

Tri-Valley Developmental Services, Inc.
Board of Director's Meeting
TVDS Administrative Office, 521 W. 35 Ch Pkwy, Chanute, KS/Zoom
December 7, 2023

Present: John McRae, Susan Jones, Steve Sewell, Matt Morgan, Randy Lemasters, Janet Rash, Connie Hey, Angie Morrison, Sharon Suske, Lindsay Madison, Van Bettega, Derrick Payne

Not Present: Anna Methvin, Georgia Masterson, Devin Johnson, Rita Cornett, Jim Hogan

Staff Present: Bill Fiscus, Joe O'Rourke, Melissa Cannon-Smith, Lea Chickadonz, Tricia Campbell

1. Call to Order

Chair John McRae called the meeting to order at 6:02 pm.

2. Adoption of Agenda

Motion made to adopt agenda as presented (Susan Jones/Angie Morrison). Motion passed.

3. Audit

Neil Phillips from Jarred, Gilmore & Phillips presented the report for the FY22 and FY23 Audit. The auditors gave an unmodified "clean" opinion of the finances. Motion made to approve audit report as presented (Sharon Suske/Matt Morgan). Motion passed.

4. Minutes of Last Meeting

The minutes from the October 26, 2023 meeting were presented. Motion made to accept minutes as presented (Janet Rash/Van Bettega). Motion passed.

5. Treasurer's Report

Lea Chickadonz, VP of Administration, presented the financial report for the period ending October 31, 2023. Motion made to accept financial report as presented (Susan Jones/Angie Morrison). Motion passed.

6. Staff Reports

A. Program

1. Melissa Cannon-Smith, VP of Programming, reported that Tri-Valley currently has 18 DSP openings. On December 29th, we will have an opening for our Assistant Director of Programming.
2. Tri-Valley plans to participate in a registered apprenticeship DSP program in the near future. The program is offered through a collaboration between Interhab, the U.S. Department of Labor, and the Kansas Department of Commerce. The program is a 1 to 2 year commitment for the DSP and offers a minimum of 2,250 hours of on the job training and 182 off class/online instruction. As a DSP works through the in class portion of the program, they will receive a \$250 bonuses for each level, of which there are three, they complete. Once a DSP has completed the program,

they will receive a 50 cent wage increase. We have polled staff for their interest and eight DSP have expressed interest. This program is a result of a federal push to have DSPs recognized as a profession.

B. Operations

1. Joe O'Rourke, VP of Operations, reported that progress is being made with Tri-Valley's repair list. We are down to 1 ½ pages of repairs instead of the 6 pages with which we started. A repair committee meets weekly to go over the open repairs and to talk about specific issues at sites.
2. Work has begun on the Chanute Administrative and Chanute Service Center roofs. Bids were sent out and H & H Roofing was awarded the contract. Joe described the process that H & H is using. The roof sealant will have a 15 year warranty.
3. Projects are underway at several of the Foundation homes. At Oak street, we are replacing carpet with vinyl planking in the living and bed rooms. We are replacing linoleum with vinyl planking and the acoustic ceiling at Jent House. At Brentwood, we are replacing baseboards and carpet with vinyl planking in the seven. One bedroom need a new subfloor.
4. At the Fort Scott Service Center, we have replaced linoleum squares with vinyl planking in the drop-in office. We also have several ceramic tiles that need replaced due to cracks from the building settling.
5. Tri-Valley has a new vendor in Pittsburg for bus repairs. Our turnaround time has improved significantly.

C. Administration

1. Lea Chickadonz, VP of Administration, reported that in August representatives from HUD came for an audit on the Brentwood home in Moline. In November, Lea received a letter that they were satisfied with this year's audit. They will return in 2024.
2. Tri-Valley staff use a program called Therap for documentation. We will soon begin to use the Therap database to track our staff training hours and staff schedules. The training system will be available for supervisors to use in January. The staff schedule system will follow shortly thereafter.

