

Southeastern Developmental Services
Finance Committee Meeting
August 17, 2020

Meeting was held at the Lamar Community Building.

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

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

Absent: Melanie Martinez, Mike Renken, Velda Spell

Meeting called to order by Dennis Pearson at 11:49 a.m.

Handouts: In progress 2020 Financial Reports

Nikki reported that herself and Dot have been working well together and are making great progress on finalizing our agency's year-end. The auditors had to reschedule the annual Audit to be held in early September and will now be held October 5th-8th. Their deadline to have the info ready for the auditors is September 21st. She has high hopes that they will have finalization to the year-end by September's board meeting as well. We continue to have money in the bank.

Ruth asked about any issues with payments recently? Nikki responded that we denials with April's billing due to some "Covid" coding errors, however, we have fixed these issues and billing is now paid for those claims.

Dennis asked what Dot's future at the agency looks like? Nikki stated that we have a three month contract with Dot and she believes that will be enough time for her to fully grasp the final steps of month financials. However, we can retain her on a PRN basis for any needs we might have. John stated that we have the right person working on it.

Dennis asked if there were any questions.

There were no questions.

Meeting closed by board.

Meeting adjourned at 12:02 p.m.

Respectfully submitted by Sarah Ortiz-Settles, CM Director

Southeastern Developmental Services
Regular Board Meeting Minutes
August 17, 2020

Meeting was conducted at the Lamar Community Building.

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

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

Absent: Mike Renken, Melanie Martinez, and Velda Spell

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 OF OPERATIONS/HR REPORT

Jared has begun meeting with Department Managers weekly. This is going well and they are developing priorities within each Department. John asked what issues he is seeing while conducting these meetings? Jared stated that mainly personnel issues but these meetings are really helping with figuring out where each department needs to streamline their efforts. We are currently looking for a Day Program Manager and have posted it in-house. Ruth asked if we have a suggestion box? Dave stated that he sent out an agency wide survey and we are getting these back. With this, the survey drop box has also been utilized as a suggestion box.

CASE MANAGEMENT DIRECTOR REPORT

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

Comprehensive-27

SLS-29

Family Support-32

CES-1
CHCBS-4
Early Intervention-26
Total 119

Sarah went over the numbers of clients as stated above.

We hired a new CM and they will start as soon as their backgrounds have cleared for employment.

HR/FINANCE REPORT

Right now, Nikki and Jared are sharing the duties of HR, we will be looking at a more long-term position as we finalize our budget and see what we will be looking at financially. Jared reviewed the National turnover rate for DSP's at 51% and stated that considering this we are doing quite well with retention. Nikki reviewed our one open work comp claim and that we anticipate it closing soon.

BOARD EMAIL AND PACKET REVIEW

Dave noted that we have a very large utility bill this month at 12th street and this was due to an underground water leak that has now been fixed.

EVENTS AND FUNDRAISERS

SDS has received over \$600 in memorial contributions from longtime client, Sara Truitt's passing. She had received services from our agency for over 40 years and she will be truly missed.

SDS will be hosting an outdoor movie night at our Rodeo group home where clients can get out and participate, while be able to social distance.

SDs received a donation from The Brew of \$416. Their staff have been wonderful and Dave sent them a thank you card explaining what this money will assist with and how great appreciated it is.

OLD BUSINESS

We reviewed the COVID hazard bonus structure and amounts. John made a motion to approve \$35,000 for a bonus payout as structured in the spreadsheet and Ruth seconded the motion. Everyone was in favor.

We are currently getting bids on the roof in the rear of the building. The last company that was contracted to make the repairs had issues within their company and never did perform the

work. Dave will be working with the insurance company and the business with the lowest bid to get an estimate. We will be returning to the board for approval for the repairs when we know what costs we are looking at.

NEW BUSINESS & DIRECTOR'S REPORT

Dave stated that he has his monthly Alliance meeting this Thursday and will gather updates and send out pertinent information to the Board.

Dave reviewed the current fleet status and that we have a need for additional vehicles as many of ours are quite aged. We will bring this back to the board as we finalize our budget and see exactly what our needs are and what cost we will be looking at. Ruth asked for an update on the C-Dot Grant. Nikki stated that we will be receiving these vehicles in August of 2021 and August of 2022. John would like an inventory of all vehicles. Dave will attach this list in next month's board packet.

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

PUBLIC COMMENT

None

EXECUTIVE SESSION IF NEEDED

Yes, minutes taken separately.

Dennis adjourned the meeting at 1:01 pm.

Next meeting: *Monday, September 21, 2020 at 12 noon at the Community Building following the Finance meeting at 11:45 am.*

Respectfully submitted by Sarah Ortiz-Settles, CM Director

