**Absent and Excused: Mario Figueroa; Maxine Spell and Mike Renken.**

A determination was made that a quorum was Present.

**Present in addition to the Board Members were: Nikki McDowell**, *Finance Director/ Interim Executive Director*; **Kristina Fiene**, *Director of Operations*; and **Kimberlie King**, *HR Director/ Recruiter*.

**Guest:** None

**Handouts:** Financials as of 05.31.2022

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**Topic:** Budget

**Discussion:** **Nikki McDowell** stated that the budget for the 2022-2023 fiscal year will be created off of the actuals from 2021-2022. Once all of the information for 2021-2022 is entered into the system then this can be created.

**Recommendation/Action:** None, Informational Purposes Only

**Follow-Up:** When 2022-2023 Budget is completed will be given to Board of Directors for review and approval.

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**Topic:** Billing

**Discussion:** **Nikki McDowell** stated that billing is starting to increase due to Kristina and Melissa working on PARS, back billing and rebilling. Also, having two (2) full time case managers has helped getting plans completed. SIS Levels are continuing to be updated by Erica, whom has been outsourced to complete this. **Director Hays** asked what happened in July that billing jumped up for DP Comp and Oak Street. It was explained that the back billing, rebills and PAR review has caused this along with activities during the month.

**Recommendation/Action:** None, Informational Purposes Only

**Follow-Up:** None at this time.

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**Topic:** GNBank

**Discussion:** Nikki McDowell stated that since Janie Grela is no longer the Executive Director at SDS then new signature cards will need to be completed for the bank accounts.

**Recommendation/Action:** One minutes for August are completed, Nikki will take these to inform the bank of the Board's approval.

**Follow-Up:** None at this time.

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**Topic:** Audit

**Discussion:** Nikki McDowell stated that the Audit Plan Schedule has been reviewed and begins with the Trial Balance due to the Auditors on 09.26.2022.

**Recommendation/Action:** None, Informational Purposes Only

**Follow-Up:** Nikki to send the complete Audit Schedule for documentation purposes.

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The regular meeting of the Southeastern Developmental Services Finance Committee will meet on Monday, September 19, 2022 at 11:45 a.m., at the Lamar Community Building.

There being no further business to come before the meeting, it was adjourned at 11:32 a.m.

  
**Jessica Hays**  
Secretary of the Board



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## *Southeastern Developmental Services, Inc.*

### *Board of Directors Meeting Minutes*

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The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on August 31, 2022 at 11:37 a.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**, *Board Vice-President*; **Bart Buxton** and **Landi Wagner**.

**Absent and Excused: Mario Figueroa; Maxine Spell and Mike Renken.**

A determination was made that a quorum was Present.

**Present in addition to the Board Members were: Nikki McDowell**, *Finance Director/ Interim Executive Director*; **Kristina Fiene**, *Director of Operations*; and **Kimberlie King**, *HR Director/ Recruiter*.

**Guest:** None

**Handouts:** Emailed Board packet

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#### *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 July 25, 2022**

**Recommendation/Action:** **Director Porter** moved to accept the minutes as written.

**Director Wagner** seconded the motion which carried unanimously.

**Follow-Up:** Board Secretary to send approved minutes to Interim Executive Director and Assistant for filing and posting on website.

**Topic:** Approval of Board Meeting Minutes

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

##### **Finance Meeting Minutes of July 25, 2022**

**Recommendation/Action:** **Director Wagner** moved to accept the minutes as

written. **Director Buxton** seconded the motion which carried unanimously.

**Follow-Up:** Board Secretary to send approved minutes to Interim Executive Director and Assistant for filing and posting on website.

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#### *Director of Operations*

**Topic:** Covid

**Discussion:** **Kristina Fiene** stated there has been a covid outbreak at Memorial with three (3) clients testing positive.

**Recommendation/Action:** None, Informational Purposes Only

**Follow-Up:** None at this time.

**Topic:** Residential

**Discussion:** **Kristina Fiene** stated that Residential staff are down causing overtime issues. Memorial staff have been moved around to cover to keep those individuals in

their homes on the weekends.

