

Tri-Valley Developmental Services, Inc.  
Board of Director's Virtual Meeting  
Tri-Valley Developmental Services Zoom Meeting  
November 5, 2020

Present: John McRae, Doug Tressler, Steve Sewell, Karen Vallier, Susan Jones, Van Bettega, Connie Hey, Jim Hogan, Janet Rash, , Angie Morrison, Mark Ward, Ceri Coffield, Derrick Payne, Rita Cornett

Not Present: Matt Godinez, Misti Byers, Ken Anderson, Devin Johnson

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

1. Call to Order

Treasurer Steve Sewell called the meeting to order at 6:05 pm.

2. Adoption of Agenda

Motion made to accept agenda as presented (Mark Ward/Susan Jones). Motion passed.

3. Minutes of Last Meeting

The minutes from the August 27, 2020 meeting were presented. Motion made to accept minutes as presented (Mark/Karen Vallier). Motion passed.

4. Treasurer's Report

Kirbie Hutchinson presented the financial statement for the period ending September 30, 2020. Motion made to accept report as presented (Derrick Payne/Angie Morrison). Motion passed.

5. Staff Reports

a. CEO Report

- i. Bill Fiscus reported that policies have been sent to Kluin Law for the bi-annual review. Every two years, legal council reviews policy changes. Our last review was in July 2018.
- ii. Executive staff are finalizing the new strategic plan, which will run from FY21 through FY23.
- iii. Annually, a satisfaction survey is sent to all staff asking for thoughts on a variety of areas. This year, forty-six surveys were returned to the Director of Quality Management, Debi Cramer. The results were 80% or above for the 34 questions that were asked. Overall, staff are pleased with the offered benefits, but we do have a few areas to work on. Eleven-day staff completed the survey and they provided the highest numbers of 1s and 2s in the survey. Only three comments were given. In the past, the surveys were completed during team meetings. We did not do so this year, so our numbers were lower. We may try that again in the future.

b. Program Report

- i. Rachel Crigger reported that 22 individuals in services either voted in person or by mail in ballot this November. Staff will continue to educate and work to get more individuals involved.
- ii. Rachel gave an update on Tri-Valley's COVID response.
  - \* We continue to have issues finding PPE kits. Our largest need at the moment is for N-95 masks and large gloves especially. InterHab had a source for N-95 masks and reached out to all members. At the moment, they are negotiating price with the vendor. In regard to the gloves, as soon as large gloves are available from our vendors, we order. At some point, we might have the same issue with other size gloves. We have received grant funds for PPE in the past.
  - \* Staff are working to update the agency COVID plan. We currently have a plan in place for Day and Residential. Staff are working to expand the plan to other areas such as case management, supportive home care, and administration. Staff strive to make sure that we do things the best we can. We send out the kits to locations where they are needed. We have developed a system for if and when we have a confirmed positive case; we are creating a kit that will be sent to the location.
  - \* We have identified a system to determine how active individuals should be in their county of residence based upon the case rate. The rates are based off of KDHE data. Each week, Rachel pulls data from KDHE to see which communities are seeing an increase of cases. Tri-Valley is using the same three tier system as the local schools: yellow, orange, and red. We are limiting contact out in the community. Doug Tressler suggested that Tri-Valley administrators and day staff utilize the free incident command training offered by FEMA. The training focuses on responding to crisis and pandemics.

c. Operations Report

- i. Joe O'Rourke reported that we had some minor issues due to the recent storms. We had downed limbs across all eight counties. Neil Kisner and Patrick Earnest have been working hard to address the issues. Luckily, we had no damage to any of the homes or services centers; we only had to fix the side mirror on one car. Steve asked if we would put out bids for limb removal. Neil has identified the areas where we will need to address the limbs.
- ii. We are in the second phase of our plan to address drainage issues at the Fort Scott Service Center. A French drain will be installed to divert water from the building.
- iii. All sites have updated business continuity and emergency plans. Joe has either scheduled or completed an annual inspection for all sites. The inspection is of both interior and exterior.

- iv. Joe will begin to work on a vehicle replacement schedule. Currently, Tri-Valley has a fleet of 66 vehicles; 26 of which have over 100,000 miles.
- d. Friends of Tri-Valley Report
- i. Tricia Campbell reported that the Fort Scott golf tournament was held on September 12<sup>th</sup> at the Woodland Hills Golf Course. Play began at 9 am with 21 teams. We had a total of three corporate sponsors, eleven-hole sponsors, and seven door prize sponsors.  
Prizes were given out to 1<sup>st</sup> and 2<sup>nd</sup> places in A and B Flights. The winners were: A Flight 1<sup>st</sup> Place went to the team of Steve Carter, Derrick Ash, Trest Steps, and Drew Clark; A Flight 2<sup>nd</sup> Place went to the team of Josh Query, Tim Allen, Andrew Defenbaugh, and Cody Pile; B Flight 1<sup>st</sup> Place went to the team of Colton Selvey, Dillon Duffy, Joey McDowell, and Dakota Hall; and B Flight 2<sup>nd</sup> Place went to the team of Rex Colegrove, Tim Colegrove, Dudley Colegrove, and Ron Williams. Along with the two flights, prizes were handed out for the Longest Drive which went to Dave Wood and Closest to the Pin which went to Jess Tadtman. Several contests and hole games were held; players could participate in the “Trouble” Hole in One and Paul Bunyan.  
Door prizes were given away. Lunch was catered by Sharky’s Pub and Grub. We were lucky weatherwise and project an estimated profit of \$4,158.11 from the Fort Scott tournament. Based upon our estimates, we project that the Foundation made an estimated profit of \$11,022.78 for all three golf tournaments.
  - ii. The 21<sup>st</sup> Annual Drawing is on-going. Letters have gone out to the local dealers requesting bids. We are behind last year’s entries with 128 entrants.
  - iii. Once again, Tri-Valley is selling holiday cards. As of today, we have sold 100 sets.
  - iv. New Beginnings Enterprises held an annual poinsettia fundraiser each year, where funds were raised for client activities. This year, Tri-Valley continued the fundraiser in Chautauqua, Elk, Greenwood, and Wilson counties. The plants were ordered through Winkelman’s Greenhouse in Independence. Due to COVID, our orders are down. So the decision was made to advertise the plants in Allen, Neosho, and Woodson counties. Bourbon County was not included in the fundraiser as we already sell our plants to local organizations and individuals.
- e. CDDO Report
- i. CDDO staff continue to meet with individuals over the phone, which is difficult with non-verbal individuals.
  - ii. We have had no new crisis requests.
  - iii. The CDDO held the latest Affiliate meeting via Zoom. The group will try to meet every other month.

