

Friends of Tri-Valley Foundation
Board of Director's Meeting

Tri-Valley Developmental Services, Inc. Administration Office, 521 W. 35 Ch Pkwy, Chanute, KS 66720
December 8, 2020

Present via Zoom: Judy Brigham, Vic Anderson, Ruth Spangler, Terry Harper, Lynette Emmerson, Max McReynolds, Sandi Eggers, Mike Reid, Larry Coleman, Bill Fiscus

Not Present: Mike Hofer, Steve Sewell

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

1. Call to Order

Chairperson Judy Brigham called the meeting to order at 6:00 pm.

2. Adoption of Agenda

Motion made to accept agenda as presented (Mike Reid/Sandi Eggers). Motion passed.

3. Minutes of Last Meeting

The minutes from the September 22, 2020 meeting were presented. Motion made to accept minutes as presented (Mike/Lynette Emmerson). Motion passed.

4. Treasurer's Report

Bill Fiscus presented the financial report for the period ending October 31st. Kirbie Hutchinson has resigned and Lea Chickadonz, Director of Human Resources, will take over the Director of Finance role. Motion made to accept report as presented (Max McReynolds/Lynette). Motion passed.

5. Staff Reports

5.1 CEO Report

- a. Bill reported that Tri-Valley had submitted paperwork for a two-year state license. Tri-Valley was given a one-year license with a list of areas to work on, mainly paperwork. Tri-Valley staff were hoping for a two-year license but are happy with the one-year license.
- b. It is time for the bi-annual review of policy changes by our legal counsel. Melissa Dugan of Kluin Law has been asked to review the policies.
- c. 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 (Judy), or Director of Finance. Motion made to remove Kirbie Hutchinson and to add Lea Chickadonz to the Foundation bank accounts (Vic Anderson/Max). Motion passed.

5.2 Program Report

- a. VP of Programming Rachel Crigger reported on staffing and client levels for Tri-Valley.
- b. At the September meeting, Rachel provided information on Tri-Valley's COVID responses. 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. 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.
- c. Due to the COVID pandemic, we have closed the service centers. Weekly, Rachel pulls down data from KDHE regarding county numbers. Staff have begun discussing our re-opening plan.

5.3 Operations Report

- a. VP of Operations, Joe O'Rourke, reported that the state fire marshal will be inspecting sites in Chanute and Fort Scott during the week of December 15th. 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. 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. Joe has either visited or scheduled a visit to all 25 Tri-Valley sites.
- d. Joe will create a vehicle replacement schedule. We have 56 vehicles in our fleet.

6. Old Business

6.1 Board Member Update

The Foundation board is comprised of 21 members; 12 from Allen, Bourbon, Neosho, and Woodson counties ; 8 from Chautauqua, Elk, Greenwood, and Wilson counties; and Tri-Valley CEO. Currently we have two openings in Woodson County; one opening in Neosho County; and six openings from Chautauqua, Elk, Greenwood, and Wilson. Max recommended asking Phil Newkirk, a dentist from Neodesha, to join the board. Joe has spoken to him and he is interested. Terry Harper also gave his vote of confidence. Motion made to ask Phil Newkirk to serve as a board member from Wilson County (Terry/Max). Motion passed. Sandi Eggers recommended two possible candidates for Woodson County. Motion made to approach Patty Dick and Joel Porter about becoming board members for Woodson County (Mike/Vic). Motion passed.

6.2 21st Annual Truck Raffle

Tricia Campbell presented the bids for the 21st Annual Raffle Drawing prize. The winning bid was from Shields Motors for a 2021 Ram 1500 Crew Cab Long Horn Edition truck. At this time, we have 180 entrants and have brought in \$9,570.

6.3 Policy Approval

At the September 22nd meeting, the board reviewed four policies. The policies were: Administration 4 (Inventory of Assets); Administration 7 (Policy Format); Administration 8 (Open Records); and Administration 9 (Volunteers). Motion made to approve policies as presented (Max/Vic). Motion passed.

