

Tri-Valley Developmental Services, Inc.  
Board of Director's Virtual Meeting  
Tri-Valley Developmental Services Zoom Meeting  
December 10, 2020

Present: John McRae, Doug Tressler, Karen Vallier, Susan Jones, Van Bettega, Connie Hey, Jim Hogan, Janet Rash, , Angie Morrison, Rita Cornett, Nikki Jacobs

Not Present: Steve Sewell, Ceri Coffield, Matt Godinez, Mark Ward, Ken Anderson, Devin Johnson, Derrick Payne

Staff Present: Bill Fiscus, Joe O'Rourke, Rachel Crigger, Tricia Campbell

1. Call to Order

Chairman John McRae called the meeting to order at 6:01 pm.

2. Adoption of Agenda

Motion made to accept amended agenda (Karen Vallier/Angie Morrison). Motion passed.

3. Introductions

Bill Fiscus introduced Nikki Jacobs, the new Neosho County representative.

4. Minutes of Last Meeting

The minutes from the November 5, 2020 meeting were presented. Motion made to accept minutes as presented (Susan Jones/Janet Rash). Motion passed.

5. Executive Session

Motion made to enter into Executive Session for 5 minutes to discuss personnel matters with Bill Fiscus remaining (John/Connie Hey). Motion passed. The executive session began at 6:05 pm and ended at 6:10 pm.

6. Staff Reports

6.1 CEO Report

- a. Bill reported that Tri-Valley had submitted paperwork for our state license. Tri-Valley was given a one-year license with a list of areas to work on, mainly paperwork. We were hoping for a two-year license but are happy with the one-year license.
- b. We will soon receive 48 refurbished I-Pads from the State of Kansas. These I-Pads are to go directly to the clients. Several clients are already familiar with I-Pads. Everyone is excited for this donation; it will be very beneficial.
- c. Kirbie Hutchinson has resigned and Lea Chickadonz, Director of Human Resources, will take over the Director of Finance role. With the change in the

Director of Finance position, we need to modify who has access to the bank accounts. For checks, we require two signatures for all checks; the signatures are usually the CEO (Bill), Board Chair (John), or Director of Finance. Motion made to remove Kirbie Hutchinson and to add Lea Chickadonz to Tri-Valley bank accounts (Susan/Van Bettega). Motion passed.

#### 6.2 Program Report

- a. Rachel Crigger, VP of Programming, updated the board on our COVID status. Several staff and clients have tested positive; however a majority of the positive cases were mild and most have recovered. Staff have a plan in place to help stop the spread and it is working.
- b. Vaccine consent forms have been sent to all clients and staff. We have two suppliers for the vaccine: Heartland HomeCare and Walgreens. We do not know when we will receive the vaccine. We believe that the clients in residential sites will fall under the second phase. There are a lot of unknowns at the moment. Not many individuals have opted in, while a large number of staff have. As people elect to receive the vaccine, they will be worked in. We plan to work with the pharmacy for those individuals who opt out now but later change their mind.

#### 6.3 Operations Report

- a. Joe O'Rourke, VP of Operations, reported that the state fire marshal will be inspecting sites in Chanute and Fort Scott during the week of December 15<sup>th</sup>. He plans to visit 18 properties. We will have 90 days to fix any issues that are found.
- b. We are in the process of installing a French drain at the Fort Scott Service Center to help with drainage issues. We have completed the second phase of the project. Sadly, we had to remove landscaping. Once completed, we hope the drain will divert water away from the building.
- c. So far, Joe has visited eight of the 25 Tri-Valley sites. The visits are an annual inspection to make sure that all sites are in good order.
- d. Joe will soon create a vehicle replacement schedule. We have 56 vehicles in our fleet. Money was included in the FY21 budget for vehicle replacement. On Monday, Joe will work with Brandy Foster to start ranking the vehicles; they will look at vehicles that have in excess of 250,000 miles. Doug Tressler asked if we had a policy for vehicle rotation. While we do not currently have a policy, staff look at the age of the vehicle and repair history.
- e. Since we have closed the Service Centers due to COVID-19, residential sites are seeing a lot more wear and tear. Staff are working to maintain the properties.

#### 6.4 Friends of Tri-Valley Foundation

- a. Tricia Campbell, Special Projects Coordinator, reported that the Foundation board has selected the prize for the 21<sup>st</sup> Annual Raffle Drawing. This year's prize will be a 2021 Ram 1500 Crew Cab Long Horn Edition Truck from Shields Motor Company in Chanute, KS.

- b. Due to COVID, the Foundation board has decided to hold a virtual fundraiser in place of the annual Cruise Night. In 2020, we had to cancel the event. We plan to hold the fundraiser during April. More information will be provided closer to April.
- c. The Foundation board has tentatively set the dates for the 2021 golf tournaments. They will be held June 12<sup>th</sup> at Prairie Ridge Golf Course in Erie; July 24<sup>th</sup> at the Fredonia Golf Course; and September 11<sup>th</sup> at Woodland Hills in Fort Scott. We still need to finalize the dates with the courses.

#### 6.5 CDDO Report

- a. Bill reported that the CDDO staff held their annual provider fair. The provider fair is an annual event where individuals receiving services from agencies in Allen, Bourbon, Neosho, and Woodson Counties come to network, visit provider booths, and vote for Community Council officers. This year, the fair was split up and held in each of the four counties to comply with smaller group requirement. The main activity for the fair was to vote for community council officers.
- b. Due to unforeseen circumstances, Paula Drybread, CDDO Coordinator, will be out of the office for a month; Kathy Brennon, CDDO Director, will cover.

### 7. Old Business

#### 7.1 Collaboration with ANW Coop

- a. As promised at the November board meeting, Doug made arrangements for a demonstration of the Infinetec training platform. Representatives from Infinetec in attendance were Peggy Childs, Richard Brown, and Beth Zillinger. Following a brief introduction, Richard Brown gave a short presentation on their platform. The platform hosts trainings, resources on durable medical goods, assistive technology, and webinars for persons with disabilities. Ninety percent of schools in Kansas work with Infinetec. Tri-Valley staff are very excited about the possibilities. The board was impressed with the platform and asked staff to find out how much the annual fee would cost.
- b. Bill has applied for funding from county commissions in our service area for 42 learning stations. The learning station is a tool which would be used to help individuals communicate with doctors, nurses, case managers, and family. We have received fund approval from four of the counties. Two counties have denied our request and we are waiting to hear back from a third county. We have other funding options in mind. Staff are excited about getting the stations into the homes and service centers. Bill thanked Doug for his help with both of these projects.

### 8. New Business

#### 8.1 Staff Update

The staff update was covered earlier in the meeting.

9. Comments from Groups or Individuals

Van raised a question on whether staff are bonded. All staff are bonded.

10. Announcements

Tricia announced that the two fall fundraisers, Holiday Cards and Poinsettia Sales, have wrapped up. We sold 138 sets of cards and 737 poinsettia plants. All proceeds from these fundraisers will go to the Life Enrichment programs.

The next board meeting will Thursday, February 25, 2021.

11. Adjournment

Motion made to adjourn the meeting (Van/Connie). Motion passed.

Respectfully Submitted,

<u>Karen Vallier</u>	<u>1/7/2021</u>
Secretary	Date