

**Southeastern Developmental Services
Finance Committee Meeting
February 22, 2021**

Meeting was held via Zoom.

Present via Zoom: Velda Spell, Mario Figueroa, Bart Buxton, John Munez, Dennis Pearson, Landi Wagner

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

Absent: Mike Renken, Ruth Porter

The finance meeting was not conducted due to Frederick Zinc conducting our preliminary draft audit during the Regular Board Meeting.

Respectfully submitted by David Harbour, Executive Director.

Southeastern Developmental Services
Regular Board Meeting Minutes
February 22, 2021
Meeting was conducted via Zoom

Present via Zoom: Dennis Pearson, Landi Wagner, Velda Spell, Mario Figueroa, John Munez, Bart Buxton

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

Absent: Mike Renken, 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 12:01 PM.

DRAFT AUDIT REVIEW

Michelle Saino, Auditor with Frederick Zink and Associates, gave a synopsis detailing why the Audit has been prolonged this year between Bill Tyson's passing and all the barriers that Covid has set forth. She will be video recording someone from her team reviewing our Audit and sending it to Dave along with the Audit. The board may then review it and have further discussion if necessary and then it can be approved. She will be sending this out, hopefully, next week by email to Dave and he can distribute it.

APPROVAL OF MINUTES

John made a motion to approve January Minutes and Bart seconded that motion.

APPROVAL OF FINANCIAL MINUTES

Bart made a motion to approve January Minutes and John seconded that motion.

DIRECTOR OF OPERATIONS/HR REPORT

We have started our new Covid testing through the Colorado State Lab and so far it has went smoothly. There are more behind the scenes work with this new method but it hasn't been a problem.

CASE MANAGEMENT DIRECTOR REPORT

Comprehensive-28, 2 that are Case Management only
SLS-32, 1 that is Case Management only
Family Support-28
CES-1

CHCBS-4
Early Intervention-33
Total 127

Sarah went over the numbers of clients as stated above.

HR/FINANCE REPORT

We currently have two New hires in the training process to help out the Residential Department.

The Finance Department's main focus at this point is to finalize the Audit and then we will move on to Financials.

BOARD EMAIL AND PACKET REVIEW

Dave asked if there were any questions about any items sent out?

EVENTS AND FUNDRAISERS

The SDS activities Committee is meeting today to discuss upcoming events for this Spring. More to come...

OLD BUSINESS

Dave stated that we had a survey at our 12th street location for two suspected Covid cases. The surveyor cited zero deficiencies and stated the two cases were most likely False Positives.

CFCM update: Dave and Sarah are meeting with HCPF on Wednesday to cover data and look at catchment areas with HCBS Strategies.

NEW BUSINESS & DIRECTOR'S REPORT

We are in the process of updating the Handbook and Website. Additionally, the SDS staff are proposing a change of our agency Logo. Attached are several options that a contractor has come up with. The board discussed the logo options and would like to see some additional logo's.

New board member discussion will take place next week as the Zoom sound quality was very poor. Dave will schedule a meeting.

Dennis asked if there were any questions.

PUBLIC COMMENT

None

EXECUTIVE SESSION IF NEEDED

None.

Dennis adjourned the meeting at 12:41 pm.

Next meeting: *Monday, March 22, 2021 at 12 noon via zoom following the Finance meeting at 11:45 am.*

Respectfully submitted by David Harbour, Executive Director.