7. New Business

7.1 TVDS Collaboration with ANW Coop

In October, Doug Tressler, Executive Director for ANW Coop, approached Bill with the idea of an ANW Coop and Tri-Valley collaboration. Doug had three areas for which to collaborate.

a. Learning Stations

A learning station is a mobile stand with a laptop, television, external microphone, and external speakers that may be used for connecting to other sites. ANW Coop has used these stations across their service area and currently has 50 stations. The stations foster independence and accessibility. It helps an individual to have access to teletherapy and telemedicine in their home and to direct their services. The stations have saved ANW thousands of dollars and has saved staff on travel time. Doug estimated that each station would cost around \$664 and felt that Tri-Valley could approach the counties for SPARK funding. Bill has submitted a request to the county commissions in our service area. To date, four counties have responded favorably. We have purchased 10 stations, with 6 more on their way. Two counties responded in the negative and we are waiting to hear back from a third. We have other funding options. At this time, Tri-Valley does not wish to make a formal request to the Foundation.

b. Sharing Staff

Currently, ANW para staff are considered part-time and do not work a full 40 hours a week. During the summer, the paras have to find other employment. As a result, sometimes the paras do not return to ANW. Doug's idea was for ANW and Tri-Valley to partner together on staffing. During the school year, paras needing more work hours could fill in at Tri-Valley. During the summer, the paras would work at Tri-Valley and then return to ANW in the fall. The plan would be a win/win for both agencies. ANW paras and Tri-Valley staff are required to have the same trainings. We could develop a pool of professional staff. So far, only one ANW staff member has applied.

c. InfiniTech

InfiniTech is an online training and tracking system that is used in 90% of Kansas schools. They offer good customer service and trainings. It is not very expensive. Tri-Valley's HR department is excited about the program and is looking forward to seeing what they can do. A demonstration is planned for the December 10th Tri-Valley Board Meeting.

7.2 2021 Fundraisers

- a. Due to the pandemic, the Foundation had to cancel the Cruise Night fundraiser for 2020. A tentative date had been set for April 2021. The current outlook is that Covid will still be present in the spring, so a decision needs to be made on whether to push back the fundraiser's date or to go virtual. Tricia has found a website that caterers to non-profits for virtual events. The board agreed that going virtual for 2021 was the right decision. Staff will move forward with a virtual 2021 fundraiser.
- b. In regard to the annual golf tournaments, a few changes are needed for 2021. The Fredonia golf course already has a tournament scheduled for the last weekend in June. They asked that we pick another date. The idea would be to split out the golf tournament off a six-week schedule. First up would be the Erie Tournament with a possible date of June 12th. The second tournament would be the Fredonia tournament on July 24th. The third tournament would be in Fort Scott on September 11th. These dates are tentative until we have confirmation with the three courses.

8. Board Member Reports

None

9. Acceptance of All Donations

For the period from September 1st through November 30th, the Foundation received \$17,498.80 in donations. Motion made to accept donations (Lynette/Ruth Spangler). Motion passed.

10. Announcements

Tricia reported that a new page on the webpage is dedicated to the Foundation board. The board will be given a password to enter the page. Currently, the page has all Foundation policies.

This year, Tri-Valley held two fundraisers for the life enrichment programs. The annual Christmas card sales were a success. We sold 137 sets, our third best year in number of cards sold. In Chautauqua, Elk, Greenwood, and Wilson Counties, the annual poinsettia fundraiser was held. Even with COVID and the fact that the Service Centers are closed, we sold 737 plants. All money raised from both these fundraisers goes directly to the life enrichment program for individuals served.

The next meeting will be March 23rd.

11. Adjournment

Motion made to adjourn the meeting (Lynette/Ruth). Motion passed.

Respectfully submitted,

Ruth Spangler 1-11-2021

Secretary Date