

Southeastern Developmental Services
Regular Board Meeting Minutes
September 21, 2020

Meeting was conducted at the Lamar Community Building.

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

Others present: Dave Harbour, Jared Penaflo, 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 12:07 p.m.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCIAL MINUTES

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

DIRECTOR OF OPERATIONS/HR REPORT

Jared has stated that they are still in the groove of transitioning of filling into this role. We filled the Day Program Manager with Ora. He is now the Day Program Manager; he's been in various positions in SDS within the last 10 years. We lost him as a CIE Lead. That position has been filled with Shane Aguilera. Shane is looking at 9.28 start date to transition from his Residential Assistant spot to the CIE Lead under Ora. That opens up Shane's position for Residential Assistant. We're taking applications at this time, we'll be doing some interviews throughout the week. Hopefully by that 9.28 start where he (Shane) transitions into his new role we'll have somebody in for the Residential Assistant. We were able to get all our Managers and Directors iPad. Looking forward, we don't know what Covid will do to our agency if we have to shut down for any reason or time. We went ahead and purchased these devices so that at least Managers and Directors can work off-site/remotely; to keep the wheels turning, essentially. We've been working with Greg with Leading Edge Consulting for Leadership and Teambuilding for the Managers and Directors. Dave was able to send out the staff evaluations in August. They were able to see what people were saying negatively and positively within the agency; they are giving Greg this information to form a game plan for the Teambuilding exercise. Other than that they are going to continue to take the Agency in a positive direction.

John asked where they purchased the iPads, Jared stated that they went through Apple. They were able to get SDS on a Business Plan, they received an additional 10% off. Dave stated that they are great so far.

John asked how SDS plans on tracking the iPad activity. John wanted to know who was going to monitor the iPads. Jared stated that the iPad has been assigned to a manager, so they know their IP address and serial number. Dave can get on and check their activity/traffic. Jared said that he's not concerned since it's the Managers and Directors that have them, but there always needs to be checks and balances. Dave stated that additionally they are looking into purchasing lesser models; one for each of the houses. That way if they can't have their face-to-face meetings for monitoring or even individual service plan meeting; Zoom will be on the devices. They can see the client and the client can see them. More interaction than just the phone. Sarah mentioned that it will be good to have for the DSPs in the home for monitoring; examples: Show me the cupboards, Show me what they're dressed like.

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.

Sarah stated that they had hired a new CM and she had been there about a month. She said things are picking up and looking good.

Dennis asked if we offer speech therapy, Sarah said no. In EI it is offered. Sarah said that if they are not in EI she will help point them in the right direction.

HR/FINANCE REPORT

Nikki stated that Jared covered all the new hires. In regards to Work Comp claims they're at zero. The one from last month was quick. Nikki stated that we're still doing well as far as Work Comp claims. Someone asked is SDS was fully staff and Nikki stated that they are always looking. Jared said they are always looking for candidates. Residential, always and Residential Assistant. Jared stated that they also had multiple interview this week. Nikki stated that Outside of hiring a new CM they've hired a few fill in staff. They're still being trained. They have a good staffing at this point but always looking. Nikki said that this last pay period OT was down, so she can tell the fill-ins are helping.

John stated/asked Jared directly -You mentioned that that the turnover rate is 51% and that SDS is under that? Jared stated that with everything going on with Covid, we have applicants; left and right. As of February 11th. John ask how is that number? John wanted to know if it was February of this year or February of last year. Dave stated that it was from February of this year, Jared agreed. Jared stated that, that is the National Rate. Colorado is around 45%, he would like to run the numbers with Nikki once the audit passes. Nikki stated that last year when they did a survey they were at 27% and they said it was probably currently the same. We are impacted more significantly because of the shift work.

BOARD EMAIL AND PACKET REVIEW

Dave stated that he attached an email in the packet; earlier this month we had a one-on-one meeting with the new department leaders for Conflict Free Case Management. They met with them on their Business Continuity Plan about 2 years ago. They have had turnover and want to conduct one-on-ones with the CCBs. Dave anticipated a lengthy meeting, they had about 12 items they wanted adjustments on. However, when they met with them this time they only had 1 item and we already have it in our handbook. It's dealing with Conflict of Interest; they want any of our staff members or incoming staff members to complete a form that states; If you seek outside employment to please let us know in writing. We do not currently have that form; they are going to create a form. The State wants to make sure that you're not working for the Agency and providing direct care. They want disclosure of any secondary job from staff members.

