

Southeastern Developmental Services
Finance Committee Meeting
November 15, 2021

The regular monthly meeting of the Southeastern Developmental Services Finance Committee was held on November 15, 2021 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*; **Landi Wagner**; **Bart Buxton**; and **Mike Renken**.

Absent and Excused: Heather Whisenand; Mario Figueroa and Maxine Spell.

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Dave Harbour, *Executive Director*; **Sara Ortiz-Settles**, *Case Management Director*; **Nikki McDowell**, *HR / Finance Director*; and **Kristina Fiene**, *Director of Operations*.

Guests: None

Handouts: None

TOPIC: Audit

DISCUSSION: Nikki McDowell, *HR / Finance Director*, reported that the auditors have filed an extension for the 990 form that is due in November. We have tentatively scheduled an Audit presentation with the Board on December 15th at 10 am via zoom. The zoom meeting will be set up in the SDS conference room for Board members want to attend there instead of on their own.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Employee Transition

DISCUSSION: Nikki McDowell, *HR / Finance Director*, reported that Katy has been learning her new role with Kristina's help. Kristina has been helping train and with her help the transition from Kristina to Katy has been going smoothly.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: CDOT

DISCUSSION: Nikki McDowell, *HR / Finance Director*, reported that they had received the 80% reimbursement check for the first 2 vehicles and was just waiting on the last piece so clear everything in the book.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

The regular monthly meeting of the Southeastern Developmental Services Finance Committee will meet on Monday, January 24, 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 11:56 am.


Jessica Hays
Secretary of the Board

Southeastern Developmental Services Board of Directors Meeting November 15, 2021

The regular monthly meeting of the Southeastern Developmental Services Board of Directors was held on November 15, 2021 at 12:03 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**; **Mike Renken**; and **Landi Wagner**.

Absent and Excused: Heather Whisenand; Mario Figueroa; and Maxine Spell.

A determination was made that a quorum was Present.

Present in addition to the Board Members were: Dave Harbour, *Executive Director*; **Sarah Ortiz-Settles**, *Case Management Director*; **Nikki McDowell**, *HR / Finance Director*; and **Kristina Fiene**, *Director of Operations*.

Guests: None

Handouts: Board packet sent by Dave Harbour; Insurance Proposals.

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 October 18, 2021

RECOMMENDATION/ACTION: **Director Porter** moved to accept the minutes as written. **Director Wagner** seconded the motion which carried unanimously.

FOLLOW UP: Executive Director to file and process accordingly.

TOPIC: Approval of Finance Committee Meeting Minutes

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

- Finance Committee Meeting Minutes of October 18, 2021

RECOMMENDATION/ACTION: **Director Buxton** moved to accept the minutes as written. **Director Renken** seconded the motion which carried unanimously.

FOLLOW UP: Executive Director to file and process accordingly.

DIRECTOR OF OPERATIONS REPORT

TOPIC: New Director of Operations

DISCUSSION: **Kristina Fiene**, *Director of Operations*, reported that she is transitioning into her position. She has begun having weekly department meetings and will be working on getting the new website up and going.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

CASE MANAGEMENT DIRECTOR REPORT

TOPIC: Client Volume

DISCUSSION: **Sarah Ortiz-Settles;** *Case Management Director*, reported the following client volumes:

- **Comprehensive:** 25
- **SLS:** 31
- **Family Support:** 38
- **CES:** 1
- **CHCBS:** 3
- **Early Intervention:** 43
- **TOTAL CLIENT VOLUME:** 141

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Staffing

DISCUSSION: **Sarah Ortiz-Settles;** *Case Management Director*, reported that her department in transition since Jared has left to go to the State Patrol and Katelynn Moore will be returning to the agency.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

HUMAN RESOURCES REPORT

TOPIC: New Employees

DISCUSSION: **Kristina Fiene** reported there have been seven applications received recently that are being considered for positions.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

BOARD EMAIL AND PACKET REVIEW

TOPIC: Utility Costs

DISCUSSION: **Dave Harbour** stated that reminders have been sent to staff about the utility usage in the homes.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

EVENTS AND FUNDRAISERS

TOPIC: Trunk or Treat

DISCUSSION: **Dave Harbour** stated that the yearly Trunk or Treat was a success this year.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Thanksgiving Dinner

DISCUSSION: Dave Harbour stated that they will be having their Thanksgiving dinner next week around 11:30 if anyone would like to attend.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

TOPIC: Christmas Party

DISCUSSION: Dave Harbour asked the board if there should be a Christmas Party this year for the clients. The board decided that since Covid is still making its way thru the community it would be best to cancel this event again this year.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time

OLD BUSINESS

TOPIC: CFCM

DISCUSSION: Dave Harbour stated there hasn't been any updates at this time that the cutoff date is still set for June 30, 2024.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

TOPIC: Vaccination Waiver Apps

DISCUSSION: Dave Harbour stated he has revised the Apps and sent them back in for review. He is waiting on the response of these corrections.

RECOMMENDATION/ACTION: None, Informational Purposes Only

FOLLOW UP: None at this time.

NEW BUSINESS

TOPIC: January Health Insurance Renewal

DISCUSSION: Dave Harbour stated that the health insurance renewal is due if there was needing to be any chance prior to the January 1st start date. Dave passed out insurance renewal proposals from Friday Health Plans (Current SDS Health Insurance), Trustmark and Anthem Blue Cross Blue Shield. The board was asked to review the different options and Dave would reach out to Nancy for additional information.

RECOMMENDATION/ACTION: Dave to send out information to Board and decide via email

FOLLOW UP: None at this time

TOPIC: New Director Applications

DISCUSSION: Dennis Pearson stated that he had received 3 applications and we needed to decided if we wanted to meet as a group for the interviews or create a committee. It was decided that there would be a hiring committee consisting of Director Pearson, Hays, Wagner, and Buxton.

RECOMMENDATION/ACTION: Dennis to set up interviews and times with the Hiring Committee.

FOLLOW UP: None at this time

COMMENTS/QUESTIONS FROM THE PUBLIC/AUDIENCE

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

The Southeastern Developmental Services Board of Directors Executive Session was not needed at this time.

The regular monthly meeting of the Southeastern Developmental Services Board of Directors will meet on Monday, January 24, 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 12:56 p.m.


Jessica Hays
Secretary of the Board