D. CEO Report

1. Bill Fiscus, CEO, reported since the October financials were over \$150,000 to the good, Tri-Valley was able to provide staff with the larger bonuses, which totaled \$189,000. The bonuses were sent out last week and Bill has heard from a large number of staff. They all thanked the board for the bonuses.
2. There is a push on the national level to get away from sub-minimum wage in day programs. Tri-Valley is developing a pilot project in Chanute to follow suit. The day program will be divided into three programs: Work; Activity; and Sensory. Staff have spoken to persons served about which program fits their needs. The work program includes our document destruction. Staff are looking at the document destruction and comparing our prices with other agencies that offer similar services.

E. Friends of Tri-Valley Foundation

1. Tricia Campbell, Special Projects Coordinator, reported that the annual poinsettia fundraiser for Eureka, Moline, and Neodesha's day programs has ended. Steve Sewell was in Neodesha and saw some of the plants first hand. He asked about the Fort Scott Greenhouse. To help grow additional plants, we might look into expanding the greenhouse in Fort Scott. For 2024, we ordered 600 plants and sold out of all but a few small red plants. Neosho Gardens out of Council Grove supplied the plants. The first delivery date was November 15th. The final delivery date is December 6th. All money raised will go back to the day programs for Eureka, Moline, and Neodesha. The persons served will decide how the money will be spent. Prizes were given out to everyone who sold with the top three prizes given to Pat Sanderson, Marlynda Bratton, and Mindy Sanchez.
2. The prize has been ordered for the 24th Annual Drawing Raffle. It is a 2024 Ford F150 Platinum Edition truck purchased from Steve Faulkner Ford. Currently, we have 171 entries.
3. The 2024 fundraiser dates have been tentatively set. Due to a scheduling conflict, we had to switch dates for Erie and Fredonia tournaments. The dates are:
 - April 16th – Boardwalk BBQ
 - June 21st – 24th Annual Raffle Drawing
 - June 29th– Fredonia Golf Tournament
 - July 20th – Erie Golf Tournament
 - August 17th – Chanute Golf Tournament
 - September 14th – Fort Scott Golf Tournament
4. The annual holiday card fundraiser is also underway. We are below last year's totals. We have sold 89 sets.

F. CDDO

Bill Fiscus reported that the state has approved funding to take 100 individuals off the state waiting list. Of those 100, only one individual lives in the four county CDDO area. They have been on the list since January 20, 2013, which is a 10 year waiting period. Steve Sewell asked if a survey is done with those on the waiting list. There is no survey currently. Those on the waiting list do have case management, so a case managers meets with them annually. If there is a crisis, funding is available for those on the list. Every year, Tri-Valley's CDDO has around 5 to 6 crisis cases. Most of the funding will go to the larger counties. The order of the list is based upon application date. Every year, InterHab discusses the waiting list with the legislature.

7. Old Business

7.1 Policy Approval

At the October 26th meeting, the board reviewed Administration Policy 37 – Dispute Resolution. Kurt Kluin, Tri-Valley’s attorney, reviewed the policy and made a few changes for clarification. Motion to approve Administration Policy 37 – Dispute Resolution (Matt Morgan/Susan Jones). Motion passed.

8. New Business

8.1 Policy Review

Bill presented Administration Policy 22 – Absences during Inclement Weather for board review. Management staff would like to update and enhance the policy statement and procedure. This policy establishes guidelines for staff to follow when Tri-Valley offices are closed due to inclement weather. The policy will be brought back to the next meeting.

9. Comments from Groups or Individuals

Matt Morgan complimented the staff and persons served in Chanute’s day program. He observed their active shooter drill in October and thought they did a phenomenal job. Within 10 seconds, they were in a secure location.

10. Announcements

- The next Board Meeting will be February 22, 2024.

11. Adjournment

Motion made to adjourn meeting (Sharon Suske/Janet Rash). Motion passed.

Respectfully submitted,

John McRae

Chair

1/29/24

Date