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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 September 19, 2022 at 11:45 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 **JoAnn Freeman**, *Bookkeeper via phone*.

**Guest:** None

**Handouts:** None

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**Topic:** Audit

**Discussion:** **Nikki McDowell** stated this is still scheduled and trial balances are due to the auditors by October 3, 2022. The auditors will be onsite the week of October 10, 2022.

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

**Follow-Up:** Will be kept up to date on progress of audit.

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**Topic:** SIS Levels

**Discussion:** **Nikki McDowell** stated that SIS levels continue to be completed which is increasing the monthly billing.

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

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

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**Topic:** First Bank

**Discussion:** **Nikki McDowell** suggested that the accounts for SDS be closed out in Boulder and new accounts be opened up locally for payroll purposes.

**Recommendation/Action:** **Director Buxton** moved to close out First Bank in Boulder account and open new accounts at Community State Bank in Lamar. **Director Porter**

seconded the motion which carried unanimously.

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

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**Topic:** PayCom

**Discussion:** **Nikki McDowell** stated that payroll is definitely running smoother than it was in the beginning, but there are still some hurdles they are facing that will take continued training.

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

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

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The regular meeting of the Southeastern Developmental Services Finance Committee will meet on Monday, October 17, 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 12:08 p.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 September 19, 2022 at 11:15 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**, *Board Vice-President*; **Bart Buxton**; **Landi Wagner**; and **Mario Figueroa**.

**Absent and Excused:** 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 **JoAnn Freeman**, *Bookkeeper via phone*.

**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 August 31, 2022**

**Recommendation/Action:** **Director Buxton** moved to accept the minutes as written. **Director Porter** 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 August 31, 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.

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### *Old Business*

**Topic:** Grants

**Discussion:** **Nikki McDowell** stated that she has emailed the individuals for the Rawlings Grant to restructure this and has not heard back at this time. She also reported that the check for the Whole Kids grant was received today.

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

**Follow-Up:** Update next month

**Topic:** Past Month Events/Fundraisers

**Discussion:** **Nikki McDowell** stated that this past month they celebrated DSP week and everyone enjoyed their time.

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

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

**Topic:** Letter to Staff

**Discussion:** **Nikki McDowell** stated that she sent out the letter to staff from the Board and hasn't heard anything from staff regarding this.

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

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

**Topic:** Potential New Board Members

**Discussion:** **Director Pearson** informed everyone that we are looking for two (2) new Board Members which one needs to be a parent of a client. **Nikki McDowell** stated that they would put something up on the SDS Facebook page for this.

**Recommendation/Action:** Director Hays to send guidelines to Nikki to post.

**Follow-Up:** As needed

**Topic:** Executive Director Position

**Discussion:** **Director Pearson** stated that the Board has went thru the Job Description and Job Posting for the Executive Director Position. **Nikki McDowell** stated that they could put this information up on the SDS Facebook page and Indeed.

**Recommendation/Action:** Director Hays to send information to Nikki to post

**Follow-Up:** As needed

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### *New Business*

**Topic:** Upcoming Events/Fundraisers

**Discussion:** **Nikki McDowell** stated that there are several events coming up. 1<sup>st</sup> Annual Poker Run, Halloween Party at the Bowling Alley, Trunk or Treat and the Christmas Party.

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

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

**Topic:** HR Director/Recruiter Position

**Discussion:** **Nikki McDowell** stated that the HR duties have been delegated to different individuals. At this time we will not be posting this position, but HR duties are to be reviewed if they indeed need a person dedicated to them full time.

**Recommendation/Action:** None, Informational Purposes Only  
**Follow-Up:** As needed

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### *Director of Operations*

**Topic:** Afternoon Activities

**Discussion:** **Kristina Fiene** reported that afternoon cooking and art classes have resumed and everyone enjoys them.

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

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

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### *Case Management*

**Topic:** Client Volumes

**Discussion:** **Nikki McDowell** reported the following client volumes.

Comp: 27

SLS: 35

CHCBS: 5

FSSP: 28

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

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

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### *HR Director/Recruiter*

**Topic:** Openings

**Discussion:** **Kristina Fiene** reported that there are 2 Full-Time and 2 Part-Time positions available at this time. She also stated there are on the spot interviews happening today until 2:00 p.m.

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

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

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### *Interim Executive Director*

There was nothing to report at this 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, October 17, 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 1:17 p.m.



**Jessica Hays**  
Secretary of the Board