

Southeastern Developmental Services, Inc.

Board of Directors Meeting

Agenda

Monday July 29, 2024

12:30 PM

Lamar Community Building

Call to order

Approval of minutes from June

Finance Department Report

Financials – 24-25 Budget, May financials - Todd Hillstad

Presentation

The Training Chicas (Rosa Granado & Leandra Henson)

Director of Operations Report

Incident Reports – 14 ger’s

Individual of concern with OSHA now lives at 12th St with only minor behaviors (no aggression)

Department updates

Residential – Schedule changes to address overtime (split shifts or residential responsibilities during day program hours), new client possible

Day Program – Day program staffing (day program staff only)

SLS – Growing in numbers (2 new clients)

Maintenance – Non-stop work on homes and vehicles. Must begin the wall ASAP to satisfy POC

Medical – New medical exam room, needs cabinets and eventual sink.

CIE (Community Integrated Employment) – Work crew and janitorial crew, group billing. Shane Aguillera

SE (Supported Employment) – This is a need to separate CIE from SE to satisfy POC and to begin a true SE program. Lucia Rangel

HR Report

Hires/Separations – 3 new hires/2 terminations/1 resignation

Openings – Residential/Day Program DSPs (ongoing)

Old Business

Cleared POC for agency/day program monitoring in progress.

Required wall separating day program from maintenance shop

Decision to keep old server for 2-year service warranty. New server in 2 years

Employee handbook – in progress. Ms O’Harra SDS contact to Lighthouse for input.

New Business

HR Manager (Nicole O’Harra), Receptionist pt (Eva Balderama), Maintenance pt (Mateo Cabello) hired.

Closer evaluation of bills (Spectrum, RingCentral, etc…) making changes

Ring doorbell cameras at all residences and agency building

Graveyard, sleep, residential phone incentive

OSHA and the Attorney General (AG) visits

Events and Fundraising updates

Annual Picnic – Sunday, August 4th 5 PM City Park with swimming at 7 PM

SDS Bombers

Corporate Cup

Swim Parties

4th of July – Ponds (DSP organized)

Wiley Processing – Day program outing

Public Comment

Executive Session if needed