

Tri-Valley Developmental Services, Inc.
Minutes of the Board of Director's Meeting
Woodson County Ambulance Meeting Room, 114 N. Main, Yates Center, KS 66783
August 29, 2019

Present: John McRae, Steve Sewell, Karen Vallier, Charles Sheedy, Ceri Coffield, Doug Tressler, Mali Ziglari, Leo Gensweider

Not Present: Margaret Bideau, Ken Anderson, Mark Ward, Susan Jones

Staff Present: Tim Cunningham, Bill Fiscus, Lea Chickadonz, Tricia Campbell

1. Call to Order

Chair John McRae called the meeting to order at 6:10 pm.

2. Adoption of Agenda

Motion made to approve agenda as presented with the addition of section 9.3 Consolidation (Karen Vallier/Steve Sewell). Motion passed.

3. Minutes of Last Meeting

The minutes from the June 27, 2019 meeting were presented. Motion made to approve minutes as presented (Leo Gensweider/Steve). Motion passed.

4. Treasurer's Report

Bill Fiscus presented the financial report for the period ending July 31, 2019. Motion made to accept report as presented (Leo/Steve). Motion passed.

5. Executive Director's Report

- a. After nine months, we still have no signed contract with Aetna. The state is displeased with Aetna and has given them until November to fix the various issues. So far, we have had no problems billing Aetna.
- b. The week of September 8th is National Direct Support Professionals week. Every year, Tri-Valley does something special for the direct care staff. This year, we will hold breakfasts at all three service centers. Staff who attend will have their names entered for door prizes. Each staff will also receive a t-shirt. Tim is working on his September newspaper article that will feature a couple DSPs. Quarterly, supervisors try to do something for their staff. During the last quarter, each site had a pizza party.
- c. We are excited to announce that we have received a grant from Cox Communications. The money from the grant will be used to purchase three new computers for the Lola Service Center.
- d. The Chanute advocacy group, Independent Friends, is holding a garage sale in the near future. Money from the garage sale will go towards helping the group attend their annual

- conference in Topeka. The group holds a number of fundraisers throughout the year. The group is asking for garage sale donations. If you have an item that you are willing to donate to the garage sale, please contact Destinie Vargas at the Chanute Service Center.
- e. For the past year, we have been tracking national core indicators. These indicators are used by the feds to compare services between states. We track the indicators using 125 questions that are asked of individuals served and staff. Tim provided information on a few areas that Tri-Valley needs to work on as an agency.
 - f. The Chanute Service Center bathroom remodel is set to start in September.
 - g. Tri-Valley Executive Team is drafting an orientation checklist for new supervisors. We are finding that supervisors are not getting all the information needed to do their new jobs. This checklist will cover different areas for training supervisors. Tim will meet with the new supervisor to go over policies, our philosophy, and the employee handbook. The new supervisor will meet with the director of Human Resources to learn about counseling, unplanned PTO and fire marshal visits. The new supervisor will also meet with Bill and the financial department. We are hoping the new checklist will provide a better foundation for the supervisors to do their jobs.
 - h. Two months ago, Tim brought back the leadership training class. The class is a ten-week program. The current class has six staff from across Tri-Valley. The group meets for two hours once a week to discuss ten different topics. The current session is on week number 5. The group is doing well.
 - i. In July, we had our annual worker's comp review. In 2018, we had a total of six claims totaling \$48,000. The numbers were compared with those in 2015; where we had 16 claims totaling \$134,000. Our worker's comp expense has gone down significantly. Steve suggested that we review the numbers quarterly as well as annually in order to spot possible trends. Lea Chickadonz, HR Director, stated that she receives notification of open claims in December. Currently, our premiums are now under \$50,000; they had been as high as \$200,000 in the past.

6. CDDO Report

- a. The state had money for 100 people to come off the waiting list recently. In our CDDO area, two offers were made. One offer was accepted and we are in process. The second offer was turned down. Usually, when money becomes available for the waiting list, 50 to 60% of offers are refused. A number of these refusals are due to the fact it is taking 8 years for someone to come off the list. The money, once refused, does not go on to the next in line. Instead, the money is returned to the state coffers.
- b. The CDDO received a signed contract with the state. We have new licensing staff, Jeanne Davied. Tim met with Jeanne recently. She praised Tri-Valley employees. She worked previously in the Kansas City area. She told Tim that Tri-Valley would be one of the best providers in the Kansas City area if we were further north.
- c. The CDDO staff provided a training for ANW Coop employees a few weeks ago. Fifty ANW employees attended the training on working through the I/DD system. Doug Tressler had received a lot of good feedback from his staff. The training is especially helping the

