

**Southeastern Developmental Services  
Finance Committee Meeting  
January 25, 2021**

**Meeting was held via Zoom and In-person at Las Brisas Conference Center.**

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

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

**Absent: Mike Renken**

**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**  
**January 25, 2021**  
Meeting was conducted via Zoom and In-person

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

**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 11:58 AM.

**DRAFT AUDIT REVIEW**

Jamie Mathews of Frederick Zinc led the Preliminary Draft Audit discussion. Jamie reviewed several items that will be noted in the draft audit. She noted to the board that with the death of Bill Tyson she believes the need for our finance department to have a standard operating procedure manual. Jamie also noted the need for our finance department to have their own login to the Unicorn system for Early Intervention to be able to tie up the account receivables and payables. Nikki McDowell noted to the Board that this has already been completed and that they have access at this point. The Audit team believes that outsourcing payroll would be of benefit to our agency to free up time in the finance department for reporting and other duties. John Munez asked the audit team if they had other issues and if they would reference them? Jamie stated that the items she presented were the items that her team would be documenting on the Audit Letter. At the February Board Meeting, the Draft Audit will be presented.

**APPROVAL OF MINUTES**

December 2020 Minutes stand approved. Approved by consensus of the board.

**APPROVAL OF FINANCIAL MINUTES**

December 2020 Minutes stand approved. Approved by consensus of the board.

**DIRECTOR OF OPERATIONS/HR REPORT**

SDS is currently transitioning to a new company for our weekly Covid testing. We will begin utilizing the State Lab through CDPHE.

Jared Penaflor had a call with CDPHE and our local Public Health Administrator to cover our latest outbreak at 12<sup>th</sup> street, where two clients had tested positive. Both clients were asymptomatic. John asked how long had it been since the outbreak and Jared stated that it had been three weeks.

Jared stated that we have 4 new recruits that have been hired and are in the training process now.

#### **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 four new hires in the training process to be utilized as Fill-in staff until Full-time positions open up.

Kristina Fiene stated that we have hit our 180 days injury free and all staff will be receiving \$20 for their awareness for safety.

#### **BOARD EMAIL AND PACKET REVIEW**

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

John M. would like Dave and Nikki to research our options with the two CD's that are housed at Frontier Bank. Nikki will double check there maturity dates and Dave will get with Theron and see what options are available.

#### **EVENTS AND FUNDRAISERS**

SDS received a donation from the Weignant Trust in the amount of \$3,500.00 and it is much appreciated.

SDS also received a large donation from Community State Bank this past month.

The McDowell Family has made contributions payable to the SDS Miles of Pennies account in the memory of Linda McDowell. This is a great honor, as she will be missed dearly by our agency.

The CDOT Grant is in its final stages of completion. We have signed the contract with the state to obtain 2 New Buses and 1 New Wheelchair Accessible Minivan. We are currently looking to receive these vehicles within the next four months.

#### **OLD BUSINESS**

Dave stated that the OSHA outbreak investigation was formally closed and there were no plan of corrections were needed. He provided the board with the letter from OSHA.

The Adverse Action payment to HCPF for \$728.00 was disputed formally by our agency in writing, asking that they look at service times attached to billing claims for the items within the action. HCPF retracted all claim rejections but 1 and it was in the amount of \$28.00, which will need to be paid back.

Dave gave an update on the current status of CFCM and CM Redesign. Currently, the state is working with a third party company on strategies for the Referral process for future Case Management services across all HCBS waivers. Dave will continue to update as we move forward.

#### **NEW BUSINESS & DIRECTOR'S REPORT**

Dave asked for discussion concerning the 11<sup>th</sup> Annual Walter Ely Memorial Scholarship. We have received very large can donations over this past year and I anticipate that we will have no problem issuing \$1,500 in a scholarship or scholarships. John M stated that he would like to see two recipients and the rest of the board was in agreement. We will issue a \$1,000 scholarship to the finalist and a \$500 scholarship to the runner-up.

We had our first Vaccination clinic last week and had around 45 individuals vaccinated for Covid-19. Alliance is beginning a campaign called "roll up your sleeves" to help garner support for individuals to become vaccinated.

We have two interested persons that would like to become board members. The board agreed to hold two time slots at the end of next months meeting for them to meet the rest of the Board of Directors.

Dennis asked if there were any questions.

#### **PUBLIC COMMENT**

None

**EXECUTIVE SESSION IF NEEDED**

None.

Dennis adjourned the meeting at 12:54 pm.

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

Respectfully submitted by David Harbour, Executive Director.