

Southeastern Developmental Services
Regular Board Meeting Minutes
July 27, 2020

Meeting was conducted at the Lamar Community Building.

Present: Dennis Pearson, Velda Spell, John Munez, Mike Renken, Mario Figueroa, and Landi Wagner

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

Absent: Bart Buxton, Melanie Martinez, and Ruth Porter

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 12:11 p.m.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCIAL REPORT

Motion made by Landi and seconded by John to approve the update of June 2020 financial report as presented. Approved by consensus of the board.

DIRECTOR REPORT

Dave introduced Jared Penaflor as the newly hired Director of Operations. Jared gave the board a brief background. Jared stated we are currently looking to hire a couple PT Fill-in DSP's and are going to try to cut out a few that have rarely filled in for our agency. He is only one week into his new position so he is still getting a feel for things. He has begun meeting with each department head to see what their needs are and where he should focus his efforts in the early going.

CASE MANAGEMENT DIRECTOR REPORT

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

Comprehensive-25

SLS-32

Family Support-32

CES-1

CHCBS-4
Early Intervention-26
Total 120

Sarah went over the numbers of clients as stated above.

John asked about CM locations in the facility. Sarah stated that the EI coordinator and the FSSP/Adult CM were located in the main facility but they are moving back to the CM Annex in the next couple weeks.

HR/FINANCE REPORT

Nikki stated that she and Kristina are continuing to work remote one day and work over the weekends the rest of the week. She stated that this schedule is working well for them. She stated that we have had no recent worker's compensation claims.

BOARD EMAIL AND PACKET REVIEW

Dave handed out the members in attendance the annual confidentiality notice for signatures. He will bring notices for the other three board members at next month's meeting. Dave stated he attached a revised organizational chart for the member's record. No other questions about the items sent out.

EVENTS AND FUNDRAISERS

We have been receiving memorial contributions in memory of Sara Truitt's passing. This is greatly appreciated and Dave will let the board know a final sum at next month's meeting.

We received a very large clothing donation last week that we are sorting and getting to any client's in need.

OLD BUSINESS

Dave reviewed the newest Operational memo sent out by HCPF concerning Day Program COVID related requirements. He also stated to correspond with this guidance, the agency completed communication plans for that cover restrictions, cleaning requirements, and other compliance areas. We also had participants and staff sign attestation forms for the mandatory requirements for the use of masks.

Dave gave a brief run down and sent a handout around for CFCM. We will be meeting with HCPF 1:1 on September 4th to cover our Business Continuity Plans and needed updates.

NEW BUSINESS & DIRECTOR'S REPORT

Dave sent a spreadsheet out outlining a proposed COVID bonus allocation to all staff. Nikki talked about the possible bonus structures. At this time, the board members present chose to table the bonus discussion until next month's board meeting when the other three members that were absent could partake in the discussion.

Dave provided an EVV (Electronic Visit Verification) update on implementation timelines. We are continuing to work with Therap on compatibility issues with Sandata. The mandated start date has been pushed to October 31st.

We are currently updating our Family Services and Support Policy. Dave will be sending this out via email later on this week for Board approval.

Dennis asked if there were any questions. There were none.

PUBLIC COMMENT

None

EXECUTIVE SESSION IF NEEDED

None

Dennis adjourned the meeting at 12:28 pm.

Next meeting: *Monday August 17, 2020 at 12 noon at the Community Building following the Finance meeting at 11:45 am.*

Respectfully submitted by Sarah Ortiz-Settles, CM Director

Southeastern Developmental Services
Finance Committee Meeting
July 27, 2020

Meeting was held at the Lamar Community Building.

Present: Dennis Pearson, Mario Figueroa, Velda Spell, Landi Wagner, Mike Renken and John Munez

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

Absent: Melanie Martinez, Bart Buxton, Ruth Porter

Meeting called to order by Dennis Pearson at 11:51 a.m.

Handouts: In progress 2020 Financial Reports, which also were emailed or mailed prior to meeting to board members.

Nikki presented an update on Dotrock Consulting. Due to IT hiccups, Nikki was unable to get started with her until July 15th. This was when she was able to gain remote access, as she is located in Durango. Michelle Saino, Auditor with Frederick Zinc, will be working with them as well. Instead of going back and getting Financials finalized for each of the prior months, they will be doing a year-end financial report and then will begin doing monthly financials beginning with July 2020. We will be looking at the budget to be complete by September as there are some issues narrowing down a budget due to COVID retainer payments and the 1% billing decrease as of July 1st.

Nikki presented the board with bank statements to assure them of balances in all of our accounts, CD's and misc. funds. Nikki also stated that corrections were made to April 2020 billing and these payments are coming in.

We are continuing to pursue the HHS funding which would be roughly 2% of our annual income. HHS has extended the deadline to apply until the end of August. We are continuing to seek guidance from Alliance, HCPF staff, and other CCB's to ensure that we would qualify for the forgiveness and would not need to pay this back.

Our Annual Agency Financial Audit is scheduled to start on September 2nd.

Nikki will be working with Dot on the possibility of getting a budget done by the August board meeting but it could take them into September. She will keep everyone apprised of their progress.

Dennis asked if there were any questions.

There were no questions.

Meeting closed by board.

Meeting adjourned at 12:08 p.m.

Respectfully submitted by Sarah Ortiz-Settles, CM Director