## 6. Old Business

### 6.1 Board Member Update

Right now, we have three openings on the Tri-Valley Board: one each for Chautauqua, Greenwood, and Neosho. Misti Byers, the Chautauqua County representative, has resigned; she has offered to help locate a replacement. Margaret Bideau, Neosho County representative, resigned at the last meeting, but recommended Nikki Jacobs as her replacement. Bill has spoken with Nikki and she is excited for the opportunity. Bill gave a brief biography on Nikki. If the board approves her nomination, we will ask the Neosho County Commissioners to appoint Nikki. Motion made to recommend Nikki Jacobs to fill the Neosho County board vacancy (Karen/Mark). Motion passed.

### 6.2 Policy Approval

At the August 27<sup>th</sup> meeting, the board reviewed the following policies: Administration Policy 15 (Policy Format); Administration Policy 20 (Smoking Cessation); Administration Policy 23 (Communicable Diseases – Day Services); and Administration Policy 24 (Communicable Diseases – Employees). Motion made to approve policies as presented (Susan/Karen). Motion passed.

## 7. New Business

### 7.1 Board Webpage

At the August meeting, the board requested a way to view policies online. After some research, Tricia found a way to display the policies on our website – [www.tvds.org](http://www.tvds.org). Tricia demonstrated the page that is located under the “About Us” menu.

### 7.2 Christmas Bonus

In June, staff were given a bonus of \$1,200 as thanks for their work during this spring’s COVID stay at home order. In the past, the board is approached to give staff a bonus in December. Bill presented his recommendation for this year. The recommendation is as follows: new hires up to 3 months would receive \$100; 4 to 6 months would receive \$200; 6 months and more would receive a larger amount (the suggestions were \$500, \$600, or \$700). Normally, we limit the bonus to staff who have been here for six months or more. But, due to COVID, Bill recommended giving bonuses to new hires. Staff and clients are tired of being cooped up and direct care staff have been amazing. We have a number of openings, but staff have stepped up to the plate. Staff have volunteered to help out where they could. Mark agreed and was of the opinion that staff deserve as much as we can give them. Steve wanted the staff to understand that this bonus is tied to their work with COVID and the individuals. The board understands what staff are going through and want to show their support. Staff will receive the full amount; taxes will be paid by Tri-Valley. Motion made that a bonus be given to staff as

follows: \$100 for new hires to 3 months; \$200 for 4 to 6 months; and \$700 for 6 months or more (Mark/Karen). Motion passed. Mark left the distribution of the check at administration's discretion.

### 7.3 Collaboration with ANW Coop

A few weeks back, Doug approached Bill with the idea of ANW Coop and Tri-Valley collaborating. Doug had three areas for which to collaborate. The first area was on learning stations. A learning station is a mobile stand with a laptop, television, external microphone, and external speakers that can be used for connecting to other sites. Individuals can connect with case managers to discuss plans or the RN to visit about medical issues or the CDDO staff for assessments plus staff can connect for trainings from remote sites. ANW Coop has used these stations across their service area and currently has 50 stations throughout. 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 \$634 and felt that Tri-Valley could approach the counties for SPARK funding. We would look at setting up 39 sites. Steve asked for a demonstration. Doug was happy to loan one out for the board to use at the December meeting. Bill has submitted a request to the counties and so far, we have heard nothing. If that funding is unavailable, we will look at other options.

The second idea was to share staff. ANW para staff are usually part-time and do not receive a full 40 hours a week. During the summer, the paras have to find other employment and sometimes do not return to ANW. Doug's idea was for ANW and Tri-Valley to partner. During the school year, paras needing more work hours could fill in at Tri-Valley. Then, during the summer, the paras could 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 day staff are required to have the same trainings. Plus, the students that ANW paras work with during the school might eventually become served by Tri-Valley, so the familiarity would be there. We could develop a pool of professional staff.

The third idea is a program used by ANW for training called InfinTech. This program is an online training and tracking system and 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 we can do. Doug will arrange for a demonstration at the December meeting.

### 7.4 Meeting Format Discussion

Bill wanted to discuss the use of Zoom for board meetings during the pandemic. Everyone present was fine with meeting via Zoom; it seemed to work well tonight. For the time being, we will hold the board meetings via Zoom.

8. Comments from Groups or Individuals  
None

9. Announcements  
The next meeting will be December 10<sup>th</sup> at 6 pm.

10. Adjournment  
Motion made to adjourn the meeting (Mark/Rita Cornett). Motion passed.

Respectfully Submitted,

Karen Vallier                      11/29/2020  
Secretary                              Date