

Southeastern Developmental Services

Board of Directors Meeting

December 30, 2024 12:pm

Attendees

Jason Whisenand

Don Yoxismer

Bart Buxton

John Munez

Mark Henson

Teresa Madrid

Nicole O'Harra

Joann Orozco

Coleen Tinnes

Todd Hillstad- Ark Valley Book Keeping

Call to order 12:00pm

1. Executive Session
2. Matters to be kept confidential- Sec. C.R.S 24-6-402(4)(c)
   * 1. Financial Planning
     2. Strategic Planning
3. Open Session
   1. Call to order 12:50pm
4. Previous Minutes
   * 1. Board Approval not given for previous minutes by request of John Munez
     2. Board will table approval till such time that additions they are requesting be added to current minutes.
5. Monthly Financial Review
   1. Todd Hilllstad – Ark Valley Book Keeping introduction
      1. Discussion with Board about Financials
      2. Financials received by Board was in an unsupported format
   2. Financials
      1. September report present
      2. October report
         1. Waiting on documentation from Therap billing to complete report
         2. Software communication issues are causing difficulty with processing reports
         3. Board will look into other software to streamline process
      3. Report given by Financial Manager did not meet Boards needs
         1. Board requests descriptions of payables and receivables
      4. Inquiries were made about SDS CD’s
         1. Board requests a list of CD’s and amount with interest rates
      5. Board requested to have Financials sooner from Todd
      6. Board has requested to meet with Todd monthly
      7. Colleen would like to see SDS switch over to QuickBooks
      8. John inquired about any red flags with SDS finances
         1. Todd Stated that he doesn’t not see any other than payroll which is the highest expense bi-weekly
         2. **Refund Pro???**
6. Operations Report
   1. Skipped by Board
7. Old Business
   1. Skipped by Board
   2. Nicole O'Harra HR Director presented final draft of Employee Handbook to the Board
      1. Edits they wanted were added when possible
      2. Explanation was given by Nicole to why certain edits could not be added as it violation OSHA regulations
      3. Motion was made by Teresa to approve Handbook
      4. Don seconded motion to approve
      5. All in favor
         1. Motion passed
8. New Business
   1. Skipped by Board
9. Session Adjourned at 2:15pm