

**Southeastern Developmental Services
Regular Board Meeting Minutes
October 19, 2020**

Meeting was conducted at the Lamar Community Building.

October 19 2020 recording will be kept on recorder, these notes are from handwritten only; unable to hear and understand recording. If more details are needed outside this brief meeting overview you will need to listen to the recording. It is suggested that the recorder actually be at the meeting, even if the participant cannot be. Only phone participants can be heard not the people in the room.

Present: Dennis Pearson, Mario Figueroa, Landi Wagner, Ruth Porter, Bart Buxton, Maxine Spell, John Munez and Melanie Martinez

Others present: Dave Harbour, Jared Penaflor, Sarah Ortiz-Settles, and Nikki McDowell

Absent: Mike Renken,

Handouts: Board packet and other information emailed or mailed for review prior to board meeting.

MEETING CALLED TO ORDER

Dennis called the meeting to order at 12:30 p.m.

APPROVAL OF MINUTES

Motion made by John and seconded by John to approve the Regular Board Meeting Minutes of October 2020. All in favor. Approved by consensus of the board.

APPROVAL OF FINANCIAL MINUTES

Motion made by Dennis and seconded by John to approve the update of October 2020 financial minutes as presented Approved by consensus of the board.

DIRECTOR OF OPERATIONS/HR REPORT

Jared stated that they were heading in a positive direction and were scheduling a retreat while trying to navigate Covid.

CASE MANAGEMENT DIRECTOR REPORT

Sarah reported that they are continuing to meet/conduct monitoring virtually at this point.

Comprehensive-28

SLS-30

Family Support-29
CES-1
CHCBS-4
Early Intervention-33
Total 125

Sarah went over the numbers of clients as stated above.

HR/FINANCE REPORT

Stated that we have no work comp claims at this point.

BOARD EMAIL AND PACKET REVIEW

No questions from the Board.

EVENTS AND FUNDRAISERS

Dave stated that they took a trip out to the Red Bard Farm, the clients had a great time. They got to go through and pick out a pumpkin. This was followed up by an ice cream drive through social.

Dave said he anticipates guidelines to change during Covid. They've been working with Public Health.

OLD BUSINESS

Dave provided a quick Covid update pertaining to our residential and day program, they now allow visits but you must be tested prior to entry.

NEW BUSINESS & DIRECTOR'S REPORT

Dave and Jared met with Bonnie Sylva, State Director, on November 11th. They received an update with timelines associated with CFCM.

Melanie gave her verbal board resignation. Dave will provide "letters of intent" to the board at the next meeting.

Dennis asked if there were any questions.

PUBLIC COMMENT

None

EXECUTIVE SESSION IF NEEDED

None.

Dennis adjourned the meeting at 1:15 pm.

Next meeting: *Monday, November 16, 2020 at 12 noon at the Community Building following the Finance meeting at 11:45 am.*

Respectfully submitted by Melanie Martinez, Board Secretary.

Southeastern Developmental Services
Finance Committee Meeting
October 19, 2020

Meeting was held at the Lamar Community Building.

Present: Dennis Pearson, Mario Figueroa, Landi Wagner, Ruth Porter, Maxine Spell, John Munez, Bart Buxton and Melanie Martinez

Others Present: Dave Harbour, Jared Penaflor, Sarah Ortiz-Settles, and Nikki McDowell

Absent: Mike Renken

Meeting called to order by Dennis Pearson at 11:47 a.m.

Handouts: In progress 2020 Financial Reports

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Nikki stated that she's going to have the financial group call in for the regular call. We have 400,000 outstanding but that is because of billing. They are getting caught up on the billing denials. The audit details will be given during the regular board meeting. The bulk of the audit is done but it is not complete Nikki, Dot and Dot's IT people have worked together to figure the system out. Daily operations are being conducted as normal (Money in the bank).

Audit Team joined the call for the financials update and outlook for the board. Michelle, the audit director, Jamie and Erin have been working on it also. Michelle state that it has been a crazy year and that somethings happened unexpectedly. Jamie and Erin have spent time with Nikki at the site in Lamar and have gone through some of the process. They are working on reconciling some information (Dot and Nikki). Jamie stated that they had a good exit conference at the end of the field work. They did know that revenue and receivables was not reconciled, they have been working hard to get those out. The audit team cannot continue audit until that's complete. Michelle stated that they would get the draft to the board as soon as possible once everything is completed and audited. Hopefully they will have an available draft for the November board meeting. They wanted to know if the board would like to have a single year presentation. Due to the inability of them to be compared year to year due to all the board changes. Michelle, Nikki and Dot will discuss this. John asked how soon the audit would be ready and Michelle stated they would hopefully have a draft by the next board meeting. John asked if there were any issues seen and Michelle stated that in order for Nikki and Dot to do their job they have to have access to all the programs. One of those programs is Unicorn and they've had a hard time

getting access. Michelle stated there needs to be more communication and the right people to have access to it.

Nikki explained the Unicorn system and why it is needed.

Dennis asked if there were any question. John wanted to thank everyone for answering questions and all their work.

Dennis asked if there were any questions.

There were no questions.

Meeting closed by board.

Meeting adjourned at 12:30 p.m.

Respectfully submitted by Melanie Martinez, Board Secretary.