EVENTS AND FUNDRAISERS

This past week we had our movie night and it was a success! Staff and clients watched Grease. They have a committee of 4 or 5 staff members that work to come up with activities. Tessa was the first to come up with movie night. They had parked a bus on the backside of Rodeo to have space for social distancing between the houses. They setup a sheet and projector, played a movie for the clients. The staff made popcorn, brought snacks, put the clients' names on the water bottles.

OLD BUSINESS

Dave attached in the email and inventory of the vehicles. He would like to sit down with Nikki and figure out what they need to do with the 4 vehicles that they are not using. They want to list them to sell to see if anyone wants them.

John asked how many vehicles, Dave stated that there were 25 in our fleet and one vehicle is not running. Dave is going to get with Nikki and Wayne to review the vehicles. Nikki will then get the bluebook value and then do an in-house sealed bid. If that does not work, then they will look into selling them to the public and listing them on social media.

John asked who SDS's vehicle insurance was through and Nikki stated is through Philadelphia.

Dave is still working with the broker for the roof. When this started a couple of years ago, we had a different rep. The new rep is diving into everything submitted by SDS, so it is a little in limbo.

NEW BUSINESS & DIRECTOR'S REPORT

Dave reported that as far as Day Programs, a few weeks ago we received correspondence from the State that said we can no longer hold or bill Day Program in an individual's house. Basically, that's how we've been conducting Day Programs. They said in the beginning it was allowable. Dave emailed the our State governing body, he received a reply that said; we may conduct our day program as is for now. There are currently 2 non-conventional Day Programs; 14th street and one at SDS. Everything is going ok. The State hasn't given any timelines.

Dennis asked if there were any questions.

John asked about the staff surveys. He wanted to know who made up the questions. Dave stated that he had used questions from previous surveys. They received some great feedback from staff. Greg will use it as feedback for the Teambuilding. Dave saw a lot of issue with communication between staff members. The theme of the feedback was that they would like better communication. John was concerned with feedback item #1 on the spreadsheet, Dave stated that they were broken down by common answers. John stated that he has heard a lot of comments or complaints from employees over the last 9 years and that very few have been about wages. Dave stated that this was merely one response from all the surveys and that wages were definitely not a theme from the surveys. Dave said that they received really good feedback and most staff were willing to write their name. Jared stated that the survey box is still open as well so staff can give feedback moving forward.

PUBLIC COMMENT

None

EXECUTIVE SESSION IF NEEDED

Yes, minutes taken separately. Executive Session entered at 12:32 pm.

Dennis adjourned the meeting at 12:53 pm.

Next meeting: *Monday, October 19, 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
September 21, 2020

Meeting was held at the Lamar Community Building.

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

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

Absent: Mike Renken and Bart Buxton

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

Handouts: In progress 2020 Financial Reports

Nikki reported that the budget is not available right now, trial balance ready for audit beginning on 10.5.20. Nikki, Dot and Dot's IT people have worked together to figure the system out. Have completely input the invoices now they need to put in the receivables. Once that's complete they will reconcile the deposit account which is the last loose end. Everything else is reconciled and posted through year end. Daily operations are being conducted as normal (Money in the bank).

Dennis asked if the budget was waiting on the numbers from the previous period. Nikki stated that, that was correct. Nikki stated that the budget could be based off of last year's numbers or actuals from the previous period's trial balance. Nikki hopes to have the trial budget available in the next couple of weeks.

Dennis asked if the funding was flowing as anticipated, Nikki stated that they've seen little increases and decreases. Currently SDS is able to bill for every day when normally it varies by attendance. The increase helped a lot, however; July 19 the retainer payments went away and then there was the rate decrease of 1% across the board. Overall, it hasn't hit terrible, we're still billing out around the 200,000 mark. The only piece that they are working on in their department is TCM because case management did change July 1. It is no longer billed out per unit/service, it is now a one-time monthly payment. TCM is a little under 10K per month. Nikki anticipates that they will get it all submitted for July and August.

Dave stated that the retainer payment piece hasn't totally gone away, they are still lobbying at the State and Federal level; so that may come back in to play. Especially if we see a resurgence of COVID.

John ask do we have a deadline as far as State requirements for when the budget needs to be. Dave said currently many boards are still working on their budgets due to the pandemic. SDS's loss of their CFO and many of the events of 2020 are heavily impacting budget determination.

Dennis asked what the 1% translates to in dollar value, Nikki stated she could probably issue that information with the July statement. She believes that it will be around \$8000.00. Nikki stated that case management is bringing in new clients.

Dave asked if they finalize the budget would the board like to review it by email. Dennis stated that would be fine.

Dennis asked if there were any questions.

There were no questions.

Meeting closed by board.

Meeting adjourned at 12:00 p.m.

Respectfully submitted by Melanie Martinez, Board Secretary.