



### **Call to Order**

President Wagner called the meeting to order at 12:02 PM.

### **Roll Call**

#### Members Present:

Landi Wagner – President  
Jason Whisenand – Vice President  
Bart Buxton – Board Member  
Ronny Farmer – Board Member  
Mario Figueroa – Board Member  
Maxine Spell – Board Member  
John Munez – Board Member  
Loretta Johnson – Board Member

#### Members Absent:

Talara Coen – Board Member  
Jo Ann Orozco – Board Member

#### Staff Present:

Nikki McDowell – Executive Director  
Kristina Fiene – Director of Operations  
Katy Jacoby – Finance Manager  
JoAnn Freeman – Bookkeeper (via Zoom)

### **Approval of Minutes**

Minutes from July motioned by Board Member Buxton to be approved. Member Johnson seconded the motion.

## **Finance Department Report**

Executive Director McDowell distributed handouts of June financials and the budget. McDowell explained that the Finance department is working on cleaning up year-end items. She stated that it has been three years since the prepaid's and workman's compensation have been adjusted after Bill's passing. McDowell stated the goal is to have everything cleaned up prior to Audit.

Vice President Whisenand asked what the "Bad Debt" expense is on the budget handout. McDowell explained the majority of bad debt is due to Medicaid billing – where some have to be wrote off due to lack of units, etc.

Executive Director McDowell stated that SDS' chart of accounts is excessive and she would like to work to simplify the list. She explained this would help make it easier to draft a budget moving forward. Members Farmer and Whisenand both stated they could help with this, and the prime time is to do it after Audit.

Director McDowell stated she received an email from Fredrick Zink of an engagement letter and possible dates for the upcoming Audit. Board Member Farmer motioned to engage with Fredrick Zink for the 22/23 Audit. Vice President seconded the motion. None were opposed. McDowell stated she would get this scheduled.

## **Director of Operations Report**

### Incident Reports

Director Fiene reported there were 12 total GER's completed in the month of July, two of them being reportable Critical Incident Reports to Case Management. She stated out of the 12: one was a fall, four were behavioral, six were injuries, and one was a seizure. Fiene also reported of the 12: five were marked high, two were marked medium, and four were marked low.

### Residential Report

Covered in HR section.

### Vocational

Director Fiene reported there is a new full-time Job Coach as of August 21<sup>st</sup>. Fiene also reported that Don from DVR came to SDS for a meeting, and that they are looking to send four Vocational staff through the six-week DVR training classes.

### SLS/Individual Comp

Fiene reported that the new SLS Manager, Mackenzie Stornetta, is continuing to do very well in her position. Fiene stated that Stornetta has a passion for grant writing and will be attending Philanthropy Days this year.

### Medical

Fiene stated there are no reportable updates to this department.

## **Human Resources Report**

### Terminations

Fiene reported there was one Residential DSP employee that left the agency.

### Openings

Fiene reported there is currently one full-time weekend position open and one full-time graveyard position open.

### New Employees

Fiene reported two new employees were hired – one Residential DSP and one SLS DSP. Fiene stated there have been eleven applicants through Indeed and interview processes have begun.

### **Old Business**

Executive Director McDowell stated she received the \$3000 invoice for the attorney to assist with the RefundPro situation and since it was quoted and the contract lists \$2500 she hasn't issued payment. Vice President Whisenand stated that he would contact them and get a new invoice issued. McDowell stated that when the new invoice for \$2500 is received payment would be issued right away. McDowell reported our Finance Department will get this paid. McDowell also stated she has had zero correspondence with RefundPro.

McDowell explained to the Board that she would like everyone to stick around after the adjourning of the meeting for a photo-op for the SDS website.

### **New Business**

Director McDowell mentioned moving the Board meeting from the third Monday of each month, to the fourth Monday moving forward. This topic was motioned by Board Member Johnson to be approved. Vice President Whisenand seconded the motion. None were opposed.

Director McDowell stated the need to fill the open seat of Secretary on the Board of Directors. She mentioned a previous individual that might be interested and explained she would reach out to said individual.

McDowell stated to the Board that she would be emailing out an inventory of our fleet to be discussed at the next meeting.

### **Events and Fundraising**

McDowell mentioned that Direct Support Professional Week is September 10<sup>th</sup> through the 16<sup>th</sup>, and that gifts/events are being planned. Be sure to give extra thanks to our DSP staff if you happen to see them!

No public comment.

Executive Session was requested mid meeting by Vice President Whisenand as parents of an individual in services arrived. Whisenand informed all of the reason for the visit and invited them in. Following their departure this session was ended and regular session continued.

Meeting adjourned at 1:46 PM.

Next meeting scheduled for September 25<sup>th</sup>, 2023.

Minutes recorded by: Katy Jacoby