**Recommendation/Action:** None, Informational Purposes Only

**Follow-Up:** None at this time.

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### *Case Management*

**Topic:** Client Volume

**Discussion:** **Nikki McDowell** reported the following client volume as follow:

FSSP: 28

CHCBS: 5

SLS: 35

Comp: 27

State SLS: 1

Total Client Volume: 96

**Recommendation/Action:** None, Information Purposes Only

**Follow-Up:** None at this time.

**Topic:** CFCM

**Discussion:** **Kristina Fiene** stated that Nikki McDowell and herself are working on repairing the relationship with Prowers County in regards to moving forward with CFCM.

**Recommendation/Action:** None, Informational Purposes Only

**Follow-Up:** None at this time.

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### *HR Director/ Recruiter*

**Topic:** New Hire Academy

**Discussion:** **Kimberlie King** stated that the most recent New Hire Academy had to be cancelled as one new hire did not show and the other new hire didn't have their required material. Another New Hire Academy is scheduled for in the near future.

**Recommendation/Action:** None, Information Purposes Only

**Follow-Up:** None at this time.

**Topic:** Applicants

**Discussion:** **Kimberlie King** reported there have been two new applicants with another possible lead. She stated there are several roadblocks in finding qualified applicants. Many applicants don't want to work overnights or weekends, no drivers licenses, THC use, and QMAP certifications that are leading to overtime issues

**Recommendation/Action:** None, Information Purposes Only

**Follow-Up:** None at this time

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### *Board Email and Packet Review*

No discussion on the Board Email or packet for July 2022

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### *Events and Fundraising*

**Topic:** Previous Events

**Discussion:** **Nikki McDowell** stated there have been several events in the past month or so. The agency had their prom, Annual Picnic and Pool Party, clients went to the Rockies games and to the Rodeo and Fair. The Medical Department has suggested that the annual picnic gets moved to a different time in the year that isn't so hot for the clients to be outside.

**Recommendation/Action:** None, Informational Purposes Only

**Follow-Up:** None at this time.

**Topic:** Upcoming Events

**Discussion:** **Nikki McDowell** stated there have been several events in the past month or so. The agency had their prom, Annual Picnic and Pool Party, clients went to the Rockies games and to the Rodeo and Fair. The Medical Department has suggested that the annual picnic gets moved to a different time in the year that isn't so hot for the clients to be outside.

**Recommendation/Action:** None, Informational Purposes Only

**Follow-Up:** None at this time.

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### *Old Business*

**Topic:** Grants

**Discussion:** **Nikki McDowell** brought concerns about the new fence that was put up in the front of the building for the community garden. A parent of a client stated it is in a fire lane and cannot be placed there. She stated she would like to contact the grant distributor to see if the grant can be reworked to remove the chicken coop and then find a better place for the community garden in the spring.

**Recommendation/Action:** The Board of Directors agreed to see if the grant can be reworked to remove the chicken coop.

**Follow-Up:** Nikki to update the Board of her findings.

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### *New Business*

**Topic:** Executive Director Position

**Discussion:** **Director Pearson** stated that a vote is needed for the termination of the employment contract for Executive Director, Janie Grela.

**Recommendation/Action:** **Director Wagner** moved to accept that Janie Grela, former Executive Director of Southeastern Developmental Services, be relieved of duties as Executive Director as of August 22, 2022 with the termination of her Employment Contract as of September 30, 2022. **Director Porter** seconded the motion and all **Directors** were in favor. Board of Directors to meet at a later time for a work session to review all Executive Director position documents: Job Description, Job Posting, and Employment Contract.

**Follow-Up:** Nikki McDowell to give completed minutes to the banks and necessary agencies to remove Janie from all accounts.

**Topic:** Letter to Staff

**Discussion:** **Director Pearson** presented Nikki with a signed letter to All staff from the Board of Directors regarding the change in Executive Director.

**Recommendation/Action:** Nikki McDowell to ensure all staff receive this letter.

**Follow-Up:** None at this time.

**Topic:** Potential New Board Members

**Discussion:** **Director Pearson** stated there are two (2) individuals interested in being on the Board of Directors, John and Jeryl.

**Recommendation/Action:** Board of Directors to think on these two candidates and discuss at a later time.

**Follow-Up:** To be discussed at a later time

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### *Comments/ Questions from the Public/ Audience*

There were no comments or questions from the public at this time.

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No need for Executive Session at this time.

The regular meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, September 19, 2022 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 12:51 p.m.



**Jessica Hays**  
Secretary of the Board