



Southeastern Developmental Services, Inc. Board of Directors Meeting Minutes

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on Monday, November 28, 2022 at 12:05 PM., 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; Mario Figueroa; and Maxine Spell.

Absent and Excused: None.

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Nikki McDowell, Interim Executive Director; Kristina Fiene, Director of Operations; and JoAnne Freeman via Zoom.

Guest: Michelle - Audit

Handouts: Proposed SDS Wage Scale

Approval of Meeting Minutes

Topic: Approval of Finance Committee Minutes

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

Finance Committee Minutes of Monday, October 17, 2022

Recommendation/Action: **Director Wagner** moved to accept the minutes as written. **Director Buxton** seconded the motion which carried unanimously.

Follow-Up: Director Hays to send approved minutes to agency for filing and posting on website.

Topic: Approval of Board Meeting Minutes

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

Board Meeting Minutes of Monday, October 17, 2022

Recommendation/Action: **Director Wagner** moved to accept the minutes as written. **Director Buxton** seconded the motion which carried unanimously.

Follow-Up: Director Hays to send approved minutes to agency for filing and posting on website.

Financials

Topic: Financials

Discussion: Michelle stated that the audit is not completed on their side as they are completing items on the receivables and revenues. She stated that a draft Audit would be ready by the Board Meeting on January 23, 2023.

Recommendation/Action: Board to receive draft audit to review and have presented to them during next board meeting.

Follow-Up: None at this time.

Topic: Medical Insurance

Discussion: Nikki McDowell discussed that the time for open enrollment is fast approaching and we need to decide as to what the Medical Insurance will be for the following year.

Recommendation/Action: Director Buxton moved to approve the Bronze Plan of \$556.93 to be paid in full by SDS, if employees want a higher plan, they will be responsible for the difference. Director Porter seconded the motion. All agreed.

Follow-Up: None at this time.

Topic: PowerGP Online Request

Discussion: Nikki McDowell explained how by moving to PowerGP Online there will be a 2-step authentication, better reporting capabilities along with additional logins. The setup fee is \$2,594 and will be \$571 per month.

Recommendation/Action: Director Wagner moved to approve the contract for the PowerGP Online. Director Porter seconded the motion. All agreed.

Follow-Up: Nikki McDowell to sign the contract for PowerGP Online.

Old Business

Topic: Drug Testing Policy

Discussion: Nikki McDowell discussed how we need to come up with a new drug testing policy. There was discussion regarding what needs to be included or excluded from the policy but everyone would like to see an example for further review.

Recommendation/Action: Nikki McDowell to send a sample policy for Board review.

Follow-Up: Discuss and Approve at a future meeting.

Topic: Website/ Facebook postings

Discussion: Jessica Hays reminded everyone that any documentation that is distributed during a Board meeting, excluding Executive Session, must be available for the public and must be placed on the website. Jessica also asked about several documents that had not been added to the website along with a Facebook posting for new Board Members that hasn't been posted.

Recommendation/Action: Nikki and Kristina to ensure that these items are completed.

Follow-Up: None at this time.

New Business

Topic: SDS Payroll Wage Scale

Discussion: Nikki McDowell explained how minimum wage for the clients was increasing to \$13.56 per hour. A wage scale was presented with the steps for the clients figured along with potential assistant wages if those wages increase as well.

Recommendation/Action: At this time, Director Porter moved to approve the client wage scale as presented and would address the other wages at a future meeting. Director Wagner seconded the motion. All agreed.

Follow-Up: Review other staff wages at future meeting.

Topic: Staff Christmas

Discussion: Nikki McDowell asked if we were thinking of giving staff a Christmas gift or bonus. After several options were discussed it was decided that full-time staff would receive a \$200 grocery store gift card and part-time staff would receive a \$100 grocery store gift card.

Recommendation/Action: Director Wagner moved to approve the \$200 gift card for full-time staff and \$100 gift card for part-time staff. Director Porter seconded the motion. All were in favor.

Follow-Up: None at this time

Director of Operations

There was no additional Director of Operations report that hasn't already been discussed at this time.

Case Management

Topic: Staffing

Discussion: Kristina Fiene reported that two case managers have either left or getting ready to leave. After December there will be 1 Part-Time Case Manager and a new full-time case manager.

Recommendation/Action: None, informational purposes

Follow-Up: None at this time.

Human Resources

Topic: Staffing

Discussion: Kristina Fiene reported that a few DSP's have been hired and there are still openings for the Residential and Day Programs Managers.

Recommendation/Action: None, Informational Purposes

Follow-Up: None at this time

Interim Executive Director

There was no Interim Executive Director report at this time.

Public Comment

There was no Public Comment at this time.

Executive Session, if needed

No Executive Session is needed at this time.

Adjournment

The regular meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, January 23, 2023 at 12:00 PM. at the Lamar Community Building.

There being no further business to come before the meeting, it was adjourned at 1:30 PM.


Jessica Hays
Secretary of the Board