- secondary education teachers work with their students to prepare them for after school. Doug would like to ask Kathy to come back to share more information in the future. The teachers had a number of good questions.
- d. The CDDO sponsored a second benefits academy recently. Staff from DCF came in and trained 40 people over a two-day period to help individuals apply for benefits in the Medicaid system. The training has been very helpful.
 - e. Kathy Brennon has been off on FMLA for a few weeks. Paula Drybread has been carrying the load and doing great.
7. Friends of Tri-Valley Foundation
- a. The Friends of Tri-Valley Foundation will hold a golf tournament in Fort Scott on September 14th at Woodland Hills Golf Course. Fifteen teams are signed up. We have thirty sponsors including three corporate sponsors.
 - b. On July 1st, Jane and Wayne Turner came to Chanute from Boonville, MO to pick up their prize of a 2019 Ford F150 Platinum Edition truck. We have received a raffle license for FY20 and have already sent out 2 mailings. So far, we have 53 entries in the drawing.
 - c. The 2019 Christmas cards are ready for pre-ordering. We have a selection of 10 cards that were created by individuals in Fort Scott and Chanute. Order forms are available.
8. Comments from Groups or Individuals
None
9. Old Business
- 9.1 Employee Surveys
- Following the June board meeting, Tri-Valley staff were given the opportunity to fill out surveys on their supervisor, department heads, and Executive Director. Nine staff meetings were held for staff to complete the surveys. The one hundred and two surveys were completed anonymously. Staff placed their own surveys into an envelope that was immediately sealed and acknowledged by two sets of initials. The envelopes were only opened when it was time to tally the answers. Lea and Tricia Campbell compiled the data and comments. The surveys were broken out into two areas: Day and Residential.
- Tim went over the findings from the surveys. Overall, the surveys were positive. Steve had a suggestion to replace the “no opinion” with “not applicable”. The board was interested in conducting this survey on an annual basis. Currently, we have a bi-annual survey that gathers data for benefits. Staff complete other surveys, such as the three-month survey for new hires and annual training survey. The board would like to continue to use this survey but add questions on benefits. Most departments have monthly staff meetings; we will use this time to educate staff on benefits. Leo asked that we compare data from the different surveys. Tim will look for old survey data. Another suggestion is to try to track survey data by department.

9.2 New Homes

At the June meeting, it was announced that the Foundation was purchasing a home in Fort Scott. The home was purchased in mid-July. Right now, we are remodeling the home and adding two bedrooms. Four of the bedrooms are spoken for. A fifth bedroom is spoken for as well; we have an individual who is interested in starting services in Fort Scott.

9.3 Consolidation

Prior to 3:30 pm this afternoon, consolidation talks between Tri-Valley and New Beginnings Enterprises were dead in the water. At 3:30 pm, Tim received a call from the New Beginnings board; they are willing to do whatever it takes to consolidate. They have backed off of the equal board make-up. Tim met earlier this evening with John to discuss adding the consolidation to the board agenda. The consolidation discussion was added to the agenda. Tim gave the board a brief run-down of where we stood on consolidation. There are still a few issues to work through, but nothing major. Doug stated that one of the concerns with New Beginnings were the corrective actions imposed by the state. That issue has been resolved and the state has given them a full one-year license.

Steve wanted to know what disadvantages the consolidation posed for Tri-Valley. First, a few staff (Executive Director, RN, and Director of Case Management) might be spread thinner. Can we hire help for the RN? Yes. Can we hire another case manager? Yes. There is no financial bind. There are no regulatory guidelines that would prevent us from consolidating. Currently, New Beginnings has placed a self-imposed cap on their services. Last week, they had a referral that had to go elsewhere.

Another concern by the Tri-Valley board was if a lawsuit is brought on to New Beginnings after the consolidation. New Beginnings has money in reserve that would be put into an account to cover any possible litigation. Their insurance would also cover any suit.

Tim and Bill have spoken to the auditors and there are no red flags. We would need to decide upon the board make-up. Tim will look at the information and ask the auditors for the last audit of New Beginnings. John and Leo both expressed that they want to proceed only if they know the consolidation would be good for the clients and provide them with services and options. Karen didn't want Tri-Valley clients to suffer. Tim assured the board that nothing was going to change on the Tri-Valley side of the consolidation. Steve brought up building maintenance. We have pictures of New Beginnings facilities that Tim will bring to the next meeting. The main office in Neodesha is in good shape. The store front in Eureka will need new signage. They have an additional service center in Moline. Tim and Bill will need to go visit the sites.

Motion made for Tim to review and update the consolidation process, to look for red flags or changes, and to come up with an agreement which will be presented at the November board meeting (Steve/Leo). Motion passed. Tim will send a copy of the agreement to both boards. No timeline will be set for the consolidation.

10. New Business

10.1 By-Lays Review

At the June meeting, the board approved a new mission statement. As per our policy, the board must review the by-laws annually. The only change to the board by-laws is to update the mission statement. The board will vote on the change at the November board meeting.

10.2 Risk Analysis Review

The board will review and vote on the Risk Analysis review at the November board meeting.

11. Announcements

- a. The next board meeting will be November 7th at the Administrative offices in Chanute. The auditors will present their report. If the date needs to change, the board will be notified.
- b. Leo announced that he is retiring and will also be resigning from the Tri-Valley Board of Directors. His retirement is set for October 31st. He will attend the November meeting.
- c. Mali Ziglari and Charles Sheedy have also verbally given their resignation from the board as well.

12. Adjournment

Motion made to adjourn the meeting (Leo/Mali). Motion passed.

Respectfully Submitted,

<u>Karen Vallier</u>	<u>9/21/2019</u>
Secretary	Date